THE NEW SCHOOL
ENGLISH AS A SECOND LANGUAGE (ESL) CERTIFICATE PROGRAM APPLICATION

IMPORTANT INFORMATION BEFORE YOU APPLY

- **New School ESL courses are offered at intermediate and advanced levels.** The New School ESL program is not for beginners. Intermediate-level proficiency in speaking, reading, and writing English is required to apply. Those who have not attained that level based on a writing test will not be admittted to the program.
- **Deadlines for students applying from outside the U.S.:** Applications must be received by the deadline date to be considered for admission in the academic term indicated.

Academic Term	Deadline to Apply
Fall semester	July 15
Spring semester	December 1
Summer term	April 15

- **Deadlines for students already in the U.S. (I-20 transfers):** Contact the English Language Studies Department about the application deadline: call 212.229.5372 or email elsc@newschool.edu.
- **You will receive a decision letter** from the Office of Admission approximately three weeks from the day your application was received by the English Language Studies Department.

APPLICATION PROCEDURES

1. **Fill out the application form, including the writing test:** Include all requested address information (postal/ZIP code, apartment number, etc.) so that the decision letter will reach you promptly. Note: For The New School to place you at the right level, your writing test must be an honest representation of your ability. Do your own writing test without assistance.
2. **Submit your completed application:**
   By email (preferred): send as an attachment to elsc@newschool.edu
   By post: The New School, English Language Studies, 68 Fifth Avenue, Mezzanine, New York, NY 10011
3. **Pay the $50* application fee (nonrefundable):** Send a check or money order for $50 US payable to The New School (do not send cash through the mail) by post to: The New School for General Studies, Office of Admission, 72 Fifth Avenue, 3rd Floor, New York, NY 10011, or fax the credit card authorization form to The New School for General Studies Office of Admission at 212.627.2695.

   *Applicants who have already applied for admission to Parsons The New School for Design are not required to pay a separate application fee for the ESL certificate program.
4. **Await your official letter of admission:** The English Language Studies Department will review your application. If you are accepted to the ESL program, you will receive an official letter of admission and directions to access I-20/DS-2019 visa application forms online.

5. **I-20/DS 2019 application:** Download the I-20/DS-2019 application and complete all the forms. Attach financial documents as instructed. Submit the I-20/DS-2019 application directly to The New School, International Student Services, 79 Fifth Avenue, 5th floor, New York, NY 10011.
6. **Await your I-20 from The New School.** If you qualify, the International Student Services Office will send you an I-20 (or DS-2019). Take the approved I-20 with your financial documents and passport to a U.S. embassy or consulate. If you are approved for a visa, the consular officer will stamp an F-1 Student Visa into your passport.
7. **Arrival date:** You are REQUIRED to arrive at The New School at least one week before your ESL classes are scheduled to begin.
8. **Take the placement test:** As soon as you arrive in New York, contact English Language Studies to schedule a placement test; call 212.229.5372 or email elsc@newschool.edu.
9. **Register for your classes:** After your placement test and advisement, the English Language Studies Department will help you register you for your ESL courses. All tuition and fees for the academic term are due and must be paid when you register.

CONTINUED ON FOLLOWING PAGE

THE NEW SCHOOL ESL CERTIFICATE PROGRAM APPLICATION

PART 1

PERSONAL INFORMATION

First Name	Last Name
Mailing Address:	
City:	State:
ZIP Code:	Country:
Preferred Phone Number:	Email Address:
Permanent/Home Address (if different than above):	
City:	State/Province:
Postal Code:	Country:
Alternate Phone Number:	Date of Birth (MM/DD/YYYY): / /
Sex: Male ☐ Female ☐	Place of Birth:
Country of Citizenship:	Native Language:

When do you plan to begin ESL classes? Fall term (September) ☐ Spring term (January) ☐ Summer term (June) ☐
For how many semesters do you expect to study in the New School ESL Program? 1 ☐ 2 ☐ 3 ☐
For how many years have you have studied English?
Where: High School ☐ University ☐ Language School ☐ Other ☐ _____

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EDUCATION

LIST ANY/ALL COLLEGES/UNIVERSITIES ATTENDED AFTER GRADUATING FROM HIGH SCHOOL.

Name	Dates Attended	Program/Degree
Have you or do you plan to apply to a degree program at The New School? Yes ☐ No ☐		
Which division?	Which Program/Degree?	For which term?

Are you currently attending another school here in the United States? Yes ☐ No ☐		
Name of School/Institution	Program/Degree:	Last Attended: / /
Your current visa status:		

THE NEW SCHOOL ESL CERTIFICATE PROGRAM APPLICATION

PART 2: WRITING SAMPLE

WHY DO YOU WANT TO STUDY ENGLISH IN NEW YORK CITY?

Please answer the question without help from another person or a dictionary.
Answer the question in 8–10 sentences (one or two paragraphs).

IMPORTANT: Please be aware that when you arrive in New York you must take an ESL placement test at The New School. If you score lower than level 3 (intermediate), The New School will not be obligated to admit you to our courses. You will have to transfer to another language school that offers beginner level classes.

I affirm that I wrote the writing sample above without any assistance.

Signature:	Date: / /

THE NEW SCHOOL ESL CERTIFICATE PROGRAM APPLICATION

REMINDER

- **There are two ways to submit your completed application.**

  1. By email (preferred): Send as an attachment to elsc@newschool.edu
  2. By post: The New School, English Language Studies, 68 Fifth Avenue, Mezzanine, New York, NY 10011

- **There is a $50 U.S. nonrefundable application fee.** You can mail a check or money order payable to The New School to the Office of Admission, 72 Fifth Avenue, 3rd Floor, New York, NY 10011, or you can fax a credit card authorization form to the Office of Admission at 212.627.2695. Do not send cash through the mail.

  NOTE: If you have already applied for admission to Parson The New School for Design, you are not required to pay the $50 application fee.

To Be Completed By ESL Office ONLY

Level Approved: Yes ☐ No ☐
Department Signature: