

## APPLICATION FOR COMBINED BA/MA/MS PROGRAMS

Student Name \_\_\_\_\_ ID \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

Concentration \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

Class Level Junior / Senior                      Were you admitted as a transfer student to Lang? Y / N

Expected Date of Graduation from Lang? \_\_\_\_\_

Term Applying for Admission to the BA/MA/MS Program? \_\_\_\_\_

Please indicate the graduate degree program of interest:

MA Anthropology

MA Sociology

MA/MS Economics

MS Nonprofit Management

MA Historical Studies

MS Urban Policy Analysis & Management

MA Liberal Studies

MS Organizational Change Management

MA Philosophy

MA Media Studies

MA Political Science

MA/MS International Affairs

MA Psychology

Do you receive undergraduate financial aid? Y / N

Do you expect to request graduate financial aid? Y / N

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### For Administrator Use Only

Action Taken:     \_\_\_\_\_ Accepted

Effective Term & Year \_\_\_\_\_

\_\_\_\_\_ Pending

\_\_\_\_\_ Rejected

Graduate Admissions Officer \_\_\_\_\_

Assigned BA/MA/MS Advisor \_\_\_\_\_

## ***Application & Guidelines for Combined BA & Masters Degree Programs***

***The New School for Social Research***

***The New School for General Studies***

***Milano, The New School for Management & Urban Policy***

The following information is for upper-level students interested in applying to a dual BA/MA or BA/MS program at The New School. Through these programs, students may accelerate their progress toward a master's degree, earning as much as 12 graduate credits (equivalent to approximately one semester of graduate studies) through degree programs in the New School for Social Research, The New School for General Studies, and Milano. The benefits of the program include reduced time to earn the master's degree (and tuition savings), additional access to graduate courses, and waiver of the Graduate Record Examination (GRE), application fees, and secondary recommendation letters for admission to graduate school.

### **Student Eligibility**

You are eligible to apply during the semester in which you will complete or have completed (60) undergraduate credits. If you apply with credits in progress though, your admission is contingent upon successful completion of the minimum 60 credits. For transfer students, you have completed or be in the process of completing at least one full year of academic coursework at Lang College.

### **Application Requirements**

We recommend all students contact an admissions representative from the graduate program of interest. In addition to an appointment with an admissions counselor, we recommend prospective BA/MA/MS students attend an open house and/or information sessions to learn more about the graduate program.

The application for the BA/MA/MS programs includes the following materials, which should be submitted by the deadline indicated below to Jemima Gedeon, Senior Class Advisor (64 West 11th Street):

- Application Form
- Academic Transcript
- Personal Essay (2-5 pages). The personal essay should discuss your interests and motivation in applying for this program. Your proposed field of study should relate to your educational and/or professional pursuits, and our previous coursework should provide adequate preparation for graduate-level studies. In the essay, you should also describe how your academic goals could be fulfilled through the master's program you have selected, particularly at this point in your undergraduate career. *Please refer to the attached handout for suggestions on writing a personal statement.*
- Academic Writing Sample (5-10 pages). A writing sample should be submitted from a previous course, preferably a course relevant to your proposed field of graduate study.
- Recommendation Letter. The recommendation letter should be provided by a faculty member at the university. Recommendations are strongly encouraged from **full-time** instructors who have taught you in more than one course during your undergraduate career at Lang, though feel free to request a recommendation from any faculty member with sufficient knowledge of your academic performance. Whenever possible, we also strongly encourage letters from faculty teaching in the department to which you are applying.

### **Graduate Program Admission**

All application materials are forwarded to a faculty committee, The Committee on Academic Excellence. If approved, the applications are then forwarded to the appropriate graduate department for review and **provisional** admission into the master's program. If accepted, you will receive written notification. As a provisional admit, you must contact the admissions office for your graduate program in the semester prior to your expected matriculation date as a full-time master's degree student. The graduate admissions committee will review your academic performance (including semesters in the BA/MA/MS program), and render a final decision on your full admission to the graduate program. Note: For NSSR, only courses completed with a minimum grade of **B** can be applied toward the master's degree as swing credits.

## APPLICATION DEADLINES

For Spring Admission: October 15th / For Fall Admission: April 1st

## **Divisional Contacts & Admissions Offices**

Department	Name	Position	Office	Email	Phone
Lang College	Jemima Gedeon	Senior Class Advisor BA/MA Program Advisor	64 West 11th Street, Room 106	gedeonj@newschool.edu	(212) 229-5100 ext. 3345
Lang College	Jonathon White	Assistant Dean of Students	64 West 11th St, Room 120	whitej@newschool.edu	(212) 229-5100 ext. 2282
All Milano Programs	Susan Morris	Assistant Dean for Student Affairs	72 5th Avenue, 3rd Floor	smorris@newschool.edu	(212) 229-5400 ext. 1106
All Social Research	Ellen Freeberg	Director of Academic Affairs	79 5th Avenue, 10th Floor	freebere@newschool.edu	(212) 229-5712 ext. 3002
International Affairs Only	Phil Akre	Assistant to the Director	66 West 12th St, Room 606	akrep@newschool.edu	(212) 206-3524 ext. 2421
Media Studies Only	Annie Howell	Assistant Chair	70 5th Avenue, 12th Floor	howella@newschool.edu	(212)229-8903 ext. 4051
Dual-Degree & Joint Programs	Adrienne Marcus	Director of Dual-Degree & Joint Programs	66 West 12th St, Room 608	marcusa@newschool.edu	(212)229-8947 ext. 2281

### **New School for General Studies**

Office of Admissions

66 West 12th Street, Room 401

Tel: (212) 229-5630

Email: [nsadmissions@newschool.edu](mailto:nsadmissions@newschool.edu)

### **New School for Social Research**

Office of Admissions

65 Fifth Avenue, 1st Floor

Tel: (212) 229-5710

Email: [gfadmit@newschool.edu](mailto:gfadmit@newschool.edu)

### **Milano, The New School of Management & Urban Policy**

Office of Admissions

72 Fifth Avenue

Tel: (212) 229-5462

Email: [studentinfo@newschool.edu](mailto:studentinfo@newschool.edu)

# Sell Yourself: Guidance for Developing Your Personal Statement for Graduate School Applications

Adapted from Brian Rybarczyk, United States Science Careers Science Magazine

[http://sciencecareers.sciencemag.org/career\\_development/previous\\_issues/articles/2006\\_01\\_06/sell\\_yourself\\_guidance\\_for\\_developing\\_your\\_personal\\_statement\\_for\\_graduate\\_school\\_applications/](http://sciencecareers.sciencemag.org/career_development/previous_issues/articles/2006_01_06/sell_yourself_guidance_for_developing_your_personal_statement_for_graduate_school_applications/)

**For suggestions about graduate school applications, including personal statements, recommendation letters, and interviewing, please visit <http://gradschool.about.com/od/admissionsadvice/a/overview.htm>**

## What is a personal statement and why is it important?

A personal statement (also known as graduate school essay, statement of interest, statement of goals, among other names) is a document, submitted as part of a graduate school application, that describes your abilities, attributes, and accomplishments as evidence of your aspirations for pursuing a graduate education and, beyond that, a career in research. This is your chance to stand out from all the other applicants.

An important quality of a graduate school personal statement is how well it communicates professional ambitions in personal terms. It outlines a career-development plan including previous experiences, current skills, and future goals. Faculty reviewing graduate school applications want to know that you have a personal commitment--the deeper the better--to the path you desire.

## What is the structure of a personal statement?

Your personal statement should clearly express your understanding of what graduate school is about and how the graduate degree will build upon your previous experiences toward the attainment of your career goals. The outline below is just a guideline, a suggested structure. You can follow it precisely or devise a structure of your own. But either way, make sure your personal statement has structure and that it makes sense.

*The Introduction*--Set the stage for the rest of your essay. Begin with a hook (i.e., a personal anecdote that relates to your career path, a unique perspective on your academic career, or a statement that clearly summarizes your level of commitment) that will draw the reader into your story. Once you lose a reader, he or she is gone for good. On the other hand, don't get too creative or humorous; you may offend someone inadvertently.

*The Body*--Describe your experiences, professional goals, your motivation for attaining these goals, and how you intend to get there. Discuss the research project(s) you've been involved with intelligently and clearly: identify your research area, state the research question you were addressing, briefly describe the experimental design, explain the results, state the conclusions, and describe what you gained from the experience. If you have not been directly involved in hands-on research, describe other experiences you've had that have influenced your career path, how the graduate degree will advance you toward your career goals, and why you feel you would be adept at such a career. Provide evidence of your progress and accomplishments in science, such as publications, presentations at conferences, leadership positions, outreach to younger students, and related experiences that sparked your interest in specific areas of science. Since this section--the body--demonstrates that you can communicate science effectively, you should devote the bulk of your writing time to it.

*The Conclusion*--Once you're done with the body, it's just a matter of wrapping things up. This is a good place to reaffirm your preparation and confidence that graduate school is right for you. Explain what contributions you hope to make--to science or society--and how a graduate degree will help you make that contribution.

## Questions to consider

The following questions will help shape your personal statement. Address the ones you feel are most appropriate to what you want to convey to the review committee. Most of these questions will be addressed in the body of the piece, but one or more may help you structure the article as a whole.

- Why should the admissions committee be interested in you? Why might you be a stronger candidate for graduate school than other applicants?
- How or when did you become interested in this specific area? Was it through classes, readings, seminars, work, or conversations with people already in the field? What have you learned about the field and about yourself that has further stimulated your interests?
- Are there any gaps or discrepancies in your academic record that you need to explain?
- Have you had to overcome any unusual obstacles or hardships in your life? How have these experiences shaped your professional growth?
- What personal characteristics do you possess that would tend to improve your chances of success in the field (i.e., persistence, determination, good problem-solving skills, a knack for collaborative or independent work)? Provide evidence.
- What experiences, skills, attributes, both in and out of the lab, make you qualified?

**Dos:**

- Be positive, professional and honest
- Tailor your personal statement to the institution and program you're applying to. Be certain your statement is in line with the program's mission and focus. Describe why you want to work with specific faculty members in that particular program. If you're interested in studying obesity, for example, be sure that institution or program has researchers working on obesity.
- Describe your research concisely and leave out minute details
- Stick to the length guidelines specified in the application. If there aren't any length guidelines, keep the document to about 2 single-spaced pages of typewritten text, no more than 3 pages.
- Proofread for spelling, punctuation, and grammar errors.
- Give your essay to at least 3 other people who will provide feedback and suggestions for improvement. Consider all feedback and revise accordingly (faculty are recommended).

**Don'ts:**

- Don't use slang.
- Don't make up experiences you've never had or write what you think the review committee wants to hear.
- Don't send in a first draft.
- Write it yourself; don't steal--or borrow--someone else's words.
- Don't say you want to help people, want to cure cancer, or use other clichés. A desire to help humanity can be a plus, but only when expressed in very specific terms.

**Things to keep in mind**

Here are three points that you should be aware of while writing.

- Remember your audience. Applicant review committees are composed primarily of faculty from the department you are applying to. They may be familiar with some terminology but assume that they are not familiar with all aspects of your research project. Faculty read many--sometimes hundreds of--applications. Make your statement unique.
- If you are submitting applications to multiple programs, each personal statement should be customized for that particular institution and application. Ensure that each personal statement includes the correct name of the institution or program and states faculty member's names correctly.
- Ensure that you address specific questions posed as part of the personal statement portion of each application for different programs.

The personal statement is an important part of your application package. Developing one is a process that takes time, persistence, and revision. Start early and take it seriously. Remember, the statement is a reflection of you. Don't be like Jamal. Use it to your advantage and it will land you an interview with your program of choice.