

THE NEW SCHOOL ESL+DESIGN 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 admitted 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. Write at least 150 words.
2. **Submit your completed application:**
By email (preferred): send as an attachment to elsc@newschool.edu
By post: The New School, English Language Studies, 66 West 12th Street, Room 612, New York, NY 10011
3. **If you already applied to Parsons:** Send a copy of the Admission decision letter.
By email (preferred): send a scanned copy to elsc@newschool.edu
4. **Pay the \$50* application fee (nonrefundable):** Use the attached credit card authorization form or mail a check or money order for \$50 U.S. payable to The New School(do not send cash through the mail).
By post: English Language Studies Department, ESL+Design Certificate Program, 66 West 12th Street, Room 612, New York, NY 10011.

*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.

5. **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. Note: an application takes three weeks to process.

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6. **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, 2 West 13th Street, 12th floor, New York, NY 10011.
7. **Pay your non-refundable tuition deposit of \$500, by no later than two weeks** of receiving your admit packet. This tuition deposit will hold your place in the ESL+D certificate program. Follow the payment instructions found on the accepted student checklist, enclosed in your admit packet.
8. **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.
9. **Arrival date:** You are REQUIRED to arrive at The New School at least 10 business days before your ESL classes are scheduled to begin to take the placement test, register, and attend the ESL+Design orientation.
10. **Schedule the placement test:** Before you arrive, contact English Language Studies to schedule a placement test; call 212.229.5372 or email elsc@newschool.edu.
11. **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

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PART 1

PERSONAL INFORMATION * PLEASE PRINT

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

Have you already applied to Parsons The New School for Design? Yes ☐ No ☐	
	If yes, student ID#:
	If no, do you plan to apply to Parsons? Yes ☐ No ☐

When do you plan to begin ESL classes? Fall term (September) ☐ Spring term (January) ☐ Summer term (June) ☐
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

Are you a student in a Parsons affiliate program?: No ☐ Yes, Vantan ☐ Yes, Altos de Chavón ☐

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:		

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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.
Write at least 150 words.

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: / /
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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, 66 West 12th Street, Room 612, 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 English Language Studies Department, ESL+Design Certificate Program, 66 West 12th Street, Room 612, New York, NY 10011. 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:

THE NEW SCHOOL

OFFICE OF ADMISSION

APPLICATION FEE CREDIT CARD AUTHORIZATION

To the applicant:

If you wish to charge your application fee to a credit card and/or pay to have your admission decision sent to you by courier service, please provide the information requested below and sign this form, which authorizes The New School to charge the expenses to your credit card. Only MasterCard, Visa, Discover Card, and American Express cards are accepted. Return the signed form with your other application documents.

Applicant's name:	
Name of credit card holder:	
Credit card type: MasterCard ☐ Visa ☐ Discover ☐ American Express ☐	
Credit card number:	Credit card expiration date:
I hereby authorize The New School to charge the following costs for the above-named applicant to the credit card account indicated above (check one or both boxes). ☐ Application fee: \$50.00 U.S.	
Card holder's signature:	

PHONE: 212.229.5372

EMAIL: ELSC@NEWSCHOOL.EDU

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