

**Instructions
Self-managed Graduate Application
University at Albany**

**Graduate Admissions Office
1400 Washington Avenue, UAB 121
Albany, NY 12222
(518) 442-3980
graduate@uamail.albany.edu
www.albany.edu**

We are pleased to learn of your interest in graduate study at the University at Albany. Please carefully read these instructions. In our efforts to efficiently process your application and to maintain confidentiality, the University at Albany requires applicants to obtain appropriate credentials in sealed envelopes. The application and all credentials should be placed in the enclosed large envelope and mailed. Please be certain to affix the correct required postage. Applicants who wish to apply for departmental assistantships must complete and return the pink assistantship application. Please be advised that receiving credentials separately from the application will unfortunately impede the processing of your application. **All credentials submitted are the property of the University at Albany and cannot be returned or forwarded to any other address under any circumstance.**

Please visit <http://apps.albany.edu/graduate/degreelookup.php> for specific program application requirements and deadlines.

All applications require the following:

APPLICATION FEE All graduate applications must include the required, **nonrefundable** \$75 application processing fee. Each fee must be submitted as a check or money order payable in U.S. dollars, or by completing the enclosed credit card payment authorization form. The complete name of the applicant must be written on the front of the check or money order. Applications that are received without the required fee are **NOT** processed.

INTERNATIONAL STUDENTS International students are encouraged to consult the "Information for International Applicants" sheet to assist with the international graduate application. In addition to the items listed below, international students must also submit: (1) satisfactory TOEFL or IELTS results, (2) a completed Graduate Assistantship / Fellowship Form if applying for University funding, and (3) a financial affidavit and supporting documentation. An International Student Financial Affidavit must be completed to document the applicant's ability to meet all educational and living expenses for the entire period of their intended study.

ACADEMIC HISTORY Please list all institutions attended, regardless of whether a degree was awarded, beginning with the most recent.

TRANSCRIPTS Please obtain official transcripts from each institution that you have attended. You should request from the institution's Registrar's Office that the transcripts be mailed directly to you. **DO NOT OPEN THE ENVELOPES RECEIVED FROM YOUR PREVIOUS INSTITUTIONS.** The sealed envelopes should be included with your application. If an institution refuses to release a transcript to you, please arrange for the credential to be sent to the above address. Students who have attended the University at Albany do not have to obtain their University at Albany transcript. They are, however, responsible for obtaining all other academic transcripts. Photocopied or faxed copies are not considered official. Transcripts received in unsealed envelopes are not considered official and will not be processed.

LETTERS OF REFERENCE Applicants must include three letters of recommendation, submitted in original, sealed envelopes. The applicant must complete the information requested in the top of the recommendation form and also provide addressed, stamped envelopes to references. Evaluators should sign their name across the sealed flap of the envelope and return it to the applicant. If you wish to submit letters of recommendation from an existing placement file, you should request that those credentials be mailed directly to you. **DO NOT OPEN THE ENVELOPES CONTAINING THE LETTERS OF RECOMMENDATION.** If an evaluator is reluctant to provide you with the original letter, she or he may mail the letter directly to the address noted above. Please see the enclosed reference forms for additional details and instructions. Please also check the departmental information to verify who can provide a reference. Recommendations received in unsealed envelopes are not considered official and will not be processed.

STANDARDIZED TESTS Applicants are encouraged to provide test result information in the appropriate section on page 2 of the application. However, admission action will not be taken until official test results have been received from the Educational Testing Service (ETS). The ETS code for the University at Albany is **2532**. **Praxis scores will not be sent by ETS and the student must send Graduate Admissions a copy of the scores they receive. This is applies to the PRAXIS exam ONLY.**

Additional materials that may be required:

PORTFOLIO Please include a self-addressed envelope with adequate postage for returning your slides.

WRITING SAMPLE

RESUME

QUESTIONNAIRE

STATEMENT OF BACKGROUND AND GOALS

We appreciate your interest in graduate study at the University at Albany. We look forward to future correspondence with you, and encourage you to contact the office at any time during the application process.