

# ENROLLMENT

## General Requirements for Admissions Applications to GSE Programs

Criteria for admission vary according to degree program and specialty. Consult the program descriptions in this bulletin and our website for special requirements, including prerequisites. In addition to the program-specific criteria, all applicants seeking admission to graduate degree programs in the Graduate School of Education must meet the following requirements:

### Liberal Arts and Sciences Background

Applicants must have a baccalaureate degree from an accredited college or university with a major or appropriate concentration in a liberal arts or sciences discipline or other appropriate and equivalent undergraduate preparation. They must also provide evidence of satisfactory undergraduate scholarship and potential for successful graduate study. To qualify for master's or Advanced Certificate programs, applicants should have earned a minimum undergraduate cumulative GPA of approximately 3.0, unless otherwise specified. To qualify for doctoral or advanced certificate programs, applicants should have earned a minimum cumulative grade point average (GPA) of approximately 3.5 (B+). Applicants to programs leading to fulfillment of state certification or licensing requirements must also meet the state's related core and content requirements in the liberal arts and science areas. Programs leading to professional certification, or certification annotations or extensions, require possession of initial or provisional certification and may require teaching experience.

### Transcripts

Applicants are required to submit official transcripts of all coursework taken (with the exception of study abroad coursework). Only transcripts submitted to the Graduate School of Education's Office of Admissions directly from the institutions that an applicant has attended/is attending are considered official. Official transcripts can be sent by mail or official electronic download. If a degree has been completed, the transcript must include the degree awarded and date conferred. Applicants who have been admitted to the Graduate School of Education but have not yet completed their undergraduate degrees will be required to submit an official copy of their final undergraduate degree which indicates the degree awarded and date of degree conferral.

### Recommendations

Applicants are required to submit two letters of recommendation from respondents familiar with the applicant's academic or professional background for application to all graduate degree and certificate programs. Applicants may provide more than the required number of recommendations, however an application cannot be completed until all recommendations have been received or written authorization to remove the named recommender from an application is sent to the Graduate School of Education's Office of Admissions. Respondents with familial ties (e.g., parent, sibling, spouse, grandparent, etc.) to the applicant are not permitted.

### Personal Statement

Applicants are required to submit a clear and concise personal statement with their admission application. Personal statement requirements vary

by program and can be found on the Personal Statement section of the online application.

### Resume/C.V.

Applicants are required to submit a resume or curriculum vitae (CV) with their online application

### Application Fee

Applicants are required to submit an application fee (see Tuition and Fees section for more information on fee amount) in order for their application to be considered complete for review by the faculty admissions committee.

### Standardized Test Requirements

Most applicants are not required to submit standardized test scores from the Graduate Record Examination (GRE) General Test or Miller Analogies Test (MAT) with their application. Test score submission requirements vary by program and are as follows:

- Teacher education programs: ALL master's and advanced certificate programs (MAT or GRE General Test not required); doctoral program (MAT or GRE General Test is optional)
- Educational leadership programs: ALL doctoral programs (MAT or GRE General Test is optional); master's and advanced certificate programs (MAT or GRE General Test is optional)
- Psychological and educational services programs: Ph.D. in counseling psychology (GRE General Test is optional); Ph.D. in school psychology (GRE General Test is optional)

The required exam(s) should be taken at least two months prior to the application deadline to ensure timely receipt of scores by GSE admissions. GRE School Code: 2252. MAT School Code: 1453. Information about the Graduate Record Examination is available at the Educational Testing Service, Graduate Record Examinations website. Information about the Miller Analogies Test is available from its website.

### Additional Review of English Language Proficiency

Depending on the review of an application, official transcripts, personal statement, and test of English language proficiency, accepted students might be required to engage in further evaluation and study in English language prior to or in conjunction with admission and matriculation in the Graduate School of Education. For further information about the tests, go to [ielts.org](http://ielts.org) or [ets.org/toefl](http://ets.org/toefl). All students are expected to demonstrate a satisfactory level of written and spoken English proficiency in coursework and written reports throughout their graduate study. Inability to maintain an acceptable level of English is a basis for review of student status and may result in referral to Fordham's Institute of American Language and Culture (IALC), academic probation, suspension, or termination of matriculation.

### Proof of Immunization

New York state law requires all students born on or after January 1, 1957, to have on file proof of immunity from measles, mumps, and rubella. These vaccinations must have been given on or after the first birthday. To comply with this law, accepted students must submit proof of immunization signed by a physician or other health official. Students who fail to provide proof of immunization are not permitted to register for classes. In addition, students must either have the meningococcal vaccine or sign a waiver declining the vaccine. If you have questions regarding immunization, call the Fordham University Health Center at 212-636-7160.

## Admission Requirements for the Five-Year Integrated Teacher Education Program

Consult the admissions requirements for the five-year program listed separately in this bulletin.

## Admission Procedures

Before applying for admission to any program of the Graduate School of Education, carefully review its description, specific admission criteria, and program of study, which are listed in this bulletin and on our website. Questions about the program, including issues of eligibility, certification, or requirements, may be addressed to the program coordinator or the chairperson of the division within which the program is offered.

Applications are evaluated by faculty committees and will not be reviewed unless they are complete. An application is complete when the application is submitted; the fee is paid; and all required official transcripts, recommendations, official test scores, and other materials have been received by the admissions office. Documents submitted as part of an application become part of the records of the Graduate School of Education and will not be returned or duplicated for any purpose.

Most Graduate School of Education programs admit students throughout the academic year; however, doctoral programs, mental health counseling, and the advanced certificate (formerly professional diploma) programs in school psychology have special deadlines.

Applicants will be notified of admissions decisions as soon as possible after completed applications are received and reviewed by faculty admission committees. Following notification of admission, students must:

- Respond to their offer of admission. Accepted offers of admission require an admissions deposit. The admissions deposit can be paid online by credit/debit or electronic check and is non-refundable. Accepted students should refer to their admission letter for their required deposit amount. The admission deposit is credited toward the first tuition bill.
- Meet with their assigned faculty advisers to discuss their programs and course selection.
- Register by the start of the academic term to which they were admitted or request a deferment (for up to one academic year from the term of acceptance) in writing. Requests are reviewed and approved pending faculty decision.
- Application materials of non-enrolled accepted students will be destroyed after three years.
- Submit immunization form to the University Health Services Center before the start of the semester\*.
- Submit the financial responsibility agreement\*.

\*Failure to complete these items by their respective deadlines will result in administrative withdrawal from classes.

## Applicants from Countries Other than the United States

Requirements for applications from persons who are from countries other than the United States are shown below. Required application materials for non-U.S. applicants include:

- the completed online application;
- recommendation letters and application fee;
- personal statement and resume;
- appropriate test scores (including the TOEFL or IELTS, if necessary);

- proof of financial support; and
- transcript evaluations from World Evaluation Services (WES) or any NACES Evaluation Agency that include a course-by-course evaluation and conversion to a U.S. scale, grade equivalencies to a U.S. scale, and a final grade point average converted to a U.S. scale for applicants who are admitted before their undergraduate studies have been completed..

A certified translation is required for any documents submitted in languages other than English. Admission procedures require an evaluation of prior educational experience to document equivalency to a U.S.-earned baccalaureate or master's degree. Information about this evaluation may be obtained by contacting World Education Services at wes.org. Applicants can also use any NACES Evaluation Agency. Persons who are not U.S. citizens are not eligible for Graduate School of Education scholarships but can apply for graduate assistant positions if enrolled full time (at least 12 credits) and meet the GPA requirement for graduate assistantships.

All students must have oral and written English language skills sufficient for successful completion of their program. If it is determined that a student's English skills are insufficient, the student will be required to improve his or her English skills by taking classes in English as a second language.

Applicants who expect to use the F-1 or J-1 Student Visa must prove that they have financial support to cover tuition and living expenses for each year that they will study at the University. International students must be enrolled full time (12 credits) in order to comply with the student visa regulations.

The Affidavit of Support form is available online, and must be submitted to the Office of International Students (OIS). A Certificate of Eligibility (I-20) cannot be issued until this form is completed and returned with the required documentation. Contact OIS for additional information at 212-636-6270. For more information on the latest visa issues, visit the Department of State website.

## Requirements for Enrollment for Non-Degree Graduate Study

Applicants for non-degree (or non-matriculated) courses must provide proof of the following:

- earned baccalaureate or graduate degree from an accredited college or university (A copy of your diploma or transcript is acceptable and can be uploaded to your online application);
- proof of identity, in the form of a government-issued photo ID (driver's license, passport, etc.); and
- course approval from an academic adviser for your courses

Applicants must meet with a Fordham Graduate School of Education adviser during our in-person registration hours.

## Non-matriculated Student Status

Undergraduate seniors already enrolled at Fordham University whose programs do not require their full time attendance may register as non-matriculated students; written consents from the GSE associate dean for academic affairs and their school's dean is required. A maximum of six credits will be allowed.

If individuals have recently been accepted or are currently matriculated in another Fordham University academic program, they must take an official

leave of absence from or withdraw from the program prior to seeking non-matriculated status in the Graduate School of Education.

Applicants who have been denied admission to the Graduate School of Education are not eligible to enroll as non-matriculated students.

### **Non-Degree Credit Limits and Course Limitations**

- The Graduate School of Education provides opportunities for non-matriculated students to take courses for any of our three academic terms: fall, spring, or summer.
- Non-degree students may not exceed more than 12 credits of non-matriculated study in the Graduate School of Education, and depending on the program, may be limited to six credits. With the written approval of the Dean and relevant division chairperson, students who subsequently pursue additional non-matriculated coursework towards a separate program may be permitted additional credits. Enrollment as a non-matriculated student does not imply acceptance or eligibility to any degree program in the Graduate School of Education.
- Non-matriculated students are not eligible to take advanced level courses (level 7000 or higher), courses requiring pre- or corequisites, independent studies, tutorials, field placement, practica, or those reserved for a cohort group.
- All programs, with the exception of the doctoral programs in administration and supervision, permit non-matriculated study.
- International students who wish to take non-matriculated courses are permitted to do so, however must take a minimum of 12 credits.

### **Non-Degree Tuition and Fees**

Non-degree (or non-matriculated) students pay the regular tuition rate plus additional fees. Please select the following link to view our current tuition rate and fees: [GSE Tuition and Fees](#).

### **Non-Degree Financial Aid and Scholarships**

Non-matriculated students are not eligible for Graduate School of Education scholarships or graduate assistantships.

Non-matriculated students are not eligible for federal financial aid.