Instructions for Completing Application

WHAT YOU NEED

Please enclose all materials in one envelope if possible. Your application packet should contain:

• a personal statement
• two official copies of each college transcript (in sealed envelopes with English translation if not in English)
• two letters of recommendation (in sealed envelopes with authenticated English translation if not in English)
• the application fee and the payment form

If you have any records under another name, please note this on the application form, and please cross-reference all documents.

TEST SCORES

Register with the applicable testing agency to take the appropriate tests for your program. All international applicants whose native language is not English must submit Test of English as a Foreign Language (TOEFL) or International English Language Testing Service (IELTS) scores. Graduate Management Admission Test (GMAT) scores are required for all applicants to the School of Management. Graduate Record Examination (GRE) scores are required for virtually all other programs (Known exceptions include MPA, MSW, Social Science and Music).

Some departments require GRE advanced (subject) tests in addition to the general test. Please consult with departments in fields in which GRE advanced tests are given to learn whether you need to submit those scores as well. For admission in the fall semester, you should take the appropriate test(s) in the fall of the previous year.

GMAT: For more information on the GMAT visit: www.gmat.org or write to: Graduate Management Admission Council 1600 Tysons Blvd., Ste. 1400 McLean, VA 22102 USA Binghamton’s code: K6R-HB

IELTS: For more information on the IELTS visit: www.ielts.org or write to: IELTS International 100 E. Corson St., Suite 200 Pasadena, CA 9110 USA

PERSONAL STATEMENT

Please tell us about your background and plans. On a separate typed page or pages, discuss topics that will help evaluate your application, including any honors, awards, scholarships or fellowships you have held; your foreign language training or proficiency; any minor fields of study you have undertaken; any other experience you have had that may be relevant to your graduate work - teaching, research, professional or work experience, military service, etc.; your career plans and goals; any specialization within the field that interests you; and your reasons for wishing to undertake graduate study in your field at Binghamton University.

LETTERS OF RECOMMENDATION

We require at least two letters of recommendation written by people who are qualified to comment on your academic abilities and achievements. If you have been out of school for more than five years, you should choose references who know about you and your recent accomplishments.

The "Letter of Recommendation" form consists of two pages per recommender. Provide each of your recommenders with a blank "Letter of Recommendation" form, along with a stamped envelope addressed to yourself. Your recommenders should place their completed recommendation in the envelope, seal it, sign it across the seal and mail it back to you. Do NOT open these when you receive them. Make sure you have these letters in time to include them with your application. While the "Letter of Recommendation" form is preferred, it is not mandatory and you may simply request that your recommenders prepare letters. If you recommenders would prefer, they may send their letters directly to the Graduate School rather than to you; in that case, please ask that they include the form and that they clearly identify you as the applicant in their letters; in such cases, you may wish to provide your recommenders with envelopes addressed to the Graduate School instead of to you.

OFFICIAL TRANSCRIPTS

Request two official copies of your transcript (attested mark sheets) from each institution you have attended. If you have not yet completed your undergraduate degree, or if you are completing a master’s degree, you will need to send a copy of your current transcript; you will also need to send a final transcript upon completion of your current degree program. This is a condition of final admission to The Graduate School.
SPECIAL DEPARTMENTAL REQUIREMENTS

Some departments require interviews as part of the application process. A few programs require portfolios of applicants' creative or scholarly work. Programs that need additional materials generally identify those requirements on their websites. Applicants are responsible for checking the departmental website to identify and satisfy additional requirements. If you wish to submit other materials, such as a writing sample, please include them in your supporting documents envelope (the Graduate School will record receipt and forward the materials to the department). You may also send them directly to the department or program office under separate cover.

The School of Management and the Master of Public Administration program both request a resume in addition to all other supplemental materials. (Even if a program does not request a resume, we suggest that you submit one.) Applicants to several programs in the School of Education and the College of Community & Public Affairs (including programs in education and the MSW program) should visit the school websites (soe.binghamton.edu and ccpa.binghamton.edu) for additional admission requirements.

APPLICATION FEE

The fee for applying electronically is $60. The application fee is not refundable. Action cannot be taken on your application until this fee is received. Your canceled check or charge-card billing is your receipt.

SEND IT COMPLETE

You should collect all documents needed for admission and submit them together in one envelope if at all possible. This will guarantee that your application will reach your program - where decisions are made about admission and funding – as quickly as possible.

THE BULLETIN

The University Bulletin is available online from Binghamton University's homepage at www.binghamton.edu/bulletin

Applicants from within the U.S. who do not have Internet access and wish to receive a Bulletin before applying may request one from Graduate School at 607-777-2151.

OTHER INFORMATION

CHANGE OF SEMESTER

If you wish to be considered for admission to a semester other than the one for which you originally applied please write or email the Graduate School at gradsch@binghamton.edu.

ACCURACY OF MATERIALS

It is important that the materials you submit are accurate and complete. Your signature on the fee payment form attests to your compliance with this standard.

DECISIONS

Completed applications are forwarded to the program office, where they are read and evaluated, often in comparison with other applications for the same program and semester, by committees of scholars in the field.

AFTER YOU APPLY

As soon as the program notifies us of its decision, we will send you a letter at the permanent address on your application form. It is important that you provide a valid email address on your application, so that you are provided with timely, important information about your application. You may check the status of your application through the Web at: gradschool.binghamton.edu/check.asp

INTERNATIONAL APPLICANTS

See the Information for International Applicants sheet for detailed information regarding requirements and costs.

APPLICATION DEADLINES

Application deadlines vary by program. Program application deadlines are listed at gradschool.binghamton.edu/ps/applicationdeadlines.asp. Start early to avoid missing an important deadline. If you are unsure of your program's deadline, use the January 15 (for fall semester) and October 1 (for spring semester) deadlines.

OFFERS OF ADMISSION

To be binding, offers of admission must be made by the Dean of the Graduate School.

IF YOU HAVE QUESTIONS

Call us at 607-777-2151 or e-mail at gradsch@binghamton.edu

PROPERTY OF MATERIALS

All materials submitted in support of your application become the property of Binghamton University. Neither originals nor copies of these materials will be returned to applicants.

ADMISSION DEPOSIT

A $100 admission deposit will be required of all applicants who are offered admission and who plan to attend Binghamton University. The deposit will be applied to your first semester's fees. Details are provided with the offer of admission.

EXPRESS DELIVERY

Our address for express deliveries (including FedEx and DHL) is:

The Graduate School
Binghamton University
4400 Vestal Parkway East
Binghamton, NY 13902-6000