

APPLICATION PROCESS

Applicants to Pace University graduate degree and certificate programs must hold a bachelor's degree from an accredited college or university if post-secondary education was completed in the United States. Applicants who are currently in their senior year at an undergraduate institution may apply for admission, but acceptance will be contingent upon receipt of a final transcript indicating all senior year grades and receipt of the bachelor's degree. Applicants who have attended institutions outside of the U.S. must hold a degree equivalent to a U.S. bachelor's degree.

International applicants who hold a 3-year Bachelor's degree that is not equivalent to a U.S. 4-year Bachelor's degree, please review information and requirements. (<https://www.pace.edu/admission-and-aid/graduate-admission/how-apply/masters-programs/3-year-degreebridge-program/>)

If you are interested in taking graduate-level courses at Pace but are not ready to enroll in a full degree program, please visit our Non-Degree Applicants web page (<https://www.pace.edu/admission-and-aid/graduate-admission/how-apply/masters-programs/non-degree-applicants/>). If you are currently enrolled in a graduate program at another institution and are interested in taking courses at Pace, please visit our Visiting Applicants web page.

To review graduate application requirements and information, please see the links below:

Checklist for Application

Below is a checklist of the documents required for a completed application:

1. Application

- a. Our graduate applications vary by program and student type. To access the correct application, visit our Apply Today (<https://www.pace.edu/admission-and-aid/graduate-admission/graduates/apply-to-pace-university/>) page and make your selection based on your student type.

2. Application Fee (\$70, non-refundable)

- a. If you complete the online application you will pay the fee online with a credit card.

3. Two Letters of Recommendation

- a. Letters should be from academic or professional references that can knowledgeably comment on your ability to successfully complete graduate study.
- b. Please note that **three letters of recommendation** are required for the PsyD in School-Clinical Child Psychology, the MEd in School Psychology, and the MEd in Bilingual School Psychology.
- c. Applicants to the MS in Human Resource Management program who are requesting a waiver of the GMAT/GRE based on work experience are required to submit one letter of recommendation from their employer verifying the dates of employment and the work performed.
- d. Applicants to the PhD in Mental Health Counseling program must submit three letters of recommendation, two of which must be academic in nature, indicating your potential for achievement in doctoral study and potential to complete doctoral work and/or counseling skills. The letters of recommendation should address your intellectual ability, written and communication skills, maturity, initiative/independence, and creativity/originality.

4. Resume

- a. A resume or typewritten outline describing at least the past five years of your employment history and any significant community, professional, or college extracurricular activities.
- b. Include recognitions and achievements (e.g. licenses, publications, and awards).

5. Personal Statement

- a. Send a typewritten essay explaining to the Graduate Admission Committee why you would like to pursue the program of graduate study you have chosen. Additional information regarding your academic performance, as well as professional experience, may also be included in the supplement.

6. All Official Transcripts

- Transcripts from every accredited college or university attended (not just the degree granting institution) must be sent either to Pace University, directly from the academic institution, or forwarded by the applicant in sealed envelopes from the academic institution.
- Transcripts are considered official only if they are sent directly to Pace University from the educational institution of origin, or forwarded by
 - any NACES (<https://www.naces.org/>)-accredited credential evaluator (preferred),
 - the student's Ministry of Education,
 - a U.S. consular officer, or
 - an EducationUSA (<https://educationusa.state.gov/>) adviser
 - the The Institute of Foreign Credential Services (<http://www.ifcsevals.com/>)

7. Photocopies, facsimiles, and notarized copies of academic records are not considered official and will not be accepted.

Academic records issued in a language other than English are required to be translated and attested to by the institution of origin or a Pace-approved translation agency accredited through NACES.

8. International Students

- a. International applicants will need to submit TOEFL, IELTS or Pearson PTE academic scores. For more information visit our TOEFL/IELTS/Pearson PTE Requirements page. (<https://www.pace.edu/admission-and-aid/graduate-admission/how-apply/masters-programs/toefl-ielts-pearson-pte/>)
- b. Proof of Citizenship from a country where English is the official language, i.e. Antigua, Australia, Bahamas, Barbuda, Belize, Bermuda, Botswana, British Virgin Isles, Cameroon, Cayman Islands, Canada, Christmas Island, Cocos, Cooks Islands, Dominica, England, Fiji, Ghana, Grenada, Grenadines, Guam, Guyana, Ireland, Isle of Man, Jamaica, Keeling Island, Kiribati, Lesotho, Liberia, Marshall Islands, Mauritius, Micronesia, Montserrat, N. Marianas, Nevis, New Zealand, Nigeria, Norfolk Island, Papua New Guinea, Scotland, Sierra Leone, South Africa, St. Christopher, St. Helena, St. Kitts, St. Lucia, St. Vincent, Swaziland, Tanzania, Trinidad and Tobago, Uganda, United Kingdom, Virgin Islands, Zambia

Additional Requirements

In addition, GRE/GMAT/MAT exam scores and/or pre-requisites and other application requirements may apply.

Lubin School of Business Requirements

For Lubin School of Business applicants:

- If you have a cumulative GPA of 3.0 or above for all of your undergraduate work, and you hold a bachelors degree from an accredited institution, you will be considered for admission to any MBA or MS program without submitting a GMAT or GRE score.
- If you are applying for the MS Financial Management, MS Financial Risk Management and MS Investment Management and have passed Level 1 of the CFA exam or Level 1 of FRM exam, you may request a waiver of the GMAT or GRE.
- If you are applying for the MS in Human Resources Management and have a minimum of three years of human resources experience in a managerial position, you may request a waiver of the GMAT or GRE. Résumé will be required supported by letters of recommendation.
- If you are applying for the MS in Taxation and are currently a CPA, CMA, or have been admitted to the bar, you may request a waiver of the GMAT or GRE.
- If you are an MBA applicant who already holds a business-related master's or doctoral degree, you may request a waiver of the GMAT or GRE.
- Applicants to the MS in Accounting program must have a prior undergraduate or graduate degree in business.

Dyson College of Arts and Sciences Requirements

For Dyson College of Arts and Sciences applicants:

- A GRE score for the MA in Psychology is optional.
- A general GRE score, no more than five years old, is required for the MEd in School Psychology, PsyD in School/ Clinical Child Psychology, PhD program in Clinical Psychology (Health Care Emphasis), PhD in School Psychology and the PhD in Mental Health Counseling. While not mandated for initial admission, the Psychology subject exam may later be required of candidates in the MEd. PhD and PsyD programs.
- MA in Media and Communication Arts applicants must submit a portfolio containing samples of their prior work (for example: press releases, advertisements, presentations, writing samples, etc.).
- Three letters of recommendation are required for the MEd in School Psychology, PsyD in School/Clinical Child Psychology, PhD in Clinical Psychology (Health Care Emphasis) and PhD in School Psychology programs.

School of Education Requirements

For School of Education applicants:

- The School of Education applies a holistic approach to application review in which a degree candidate's quantitative and qualitative factors are evaluated for admission eligibility. Standardized test scores will not have more significance than any other application requirements.

Actors Studio Drama School Requirements

For Actors Studio Drama School Education applicants:

Pace University's Actors Studio Drama School offers a Master of Fine Arts in Acting, Directing and Playwriting. In addition to completing a standard graduate application, applicants to this program will be required to submit additional materials, such as headshots, portfolios, and/or writing samples dependent upon the applicants chosen track. Once all the materials are reviewed, candidates will be invited to audition.

For detailed information on the application and audition process for this unique program, please visit the Actors Studio MFA website (<https://www.pace.edu/dyson/departments/actors-studio-drama-school/apply-and-audition/>)

Testing Codes

For the GRE/GMAT/TOEFL the Testing Code for Pace's New York City Campus is 2635; for Westchester campus the code is 2685.

Mailing Address

Regardless of the campus you are applying to, materials should be sent to the Office of Graduate Admission at the following location:

Pace University
Graduate Admission Office
Graduate Application Processing Center
One Pace Plaza
New York, NY 10038