

THE NEW SCHOOL FOR PUBLIC ENGAGEMENT

MATESOL PROGRAM APPLICATION INSTRUCTIONS

GENERAL INFORMATION

- All applicants are required to apply online. The application, application fee, and most supporting materials are submitted through the online application.
- Plan ahead so that you have enough time to prepare additional supporting materials such as official transcripts, test scores, or other requirements as specified below.
- Mail supplemental application materials in a single packet to the Office of Admission. Include a Materials Cover Sheet, which can be downloaded from the instruction section of the online application or found at www.newschool.edu/admission/coversheet/gr/.
- Official transcripts and test scores can be sent directly to the admission office.
- ALL supplemental materials are due at the same time that you submit your application. Your application cannot be reviewed until all necessary items have been received by Admission.
- Applicants must hold a bachelor's degree (or equivalent of a US bachelor's degree) from a college or university.
- Students seeking readmission or non-degree coursework must contact the Office of Admission instructions on completing the application.

DEADLINE

- Summer Term Applicants (on-campus): April 1
- Fall Term Applicants (online): June 1, then rolling
- Spring Term Applicants (online): November 1, then rolling

REQUIRED APPLICATION MATERIALS

1. APPLICATION
2. APPLICATION FEE
3. OFFICIAL TRANSCRIPTS
4. STATEMENT OF PURPOSE
5. RÉSUMÉ
6. RECOMMENDATION LETTERS
7. INTERVIEW

DESCRIPTION OF REQUIRED APPLICATION MATERIALS

1. APPLICATION: Complete the online application found at www.newschool.edu/matesol/apply.
2. APPLICATION FEE: A non-refundable \$50 application fee, payable as part of the online application.
3. OFFICIAL TRANSCRIPTS: Official sealed transcripts from every college/university attended for undergraduate and graduate studies; applicants with foreign credentials please see the International Applicants section.
4. STATEMENT OF PURPOSE: In approximately 1000 words, (your name and date of birth should appear on each page): Explain your interest in and preparation for graduate work in TESOL. Discuss in detail how the New School program will help you attain your professional and personal goals. Briefly describe your basis for interest in an online (or blended on-campus and online) master's degree program.
5. RÉSUMÉ: A one-page résumé/curriculum vitae summarizing your education, work/volunteer experience, and/or published writing.
6. RECOMMENDATION LETTERS: Two recommendation letters are required for all degree applicants. Letters should be written by individuals who have personal knowledge of your work. Whenever possible, letters should come from faculty members who have instructed the applicant. If necessary, professional recommendations should address skills that are relevant to your academic qualifications to do graduate-level work. For applicants to Curriculum Development, one of the recommendations must be from a teaching supervisor who can speak to your abilities as a teacher.
7. INTERVIEW: Once your application is completed and the Office of Admission has forwarded it to the departmental admission committee for review, you will be contacted for a required admission interview, which will help the faculty gather additional information to determine your suitability for the MATESOL program. A final admission decision will be made after the required interview has occurred.

MAILING ADDRESS FOR SUPPLEMENTAL MATERIALS

The New School for Public Engagement
Office of Graduate Admission
MATESOL (NS 300)
72 Fifth Avenue
New York, NY 10011

All mailed materials should include a Materials Cover Sheet, found at:
www.newschool.edu/admission/coversheet/gr/

ADDITIONAL CONTACT INFORMATION

Email: nsadmissions@newschool.edu
Phone: 212.229.5150
Fax: 212.627.2695
Website: www.newschool.edu/matesol

APPLYING FOR FINANCIAL AID OR SCHOLARSHIP

If you are a U.S. Citizen, or an eligible non-citizen, we encourage you to complete the Free Application for Federal Student Aid (FAFSA) which can be found on the web at www.fafsa.gov. The FAFSA is available each year on January 1. You do not need to wait for an admission decision to apply for federal aid; we recommend submitting by our FAFSA priority deadlines:

Fall: March 1
Spring: November 1

The New School's federal school code is 002780.

INTERNATIONAL APPLICANTS

See additional requirements regarding transcripts and TOEFL.

TRANSFER APPLICANTS

Please contact the Office of Admission for questions about transfer requirements.

TEST SCORE CODES

TOEFL: The institution code for The New School is 2554.

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ADDITIONAL REQUIREMENTS FOR APPLICANTS TO THE CONCENTRATION IN CURRICULUM DEVELOPMENT (SEE DETAILS ON TEACHING AND TEACHER TRAINING REQUIREMENTS)

In addition to the required application materials, applicants to the concentration in Curriculum Development are also required to submit the following:

- Official copy of your earned ELT Certificate
- A lesson plan and corresponding teaching materials
- A philosophy of teaching essay
- One of the two letters of recommendation must be from a teaching supervisor
- To satisfy the Teaching Experience Requirement, applicants must submit proof of having taught an English as a second language (ESL) or English as a foreign language (EFL) class for a minimum of 600 hours over four semesters for university-level teaching and 720 hours for all other teaching. Please note that tutoring does not fulfill this requirement.
- To satisfy the Teacher Training Requirement, applicants must receive The New School Certificate in Teaching English or an equivalent. The minimum requirement for acceptance of the certificate is:
 - 100 hours of classroom or online instruction at an accredited school
 - A teaching practicum in which participants teach ESOL students
 - Acceptable certificates include The New School Certificate in Teaching English, the CELTA, RSA, or CTEFLA

A certificate or transcript, including evaluation materials, especially teaching evaluations if available, must be submitted. If you do not have a certificate, other teacher training will be evaluated on a case-by-case basis by the English Language Studies department.

INTERNATIONAL APPLICANTS OR APPLICANTS WITH FOREIGN CREDENTIALS

INTERNATIONAL TRANSCRIPTS

- All applicants with transcripts from international institutions are required to submit an original transcript from each institution attended outside the United States. Additionally, a certified English language translation must be provided for all official international transcripts that are not written in English.
- Applicants who would like to transfer academic credits earned at non-U.S. institutions are also required to have their transcript(s) evaluated by World Education Services (WES) at www.wes.org, our preferred provider, or by another member of the National Association of Credit Evaluation Services (NACES). A course-by-course evaluation report must be prepared for each transcript. Please start the evaluation process as early as possible, including the submission of all required documents to WES (or another provider), in order to ensure the timely completion of the evaluation report. In addition, an admission counselor may require a transcript evaluation by WES or an NACES-approved evaluator if it is deemed a necessary part of the admission decision process, even when applicants do not want transfer credits applied to a program of interest. Instruct the provider to send the report to

The New School for Public Engagement
Office of Graduate Admission
MATESOL Program (NS 300)
72 Fifth Avenue
New York, NY 10011

- If you request your report online, search for “New School Graduate” when selecting our institution. If your provider is unable to send the evaluation report directly to the school, please obtain the report and send it to The New School for Public Engagement along with a Materials Cover Sheet, found at www.newschool.edu/admission/coversheet/gr/.

ENGLISH LANGUAGE PROFICIENCY

- English is the language of instruction at The New School. You must be able to understand English well and express yourself clearly in speech and writing.
- TOEFL or IELTS is not required if you are a citizen of any of the following countries and your native language is English: England, Wales, Scotland, Ireland, Australia, New Zealand, Canada, or South Africa. TOEFL or IELTS is not required if you have attended a US College/University for all 4 years and earned a degree. Test scores must not be more than two years old.

Minimum Scores Required:

TOEFL Internet-based test: 100
IELTS: 7.0

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- The TOEFL score report must be submitted directly to The New School by the Educational Testing Service (ETS). Information on taking the TOEFL can be found online at www.ets.org/toefl. Contact the office of admission if you have questions on comparison scores for other forms of the TOEFL (e.g. paper-based). The institution code for The New School is 2554; the department code is 83.
- Additional information for the IELTS can be found on their website at www.ielts.org.

ADDITIONAL INFORMATION

- All materials submitted in association with The New School application become the property of The New School and cannot be returned to you or transmitted to a third party.
- Students wishing to apply to more than one academic program must contact the office of admission to receive instructions on how to complete a second application. You can reach an admission counselor at 212.229.5150 or toll free at 800.292.3040.
- Students who do apply to multiple programs must submit separate, complete applications (including application fees) for each academic program they apply to.
- Once your application is completed and the Office of Admission has forwarded it to the departmental admission committee for review, you will be contacted for a required admission interview, which will help the faculty gather additional information to determine your suitability for the MATESOL program. A final admission decision will be made after the required interview has occurred.
- When notified of acceptance, applicants will receive complete instructions for additional procedures regarding financial aid, housing, tuition and fees, I-20 visas (for nonresidents of the United States), and other matters. The decision to admit applicants is always contingent upon their successful completion of any current studies and the receipt of their final transcripts by the Admission Committee. All accepted students are required to send their official final transcripts before they begin classes. International applicants, please do not submit bank statements until the visa process.

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