APPLICATION INSTRUCTIONS FOR:

MA program in Arts Administration
MA program in Corporate Communication
MS program in Financial Engineering
MS program in Industrial/Organizational Psychology
MA program in Mental Health Counseling

Greetings

We appreciate your interest in graduate study at Baruch College’s Weissman School of Arts and Sciences. Please read the following instructions carefully. The director, faculty and, admissions staff extend our best wishes for your success in achieving your educational and career goals.

This on-line application will guide you through each step of your application to your chosen program of study. All applicants must submit the completed application form, $75 application fee, academic transcripts, GRE/GMAT/TOEFL scores as indicated by your particular program (see below), current resume, admissions essay, and letters of recommendation. You are encouraged to submit your application as soon as possible to insure timely review of your credentials.

Once you have claimed your user name and password, you do not need to complete the application all at once. You can save your application and return to it at a later time. If you are planning to upload an essay, resume or other documents, you must do so before you submit your application. If you are planning to have letters of recommendation submitted on your behalf, you must complete the recommenders section before you submit your application. Please remember to save your application before you submit your application. Finally, please note that once you submit your application you can no longer make changes to your application.

1. $75 Application Fee

The $75 application fee is required upon submission of your application and is non-refundable. Applicants who are Veterans of the U.S. Military Service, currently on active duty, or members of the National Guard or Reserves are granted application fee waivers – please contact our office for the submission of your DD-214 form or copy of your military ID before submitting your application.

2. Transcript(s) for Review
Transcripts of all postsecondary coursework at a college or university where six or more credits were attempted must be submitted. To expedite the completion of your application you can upload copies of your unofficial transcripts in the application. Scanned transcripts should clearly display the institution’s name, coursework with grades, and a grading scale or legend if available. Transcripts uploaded to your application by you (the applicant) is considered unofficial. Unofficial transcripts are acceptable documents for admissions review purposes.

Transcripts should be accompanied by official English translations if they are in another language. Translations should be completed through a reputable and accredited translation service if your school is unable to do so. If the admissions committee needs additional information regarding your transcript they will notify you.

If you are unable to upload your transcripts, please send your transcripts to our mailing address:

Baruch College – Weissman School of Arts and Sciences  
Office of Graduate Studies  
One Bernard Baruch Way, Box, B07-180  
New York, NY, 10010

2a. Transcript(s) Post-Admission

Please note if you are admitted into your program you will be required to submit an official copy of your final transcript(s) prior to enrolling in the program. A transcript is considered final if it includes all final grades for your coursework at that institution. Institutions where you pursued a degree from should confirm that your degree has been awarded.

3. Standardized Test Requirements:

Graduate Record Examination (GRE) Code: 2012

To expedite the completion of your application you can upload copies of your unofficial GRE scores in the application. Official scores can be directly reported to our office via the Educational Testing Service (ETS). Please use the code 2012 to submit your official GRE scores directly to our office. GRE scores are only valid for five years. We will accept the GMAT as a substitute for the GRE (please note: the M.S. Industrial/Organizational Psychology program only accepts GRE and cannot be substituted by the GMAT).

Graduate Record Exam (GRE) [www.ets.org/gre/](http://www.ets.org/gre/)

Educational Testing Service (ETS) [www.ets.org/](http://www.ets.org/)

Test of English as a Foreign Language (TOEFL)

The TOEFL is required of all non-native speakers of English who have not completed study from a college/university in a country whose official language is English – this is required for the M.A. Arts
Administration, M.A. Corporate Communication, M.A. Mental Health Counseling, and M.S. Industrial/Organizational Psychology. **If you are applying to the M.S. Financial Engineering program the TOEFL is not required.** To expedite the completion of your application you can upload copies of your unofficial TOEFL scores in the application. Please use the **code 8272** to submit your official TOEFL scores directly to our office. TOEFL scores are only valid for two years.

Test of English as a Foreign Language (TOEFL) [www.ets.org/toefl](http://www.ets.org/toefl)

### 3a. Additional Standardized Test Information by Program

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<td>Not Required</td>
<td>The TOEFL is required of all non-native speakers of English who have not completed study from a college/university in a country whose official language is English</td>
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<td>M.A. Corporate Communication</td>
<td>Not Required</td>
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<td>M.S. Financial Engineering</td>
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<td>M.S. Industrial/Organizational Psychology program</td>
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<td>M.A. Mental Health Counseling</td>
<td>Not Required</td>
<td>TOEFL (The TOEFL is required of all non-native speakers of English who have not completed study from a college/university in a country whose official language is English)</td>
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### 4. Resume

Please upload your current resume before submitting your application. Your current resume should include your employment history, academic history, relevant research experience, volunteer history, leadership roles & activities, awards & honors, and any additional activities related to your career and graduate program goals. Your submitted resume should be no more than two pages.

### 5. Required Admissions Essay

Please upload your admissions essay before submitting your application. Guidelines for the required essay response will be found within the application. Please follow the essay guidelines to assist you in your discussion and explanation of why you are pursuing the program of study which you are applying for.
6. Letters of Recommendation

Applicants are required to register their recommenders via the online application to submit their letters of recommendation (please note: The M.A. Arts Administration, the M.A. Corporate Communication program, and the M.S. Industrial/Organizational Psychology program require only two letters of recommendation. The M.S. Financial Engineering Program and the M.A. in Mental Health Counseling require three letters of recommendation). Recommenders may complete and submit their recommendation entirely online via the application system. If a recommender cannot complete the process online for any reason, they may submit their recommendation directly to the Weissman School of Arts and Sciences Graduate Studies office. For recommenders mailing in letters – their letters of recommendation must be signed and sent in sealed envelopes that also bear the recommender’s signature across the seal of the envelope in order to be considered official.

7. For International Applicants:

It is highly recommended that international applicants submit a Declaration and Certification of Finances and Affidavit of Support with your application materials. Submitting the required financial documentation will help expedite issuance of your I-20 in the event you are admitted. More information for international students: Baruch’s International Student Service Center (ISSC).

Additional Information:

If you have any questions about the application process or issues with entering data or submitting the application, please do not hesitate to contact a member of our Graduate Studies team at (646) 312-4490 or wsas.graduate.studies@baruch.cuny.edu. You may also contact us, or submit supporting materials by post at: Weissman School of Arts and Sciences – Baruch College, Division of Graduate Studies, One Bernard Baruch Way, Box, B07-180, New York, New York 10010.

Baruch College is an Equal Opportunity/Affirmative Action institution. The College does not discriminate on the basis of age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, disability, or veteran or marital status in its student admission, employment, access to programs, and administration of educational policies. Questions concerning this policy may be addressed to the affirmative action officer at (646) 312-4540.

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