

**MASTER'S OF SCIENCE
SCHOOL COUNSELING**
Graduate Application Checklist

The application deadline is June 1. Please use this form as a checklist to ensure that you have obtained, distributed, and returned all the necessary application materials for admission to the school counseling master's program. The Graduate Admissions Office will work with you throughout the application process to ensure the timely processing and review of your application. Please review the departmental website to prepare your portfolio http://iris.nyit.edu/education/pro_counseling_your_portfolio.html

Please send the following to:

Christina Seifert, Assistant Director of Graduate Admissions
NYIT Office of Graduate Admissions
Northern Boulevard
Old Westbury, NY 11568-8000
516 686-1040
email cseifert@nyit.edu
_____ Completed NYIT Graduate Application

_____ \$50 Application Fee (Does not apply to NYIT Alum)

_____ All Official Undergraduate Transcripts with Proof of Bachelor's Degree

_____ All Official Graduate Transcripts with Proof of Master's Degree

Note: Official Transcripts from all institutions attended must be sent in the original sealed envelopes.

Please send the following to:

Old Westbury Campus
Dr. Carol Dahir, Counselor Education
School of Education
Wisser Library, Old Westbury, NY 11568
516 686-7777
cdahir@nyit.edu

Or

Manhattan Campus
Dr. Carol Dahir Counselor Education
School of Education

26 West 61st St. Room 507
New York, New York 10023
212 261-1529
cdahir@nyit.edu

Department portfolio:

_____ Three reference forms (in your admissions packet or download from the web site):

_____ Personal reference _____ Professional reference _____ *Academic reference

* Candidates who are unable to obtain a recommendation from a former professor may substitute a reference form from an individual who can attest to her/his ability to successfully undertake a program that has high academic expectation and excel in rigorous course work.

_____ Portfolio components: goal statement, candidate statement of understanding, and the school experience forms (these are on the web site).

Check the web site for Information Session and Interview Dates. Call to schedule your appointment on one of the Interview dates.

Please Note: Failure to return the application materials to the appropriate office will cause delays in the processing of your application. Remember, your application will not be reviewed until your file contains all the required materials.