

# Syracuse University General Application Instructions

## WHO SHOULD USE THIS APPLICATION

Individuals interested in applying to graduate programs offered at Syracuse University should use this application form. **(Exception: Students currently enrolled in graduate programs at Syracuse University should *not* use this application.** They should contact their departments to obtain **Internal Application for Graduate Study** forms and instructions.)

We strongly encourage you to examine the web site of the program in which you are interested to learn as much as possible about the program before you apply. The web site for each graduate program offered at Syracuse can be viewed at the following web address: [gradsch.syr.edu/programs.htm](http://gradsch.syr.edu/programs.htm)

An applicant wishing to apply to more than one program must file a **separate** application and application fee for each program.

Online applications are processed faster and more efficiently than those filed on paper, and are therefore the preferred method of application for graduate study at Syracuse University. To apply online, please visit the following web address: [apply.embark.com/grad/Syracuse](http://apply.embark.com/grad/Syracuse)

## POST-SECONDARY EDUCATION REQUIREMENTS

An applicant to a graduate program at Syracuse University must provide official documentation of having earned at least a U.S. bachelor's degree or its equivalent from another country before enrolling at Syracuse. Some programs require a master's degree and in such cases this must be officially documented before enrollment as well (often a minimum of three years of study beyond the B.S. degree is required for students pursuing a doctoral degree). International applicants must have graduated from colleges or universities that are recognized by the national educational authorities of their home countries. The following are some guidelines for equivalents to the U.S. bachelor's degree:

**Canada:** a three-year bachelor's degree from Quebec or a four-year bachelor's degree from the other provinces.

**Latin America:** a university degree requiring four years of study.

**United Kingdom and countries following the British pattern:** a bachelor's degree with honors.

**France and countries following the French pattern:** a *licence*, if earned under the terms of the Bologna Declaration, otherwise a degree or diploma requiring four years of study after the baccalaureate, usually the *Maitrise*.

**Germany:** a *Bakkalaureus* degree, if earned under the terms of the Bologna Declaration, otherwise completion of the diploma.

**Other European countries:** a university degree requiring a minimum of three years of study, if earned under the terms of the Bologna Declaration, otherwise a university degree requiring a minimum of four years of study.

**India, Pakistan, Bangladesh, and Nepal:** a bachelor's degree in engineering or a master's degree in any other field.

**Other Asian countries:** a university degree requiring four years of study.

# Syracuse University General Application Instructions

## GENERAL REQUIRED MATERIALS

**1) Graduate Application Form**—The application form, including answers to all questions and all required materials, must be **mailed** to this address:

**Enrollment Management Processing Center  
Syracuse University  
Graduate Admissions Processing  
P.O. Box 35060  
Syracuse New York 13235-5060**

If you are sending materials using a **package delivery company** (i.e. FedEx, UPS, DHL), use this address:

**Enrollment Management Processing Center  
Syracuse University  
Graduate Admissions Processing  
621 Skytop Road, Suite 160  
Syracuse New York 13244**

You will receive an e-mail or postcard from Syracuse University when your application has been received by Syracuse University.

**2) Non-refundable Application Fee**—The application fee is \$75. Applicants wishing to apply to more than one program must file a **separate** application and application fee for each program.

**3) Academic Credentials**—**ONE** copy of records of all previous postsecondary education is required. Contact the Registrar's Office of each higher educational institution that you attended and have one copy of your transcript(s) sent to Syracuse University. For your convenience, we have included a transcript request form that you can mail to your prior institutions to request your credentials. Do not send transcripts from secondary schools as part of this application, unless indicated on the **Program Requirements List**. All materials sent by mail should be addressed to the Enrollment Management Processing Center at the above mailing address. All offers of admission from Syracuse University are conditional, pending receipt of official academic credentials showing that a U.S. bachelor's degree (or equivalent) has been conferred upon the applicant. Failure to submit such degree-bearing credentials may result in revocation of an offer of admission or dismissal from a graduate program, if admission has been granted.

**4) Letters of Recommendation**—**Three** letters of recommendation are required, unless otherwise noted in the **Program Requirements List**. Confidential letters of recommendation should be sent to the Enrollment Management Processing Center in sealed envelopes on which the recommender has signed across the seal. If a confidential letter of recommendation is received in an envelope with a broken seal, it may disqualify the application. For your convenience, we have included recommendation forms that you may mail to your recommender(s). **Please do not ask your recommenders to send recommendations on paper if you have registered them through the online application site [apply.embark.com/grad/Syracuse](http://apply.embark.com/grad/Syracuse).**

**5) Exam Scores**—Exam requirements are noted on the **Program Requirements List**. Please be aware that exam scores are not generally available until four to six weeks after the exam is administered. It is the applicant's responsibility to ensure that exam scores reach Syracuse by any applicable deadlines. All scores for TOEFL, GRE, and GMAT are reported to a single location at Syracuse University. The institution code for Syracuse University is **2823**. It should be used when requesting the ETS (Educational Testing Service) to send your scores electronically to Syracuse University. It is not necessary to request that scores be reported to more than one department.

\* **International applicants**—Applicants who are citizens of the following English-speaking countries are not required to submit TOEFL scores: Australia, Bahamas, Barbados, Canada, Fiji, Ireland, Jamaica, New Zealand, Trinidad and Tobago, and the United Kingdom.

# Syracuse University General Application Instructions

**6) Financial Documents—** An international applicant, if admitted, will need Syracuse University to issue a visa eligibility document to obtain a student visa. You must show evidence of having secured sufficient funding for at least the first year of graduate study. **For a privately sponsored applicant,** acceptable evidence of such funding consists of a certified current bank statement on official bank letterhead, signed by an authorized bank official, indicating that sufficient funds exist to meet at least first-year expenses in U.S. dollars as per Syracuse University's current estimate. **A government-sponsored applicant** must submit an original award letter (or a certified copy of an award letter). The letter must state the annual amount of the award in U.S. dollars. All financial documents must be written in English and valid within one year of the start of the semester. **When sending documentation of adequate funding, photocopies of financial documents are acceptable, and you may fax them to 315-443-3423.** Be sure to write your name, date of birth, name of the program you are applying to, and your SUID number (if known) on all documents you send.

Please note that it is only possible to **estimate** the annual cost of attendance for graduate students because costs vary widely according to the number of credits taken as well as the lifestyle of the student. With this understanding, we refer you to the following web site containing cost of attendance information: [gradsch.syr.edu/costs.pdf](http://gradsch.syr.edu/costs.pdf).

## WHERE TO SEND SUPPLEMENTARY APPLICATION MATERIALS

The applicant is responsible for ensuring all application materials arrive at Syracuse University before applicable deadlines. An applicant interested in applying to more than one program must submit a complete application for each program. Transcripts, resume, letters of recommendation, personal statement of purpose, and other required materials should be sent to the following address:

**Enrollment Management Processing Center  
Syracuse University  
Graduate Admissions Processing  
P.O. Box 35060  
Syracuse New York 13235-5060**

If you are sending materials using a **package delivery company** (i.e. FedEx, UPS, DHL), use this address:

**Enrollment Management Processing Center  
Syracuse University  
Graduate Admissions Processing  
621 Skytop Road, Suite 160  
Syracuse New York 13244**

Portfolios should be sent to the above address, unless a different address is indicated in the **Application Instructions Specific To Your School or College**. An applicant to a program that requires an interview should contact the program about setting up the interview.

## NEED-BASED FINANCIAL AID

Need-based financial aid for graduate students who are U.S. citizens or permanent residents is administered by the Office of Financial Aid, Syracuse University, 200 Archbold, Syracuse NY 13244; 315-443-1513. Those interested in helping to finance their graduate studies with loans or work-study should file a **Free Application for Federal Student Aid (FAFSA)** as soon as possible after January 1. Applicants are advised not to wait for an admission decision before filing. For more information: [financialaid.syr.edu/Graduate.htm](http://financialaid.syr.edu/Graduate.htm)

## INTERNATIONAL APPLICANTS

International applicants are required to submit **Form SUIA** along with the graduate application form. Information reported on the SUIA form will be used for Student and Exchange Visitor Information System (SEVIS) purposes for you and any dependents that will accompany you while you are engaged in your studies. Please be advised that any inconsistency in the spelling of your name or inclusion of an invalid address may delay the processing of your application materials. It is strongly recommended that the spelling and order of names be consistent on all application materials and be written **exactly as it appears on the applicant's passport**.

# Syracuse University Application Instructions Specific to Your School or College

## School of Information Studies

- I. APPLICATION DEADLINES
- II. NEED- BASED FINANCIAL AID
- III. CONTACT INFORMATION
- IV. APPLICATION MATERIALS FOR ALL PROGRAMS
- V. PROGRAM SPECIFIC INSTRUCTIONS FOR APPLICATIONS FOR MASTERS PROGRAMS
  - a.) Special Instructions for the MS in Information Management – Executive Track (ExIM)
  - b.) Special Instructions for MSLIS in School Media and CAS – School Media
- VI. SPECIAL INSTRUCTIONS FOR THE DOCTORATE OF PROFESSIONAL STUDIES IN INFORMATION MANAGEMENT
- VII. SPECIAL INSTRUCTIONS FOR THE PH.D IN INFORMATION SCIENCE AND TECHNOLOGY
- VIII. SPECIAL INSTRUCTIONS FOR THE CAS IN E-GOVERNMENT AND LEADERSHIP MANAGEMENT

### I. APPLICATION DEADLINES

	Fall Term	Spring Term	Summer Term
Certificate of Advanced Studies (CAS)	Feb 1*	Oct 15*	Feb 1*
Master's Degrees – Campus based	Feb 1**	x	x
Master's Degrees – Distance based	x***	x***	Feb 1**
Master's in Information Management – Executive track	Feb 1**	Oct 15*	Feb 1**
Doctorate of Professional Studies (DPS)	x	x	Oct 15
PhD	Jan 10	x	x

\*Applications for CAS will be accepted beyond these dates on space available basis.

\*\* **Deadlines are set for scholarship review:** Master's Applicants that submit by this deadline will be considered for scholarships and awards. **Master's and CAS applications are accepted beyond these dates on a space available basis until June 1<sup>st</sup>.**

\*\*\***US Army (SIGCEN) Fort Gordon Partnership** students can apply for master's programs for fall, spring or summer terms.

**Criteria to select appropriate term: All distance-based (online) Master's students (exception Ex IM) are required to attend their gateway courses during our summer residency program. Students enrolling in our campus-based master's program are**

encouraged to start in the fall. Students have the option to take up to two courses prior to enrolling in an academic program as a non-matriculated student.

## II. NEED-BASED FINANCIAL AID

**For Distance Learning and Extension Site Students** - Need-based financial aid is administered by the Syracuse University Continuing Education Financial Aid Office, Syracuse University, 700 University Avenue, Syracuse NY 13244-2530; 315-443-3261.

<http://yesu.syr.edu/Students/Prospective/finaid/index.html>

**For Campus Based Students** - Syracuse University Graduate Program financial resources:

<http://gradsch.syr.edu/finances.htm>

## III. CONTACT INFORMATION

If you need further information on the application process, you may contact the School of Information Studies at 315-443-2911 or at [ischool@syr.edu](mailto:ischool@syr.edu). To verify the status of your application, please contact Bridget Crary at [bmcrary@syr.edu](mailto:bmcrary@syr.edu) or 315-443-1713.

## IV. APPLICATION MATERIALS FOR ALL PROGRAMS

It is your responsibility to ensure that all application materials arrive at Syracuse University by any applicable deadlines. Include your name, date of birth, and social security number on all forms and correspondence. If you wish to apply to more than one program, submit a complete set of application materials for each in a separate envelope. Application materials that cannot be submitted online should be sent to:

### Mailing Address

Enrollment Management Processing Center  
Syracuse University  
Graduate Admissions Processing  
P.O. Box 35060  
Syracuse New York 13235-5060

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### For package delivery company:

Enrollment Management Processing Center  
Syracuse University  
Graduate Admissions Processing  
621 Skytop Road, Suite 160  
Syracuse New York 13244

Graduate Admissions Processing will send a postcard or e-mail to the applicant confirming the application is received.

**All School of Information Studies Applicants are required to complete the following components of the application detailed on the general application instructions:**

- 1. Graduate Application Form**
- 2. Non-refundable Application Fee**
- 3. Academic Credentials**
- 4. Letters of Recommendation**
  - a. Only TWO required for master's programs
  - b. Only ONE required for Certificate of Advanced Studies
- 5. Exam Scores** (Institution Code is 2823)
  - a. GRE general required for PhD and master programs (exception is the MS in Information Management – Executive Track and DPS)
  - b. Master's applicants that graduated from Syracuse University or have completed another graduate program are encouraged but not required to submit GRE scores. It is advisable to submit scores if you are seeking scholarship awards.
  - c. GRE is required for the PhD program. It is recommended but not required for the Doctorate of Professional Studies.
  - d. TOEFL scores are required for international applicants (exclusions listed in general instructions). The IELTS (International English Language Testing System) will also be accepted.
  - e. International students that have not obtained a previous degree from a U.S. educational institution should submit GRE scores for all graduate programs.

**School of Information Studies applicants must also submit:**

- 1. Resume** - All applicants for the School of Information Studies are requested to submit a resume with their application.
- 2. Personal Statement of Purpose**
  - a. Exception: Certificate of Advanced Study applicants are not required to submit a statement of purpose. (Exception: CAS in e-Government and Leadership Management requires a statement of purpose).
  - b. See program specific instructions for further instructions on the Statement of Purpose.

## **V. PROGRAM SPECIFIC INSTRUCTIONS FOR APPLICATIONS FOR ALL MASTER'S APPLICANTS**

### **1. Statement of Purpose**

Please attach (as a word-processing document) a statement of your general academic plans. Describe in approximately 500 words your main academic and personal interests, why you wish to study for the degree you've chosen, why you wish to study at Syracuse University, how you expect to finance your studies, and your plans for the future after you receive your degree. Please include experiences in school or work that have helped to prepare you for this course of study. This should be personal and written by the applicant.

## 2. Leadership Essay

The School of Information seeks to attract students that will be leaders in the school as well as the information profession. Special scholarships for Master's students are dedicated to this mission. If you would like to be considered for these awards please describe in approximately 500 words your leadership experiences and how you would embody leadership as a member of the iSchool at Syracuse.

## 3. Interview

An interview is not required to be considered for admission to the master's programs. We encourage you to visit campus and speak with current students, faculty, and staff to make sure our program matches your needs and interests. Please contact the School of Information Studies Student Services Office at 315-443-6137 or by e-mail at [ischool@syr.edu](mailto:ischool@syr.edu) to make an appointment for a visit. An interview is required for admission to the doctoral programs.

## **V. a.) Special Instructions for the MS in Information Management – Executive Track (ExIM)**

The executive track is designed to meet the educational needs of experienced information professionals. Applicants with extensive professional experience meeting particular requirements stated below can be awarded up to 12 credit hours for experience and knowledge. Students of the MS in Information Management – Executive Track who are awarded the 12 credits take 30 additional credit hours to complete the 42 credit degree program.

To qualify for the executive track, applicants must demonstrate through both the extent and quality of their professional experience that they are strong candidates for leadership roles in the information management (IM) field.

Please visit to learn more: <http://ischool.syr.edu/academics/graduate/ExecIM/admission.aspx>

Applications will be evaluated on the following four dimensions to assess leadership potential and qualification for a credit award for experience and knowledge:

***Years of professional experience.*** A minimum of six years is necessary. In most cases, more than six years experience is necessary to demonstrate the required qualifications.

***Appropriate job responsibilities.*** The applicant's professional experience must be in one or more domains which are central to the IM field. (Examples are application development, database management, information security, network management, system integration, systems analysis, business process analysis, enterprise architecture, or software engineering. Note that this list is not exhaustive.)

***Continually increasing responsibility.*** The candidate must be able to demonstrate that his or her career shows a steady progression through increasingly responsible positions.

**Recommendation by employer.** The candidate's application should be accompanied by a strong recommendation letter from at least one current or previous supervisor or manager. This allows the candidate to show an independent assessment of his or her professional expertise and leadership potential.

Applicants for the MS in Information Management – Executive Track apply for either campus or distance learning format and must include the following:

1. **Statement of Purpose** – As stated above but should also address why you qualify for an award of internship and/or credit hours. Please also address all four evaluation criteria listed above.
2. **Letter of Recommendation** - One of your letters of recommendation should be an endorsement statement from a current or former employer who can verify your years of IM experience and leadership potential.

#### **V. b.) Special Instructions for MSLIS and CAS-School Media Candidates**

##### Certificate of Advanced Study – School Media

Candidates for the certificate of advanced study in school media must have a master's degree in library and information science from a program accredited by the American Library Association. CAS applicants must submit their post-secondary transcript for their MS program in library and information science.

##### MSLIS – School Media Specialization Liberal Arts Requirements

Candidates for the library and information science- school media specialization program must fulfill general education requirements in order to complete their degree and obtain NYS certification. During the admission review, the School of Information Studies will examine the applicant's transcripts to determine if the requirements have been met. The School of Information Studies has established general criteria which takes into consideration general education coursework completed at an accredited undergraduate institution. The table below includes the categories of coursework which apply towards the requirements for the general education core. To satisfy each requirement, the student must have completed at least one course in the related categories specified. A checklist will be completed as each applicant's file is reviewed. For any requirement that is not met, candidates will be required to complete additional coursework.

<b>Requirement</b>	<b>Categories of coursework</b>
<i>Artistic Expression</i>	Fine arts, music, art, drama, film, design, computer graphics, photography
<i>Communication</i>	Speech, communications, public speaking, media, journalism
<i>Written Analysis and Expression</i>	Writing, English

<i>Scientific and mathematical processes</i>	All sciences, mathematics, statistics, psychology laboratory courses, logic, accounting
<i>Humanities</i>	Literature, religion, philosophy, fine arts, English, anthropology, women's studies, languages, linguistics
<i>History and Social Sciences</i>	History, political science, African- American studies, geography, economics, public affairs, psychology, sociology, law, management
<i>Language other than English</i>	Foreign language competency may be achieved through one year of intense foreign language study at the bachelor's level, two courses in American sign language, or completion of three years of high school study, or achievement of appropriate scores on competency tests.
<i>Information Retrieval</i>	Information retrieval is a major component of the required content core for the MSLIS degree program.

## **VI. SPECIAL INSTRUCTIONS FOR THE DOCTORATE OF PROFESSIONAL STUDIES IN INFORMATION MANAGEMENT**

Criteria for DPS student selection are as follows:

- Intellectual ability and curiosity appropriate for doctoral level studies.
- Motivation to complete the DPS Program.
- Fit of interests and abilities of the student.
- At least five years of experience in the information professions, broadly defined.
- Master's degree is required.

**Additional Application materials: (plus Items 1-5 in Section IV and a Resume)**

### **Personal Statement of Purpose for Applicants to the Doctorate of Professional Studies in Information Management**

Please attach (as a word-processing document) essay responses that address the following questions. Try to limit your total response to six typed pages (double spaced).

- 1) Why do you want to earn a doctorate in information management?
- 2) What accomplishments are relevant to your decision to seek this degree?

- 3) Why have you selected the program at the School of Information Studies?
- 4) What evidence can you provide that your current professional and personal situations will allow sufficient time and energy to succeed in the program?
- 5) What are your career plans following completion of your doctorate?

## **Exam Scores**

**GRE (Graduate Record Exam)** The GRE exam is recommended but not required for the Doctorate of Professional Studies program.

**TOEFL** A minimum **TOEFL** score of 620 (paper-based), 260 (computer-based), or 105 (Internet-based) for applicants for whom English is not a native language. This requirement can be waived for applicants who have completed an advanced degree taught in English. Upon admission to Syracuse University, all international students are required to complete the Michigan Test of English Language Abilities. Students who do not pass all sections of this test will be asked to take one or more English courses during their first semester or two. Proficiency in English (speaking, listening, writing and reading) is essential to success in this doctoral program.

## **Interview**

All applicants must participate in a phone interview with a panel of faculty from our admissions committee. Applicants who reside within travel distance of Syracuse may optionally participate in a campus visit prior to being admitted. If an applicant is advanced to the next stage then he/she will be notified to schedule an interview.

## **Sample of Scholarly or Professional Writing**

Students who have completed a thesis-related master's degree should submit a 3 to 10-page abstract of the thesis. Or students should submit a recent sample of their academic or work-related writing. If no recent sample is available, we ask that the applicant provide a written summary and analysis of any recent English-language journal article in any area related to information science and technology. (Please attach a copy of the entire article.)

## **VII. SPECIAL INSTRUCTIONS FOR THE PHD IN INFORMATION SCIENCE AND TECHNOLOGY**

A four-year bachelor's degree is required and a master's degree is strongly recommended. We do not require that prior degrees be in any specific field, though business administration and library and information science graduate degrees are common.

**Admission is based on four criteria:**

**Abstract Reasoning Ability** - Both verbal and quantitative

**Interest in Our Field** – The study of formal and informal links between recorded information and people as individuals or in groups, organizations, and social systems

**Commitment to Research** – As a major part of one's future activities

**Appropriate Personality Characteristics** – Information studies is an interdisciplinary field that makes heavy demands on time and energy. Academic or intellectual ability alone is not enough. We seek individuals who can flourish in an interdisciplinary environment, who are self-motivated, tolerant of ambiguity, and who can produce high-quality work on time.

**The application is to include: (plus Items 1-5 in Section IV and a Resume)**

### **Personal Statement of Purpose for Applicants to the Ph.D. Program in Information Science and Technology**

Please attach (as a word-processing document) essay responses that address the following questions. Try to limit your total response to six typed pages (double spaced).

- 1) Why do you want to earn a Ph.D. in information science and technology?
- 2) Why have you selected this program at the School of Information Studies at Syracuse University to pursue your degree?
- 3) What experiences or accomplishments are relevant to your decision to seek this degree?
- 4) What interests do you have in the field of information science and technology?
- 5) Which faculty members you think might be able to supervise you?

### **Exam Scores**

Scores of 600 or higher on each part of the **GRE (Graduate Record Exam)**. The GRE is required of all applicants. We believe the standardized tests are an important indicator of an applicant's ability to do abstract reasoning, but it is not the only type of evidence we consider. Applicants whose test scores do not meet the standard should let us know the reasons for the lower scores and provide other evidence (grades in relevant courses, sample academic papers, or the judgment/recommendation of others) of their ability to engage in abstract reasoning at the graduate level. Applicants who have low scores in a test taken several years ago may want to retake it if they believe they can raise their scores sufficiently.

A minimum **TOEFL** score of 620 (paper-based), 260 (computer-based), or 105 (Internet-based) for applicants for whom English is not a native language. This requirement can be waived for applicants who have completed an advanced degree taught in English. Upon admission to Syracuse University, all international students are required to complete the Michigan Test of English Language Abilities. Students who do not pass all sections of this test will be asked to take one or more English courses during their first semester or two. Proficiency in English (speaking, listening, writing and reading) is essential to success in this Ph.D. program.

### **Interview**

All applicants must participate in a phone interview with a panel of faculty from our admissions committee. Applicants who reside within travel distance of Syracuse may optionally participate

in a campus visit prior to being admitted. If an applicant is advanced to the next stage then he/she will be notified to schedule an interview.

### **Sample of Scholarly or Professional Writing**

Students who have completed a thesis-related master's degree should submit a 3 to 10-page abstract of the thesis. Other students should submit a recent sample of their academic or work-related writing (e.g. a class paper). If no recent sample is available, we ask that the applicant provide a written summary and analysis of any recent English-language journal article in any area related to information science and technology. (Please attach a copy of the entire article.)

## **VIII. SPECIAL INSTRUCTIONS FOR THE CAS IN E-GOVERNMENT AND LEADERSHIP MANAGEMENT**

The Certificate of Advanced Study is a joint executive program with the School of Information Studies (iSchool) and the Maxwell School of Citizenship and Public Affairs. When applying on Embark ([apply.embark.com](http://apply.embark.com)) you will be directed to an application that covers both Maxwell and iSchool applicants to the E-Government Management & Leadership, C.A.S. program.

For more information please visit:

<http://ischool.syr.edu/academics/graduate/egovernment/admission.aspx>

Students may apply for this CAS and the Executive MS in Information Management concurrently but will be required to complete two applications.