



QC/ELI Path Graduate Admissions Instructions

Please read these instructions before you complete your application. Following the instructions carefully will expedite the processing of your application.

Application Fee - \$180:

Attach a check or Money Order only, payable to Queens College, to your application. Write your name and address on the check or money order. The application fee is non-refundable.

Note: Type in the information, print your name as an electronic signature, and fill out the dates. When you complete the form, please email it to ELI@qc.cuny.edu

Transcripts from colleges or universities:

Contact your former college or university and request that an official transcript be sent **DIRECTLY** to the QC/ELI Path office address below. If possible, ask the college or university to send the transcripts in the original language as well as an English translation. If an English translation is not provided by the college or university, the student must provide official English translations for all transcripts.*

QC/ELI Path Admissions
English Language Institute
Kissena Hall Room 105
65-30 Kissena Boulevard
Flushing, NY 11367-1597

***Translations must meet the following conditions:**

- » Complete and literal (word-for-word) with no attempts to interpret or evaluate the credential
- » Prepared in same format as the original document
- » Typed on business or school letterhead stationery
- » Signed by a translator attesting to familiarity with the foreign language

Translations may be obtained from the following:

- » Consulate or embassy of the country that is issuing the document
- » Translation agency
- » Immigrant or refugee association in the U.S. representing the country issuing the document
- » The institution where the student studied
- » Faculty member of U.S. high school, college, or university (must signify his/her academic department and rank)

Translations from the following are **NOT accepted:**

- » The student or members of his/her family
- » Individuals not affiliated with any of the organizations listed above

Test Scores:

Enclose a copy of the official test scores that are required. See [Graduate Admissions Requirements at a Glance](#) on page 2.

- o GRE: Educational Testing Service (ETS)
- o GMAT: Graduate Management Admission Council (GMAC)
- o TOEFL: Educational Testing Service (ETS)

The following persons may be exempt from taking the TOEFL: Applicants who have received a bachelor's degree in the United States. (Other criteria may apply, as determined by academic departments or the Director of Graduate Admissions.)

Essays and interviews:

Enclose a 500-word essay explaining their objectives in applying for graduate study. Including a brief personal statement. Some departments/programs may require an admission interview.

Letters of Reference:

Applicants must include three letters of recommendation using the [Letter of Reference Form](#) on page 6.

Additional Specific Graduate Program Material:

Additional material may be required. See [Graduate Admissions Requirements at a Glance](#) on page 2.

QC/ELI Path Graduate Admissions Requirements at a Glance

- All programs require 3 letters of reference and a letter of intent.
- Interviews may be required.
- Other requirements may apply.

MA, MALS, MFA & MS Degree Programs

Program Code	Program, Degree	Semester of Entry	TOEFL Requirement for Full Matriculation	Other Requirements LINK TO: Queens College Graduate Bulletin
302	Applied Linguistics, MA	Fall only	600	<ul style="list-style-type: none"> ☐ See graduate bulletin, starting from page 177 ☐ Prior to full matriculation (Phase II), candidates must pass an oral and written proficiency exam in English through the Department of LCD.
304	Art History, MA		575	<ul style="list-style-type: none"> ☐ See graduate bulletin, starting from page 47
310	Chemistry, MA		500	<ul style="list-style-type: none"> ☐ See graduate bulletin, starting from page 62
314	Computer Science, MA		500	<ul style="list-style-type: none"> ☐ See graduate bulletin, starting from page 67 ☐ Prior to full matriculation (Phase IV), submission of a TOEFL score of 500 is required.
334	Music, MA		550	<ul style="list-style-type: none"> ☐ See graduate bulletin, starting from page 90
351	Risk Management, Accounting, MS	Fall only	600	<ul style="list-style-type: none"> ☐ See graduate bulletin, starting from page 222 ☐ GMAT: Individuals who hold a degree in economics, math, accounting, computer science, or BBA from a CUNY school, and have an overall GPA of 3.3 or greater, will not be required to submit GMAT, but are encouraged to do so.
349	Risk Management, Dynamic Financial Analysis, MS	Fall only	600	<ul style="list-style-type: none"> ☐ See graduate bulletin, starting from page 222 ☐ GMAT: Individuals who hold a degree in economics, math, accounting, computer science, or BBA from a CUNY school, and have an overall GPA of 3.3 or greater, will not be required to submit GMAT, but are encouraged to do so.
350	Risk Management, Finance, MS	Fall only	600	<ul style="list-style-type: none"> ☐ See graduate bulletin, starting from page 222 ☐ GMAT: Individuals who hold a degree in economics, math, accounting, computer science, or BBA from a CUNY school, and have an overall GPA of 3.3 or greater, will not be required to submit GMAT, but are encouraged to do so.
342	Sociology, MA		500	<ul style="list-style-type: none"> ☐ See graduate bulletin, starting from page 227
348	Urban Affairs, MA		500	<ul style="list-style-type: none"> ☐ See graduate bulletin, starting from page 231

7. Music applicants, check area:

Performance Theory Composition History Education

If performance, check area: Classical Jazz

Instrument: _____

8. If you are currently enrolled at Queens College or another institution, please list the titles of your courses and the name of your institution.

Institution	Course Number and Title

9. List all post-secondary institutions (universities, institutes of higher education, or polytechnics) you have attended beginning with the most recent. Indicate breaks if your education has not been continuous. You are responsible for obtaining all official transcripts.

Name of High School, College/University	Location (Country, city, state, province, etc.)	Dates of attendance		Approximate Number of Credits Completed	Diploma? (Major/Minor)	For office use only	
		From: (month/year)	To: (month/year)			U	O

10. TOEFL (You are responsible for obtaining official TOEFL test scores)

- When did you take the Test of English as a Foreign Language? (month/year) _____
- Which format? iBT TOEFL Paper-based TOEFL other
- If other, which? _____
- What was your score? _____

11. Employment (start with current position – include military service)

Name of school or firm	Position (teachers indicate grade or subject taught)	Full-time or per diem	Dates

12. Academic honors, distinctions, and scholarships: _____

Articles or publications (submit copies if available) : _____

Memberships in professional organizations: _____

13. References: List references.

Name of recommender	Title	Mailing address

Certification: All applicants must sign here.

I hereby certify that all the information on this application is accurate and complete. I realize that failure to file the appropriate application may affect my admission status. I understand that the information on this application will be treated confidentially and will be used for institutional purposes only.

Applicant's Signature _____ Date: _____



QC/ELI Path Graduate Admissions Letter of Reference Form

To the Applicant:
Please complete all entries above the dotted line.

Name: _____
(Family name) (First name)

Year and Semester of Expected Enrollment. Year: _____
Semester: ___Fall ___Spring ___Summer I & II

Program of Study _____ Program Code Number _____

Name of Recommender: _____
(Family name) (First name)

I am aware of the rights afforded to me by the Federal Educational Rights and Privacy Act of 1974, as amended. I hereby ___ do ___ do not waive my right to examine the contents of this reference. I understand that by waiving my right I do so under the condition that the reference is used solely for the purpose for which it was requested.

Applicant's signature _____ Date: _____
(month/day/year)

To the Recommender:

The student whose name appears above has applied for admission to a master's degree program at Queens College. This form is submitted to you for your evaluation of the applicant's qualifications both for graduate study and for a fellowship or an assistantship. Please tell us how long you have known the applicant and what you know about his/her academic ability, and include any other information that might make a difference concerning the student's application. (If you prefer not to use this form, please send your statement on official institutional letterhead.)

How would you compare this student with recent graduates in his/her field?
___ Upper Tenth ___ Upper Third ___ Average ___ Below Average

Recommender's signature _____ Date: _____
(month/day/year)

Recommender's Name and Title (Please write clearly) _____

Institution: _____

Address: _____

Phone #: _____ Email: _____

Please return this form to the student in a sealed envelope.



QC/ELI Path Graduate Admissions Checklist



Do you have everything?

Graduate Admission Application

1. _____ A copy of the confirmation email stating you may apply.
2. _____ A QC/ELI Path Graduate Admissions Application: Completed, signed and dated.
3. _____ Official transcripts: College transcripts* * *International college transcripts must be sent directly from the issuing university to the QC/ELI Path Office.* All transcripts in languages other than English must be accompanied by a copy of an official and certified English translation.
4. _____ Required test scores: See Graduate Program Requirements at a Glance on page 2.
5. _____ Essay: 500-word essay explaining your objectives in applying for graduate study. Include a brief personal statement.
6. _____ Letters of reference: 3 completed Letter of Reference Forms found on page 6.
7. _____ All other additional materials required by specific departments. See Graduate Program Requirements at a Glance on page 2.

International Admission Application

8. _____ A QC/ELI Path International Application: Completed, signed, and dated.
9. _____ Affidavit of Support Form: Completed, signed, and dated.
10. _____ A bank statement.
11. _____ Proof of Income.
12. _____ A copy of Passport (Required).

Non-refundable Application

13. _____ A check or money order for \$180 payable to Queens College.