The Application Process
Stern uses a rolling admissions process, evaluating applications in order of their receipt and completion. The Admissions Committee often begins reading application as early as November. Therefore, it is beneficial to have your application processed and evaluated by the Admissions Committee as early as possible. For this reason, it is important that you:

• submit your application as soon as it is complete and prior to the deadline date.
• submit a complete application with all supporting materials in one package (for paper applicants).

If for any reason your application is incomplete when submitted, we will try to inform you of any missing materials. Application packets that are received or completed after the deadline are evaluated on a space-available basis.

Electronic Application Completion and Submission
You can complete your application online via the Stern Website. If applying online, follow the submission instructions for our NYU Stern online application.

• NYU Stern Online Application
http://w4.stern.nyu.edu/admissions/fulltime

For your convenience, all application forms are also available online and can be downloaded and printed.

E-mail Contact
You must provide an e-mail address that will be your primary means of communication with MBA Admissions. To protect your privacy, admissions decisions are available through our password protected website but are not sent out via e-mail.

Checking the Status of Your Application
http://applicant.stern.nyu.edu/statuscheck
Within ten working days of receipt of your application, we will confirm via e-mail that we have received it. This e-mail will also contain the information and password you need in order to access the MBA Application Status Check page of the MBA Admissions Website. This page is available 24 hours a day and reflects the current status of your application. It is updated continuously, but it may take up to ten working days for information to be posted once we receive it.

Application Review
The Admissions Committee begins reviewing full-time applications no later than December 1 (the first deadline date) and often begins reading applications as early as November. The Committee reviews applications in the order in which they are received. Applications received for the January 15 and March 15 deadlines are reviewed starting no later than the deadline dates for which they were submitted.

If your application is complete on the deadline date, you will receive a response (see Notification) from Stern by the date specified in the chart on page 3. If your application packet is incomplete on the deadline date (e.g., missing GMAT, TOEFL, or other items), a notification will be made six to eight weeks after we have received the missing items. Incomplete applications may not receive a decision by the notification deadline.

Notification
You will be notified via e-mail when your status has been updated on the application status page of the MBA Admissions website. The notifications are as follows:

• Invitation to interview — If you are invited to interview, you will receive the invitation and scheduling information via e-mail.
• Offer of a place on the waitlist — You will be notified via e-mail that your status has been updated on the application status page of the MBA Admissions Website. You will then need to go to the website to view your decision and respond online.
• Denial of admission — You will be notified via e-mail that your status has been updated on the application status page of the MBA Admissions Website. You will then need to go to the website to view your decision. Only acceptance packets are sent via regular mail, in addition to being posted on the website. To protect your privacy, we will not release decisions via e-mail, telephone, or fax.

Interviews
After reviewing your application, the Admissions Committee may request an interview. An interview is available by invitation only. The interview is evaluative and provides the Admissions Committee with more information on your qualifications, career goals, and personal achievements. We recommend that applicants invited to interview do so at Stern. Please use the visit to learn more about Stern by attending a tour and information session, visiting a class, and meeting current students.

Stern conducts some off-site interviews at selected locations around the world. To be considered for off-site interviews, you should apply by December 1. If you are invited to interview but are not able to come to Stern, you may ask to be considered for an off-site interview.
Contacting the Chairperson of the Admissions Committee

Correspondence directed to the Chairperson of the Admissions Committee should be e-mailed to:
admchair@stern.nyu.edu

Change of Name and/or Contact Information

If your name, e-mail, or street address changes during the application and admissions process, update your address via the application status page on the MBA Admissions Website or e-mail admchair@stern.nyu.edu.

Joint Degree Programs

If you are applying to a joint degree program offered between Stern and another division of New York University, please see the MBA Admissions Website for specific qualifications for each program. Applicants must be granted admission to both programs separately.

Enrollment Information

Admitted students must submit a non-refundable enrollment deposit of U.S. $1,000 by the deadline specified in your offer of admission to secure a place in the MBA program. Deposit extensions are not granted for any reason. An offer of admission is valid only for the term for which the offer is made.

Change in Status: Full-time or Part-time

Because of the integrated nature of the MBA program, you should apply for the program (full-time or part-time) in which you plan to enroll. However, if circumstances require you to change your status, you should e-mail a request to the Admissions Committee Chairperson. The Admissions Committee will consider your request on a space-available basis only.

You may submit only one application per term, meaning that you cannot apply to both the full-time and part-time program for the same term.

Deferral of Admission

The Stern School does not defer admission to the program. You will need to reapply. (See Information for Previous Applicants).

Transfer Policy

The Stern School does not accept transfer credits. If you have already earned an MBA from another college or university within the U.S., you are not eligible for admission to the MBA program at the Stern School. For students enrolled in another NYU division prior to admission to Stern, all 60 credits of the MBA program must be completed after admission to the Stern School. Unless enrolled in an official joint-degree program, students are not allowed to pursue two degrees at New York University simultaneously.

Information for Previous Applicants

Reapplication Information

Applicants who wish to reapply for a future term and are within one year of their last application can reapply under NYU Stern’s abbreviated application procedures. Reapplicants are required to submit the following application materials only:

- New Personal Data Forms
- An updated résumé and work history
- One new recommendation
- New Essay #1
- Official transcripts from any additional coursework taken since last application
- Application fee

Interviews are by invitation only, and may be part of the admissions process (please see Interviews on page 4).

NYU Stern keeps your transcripts and test scores on file for one year. Please refer to the deadline chart on page 3 to determine whether your GMAT and/or TOEFL scores are valid for the new application period.

If you are applying for a different MBA program than the one you originally applied to, you must begin a new application for admission. All forms can be downloaded from our website at http://w4.stern.nyu.edu/admissions/fulltime.

Formerly Enrolled Students

Students who were previously enrolled in the Stern MBA program should contact:

New York University
Stern School of Business
MBA Academic Advising
Phone: (212) 998-0585
E-mail: advising@stern.nyu.edu
Application Deadline

International applicants are strongly encouraged to apply by the December 1 deadline in order to facilitate visa arrangements and to be considered for the limited number of off-site interviews. When planning the time needed to complete the application, you should take into consideration the amount of time needed to obtain the official documents from your undergraduate institution and the English translations (regardless of where you are living now). The Admissions Committee will not review your application without the official transcripts and English translations.

Accepted Degrees

Applicants to Stern should have the equivalent of a four-year U.S. bachelor’s degree from an accredited college or university. Specific degree information listed by country is available on the MBA Admissions Website.

Diplomas/Degree Conferrals

All transcripts from institutions outside the U.S. must be accompanied by a photocopy of the diploma and/or degree conferral.

Transcripts from Institutions Outside the U.S.

All academic transcripts must be original documents bearing the institutional seal and the signature of the institution’s registrar. If an institution cannot issue a transcript to you, you must submit a letter (in a sealed envelope) from the institution stating its policy. If you cannot obtain transcripts directly from the institution and possess an original transcript, you may submit verified copies from the embassy or consulate of the institution’s country.

Certifications by a Notary Public are not acceptable. Please do not submit the original copy of an academic transcript that cannot be replaced. Each transcript should contain a list of courses taken, grades or marks earned, name of degree earned (if any), and date of degree conferral.

Non-English Transcripts

If your original transcript is not in English, you are required to submit both the official transcript and its English translation in the same sealed envelope. If the institution you attended does not provide an English translation with the official transcript, you must obtain a certified English translation through a translating service and submit it in a sealed envelope, endorsed across the seal. Stern has no preferred translating service, and certifications by a Notary Public are not acceptable.

Funding

While limited scholarship money and private bank loans are available, in order to obtain a visa, international candidates must be prepared to pay the total cost of attending Stern, including tuition, fees, and room and board. The sources of your educational funding must be provided on Data Form 4. Documentation of these sources does not need to be provided until you have been admitted and are in the process of enrolling at Stern. To be considered for merit-based scholarships, apply by the December 1 deadline.

For more information on Private Loans for International Students, please visit our website at http://www.stern.nyu.edu/mba/finaid/international.html

Interviews

Stern strongly encourages invited applicants to visit campus for their interview. Stern also conducts a limited number of interviews at selected locations around the world. Interviews are available by invitation only and are limited in number. If you would like to be considered for an off-site interview, you should apply by December 1.

TOEFL

All applicants whose native language is not English and who have not received a university degree in an English-speaking country must take the Test of English as a Foreign Language (TOEFL). For applicants from countries where English may not be the primary spoken language but is the primary language used in education, such as India and Singapore, the TOEFL is strongly recommended but not required.

Permanent International Address

All universities in the U.S. must now comply with the new Federal government SEVIS (Student and Exchange Visitor Information System) database regulation. If the mailing address you provided on Data Form 1 is a U.S. address, you must also provide a permanent, foreign address in your country of citizenship on the International Student Supplement Section of the NYU Stern application at the bottom of Data Form 4.
Investing in Your Future

The NYU Stern MBA is a significant investment in your future and requires a serious commitment of time and funding. As our graduates will tell you, it is likely to be one of the best investments you ever make. The Stern School of Business offers a comprehensive financial aid program including scholarships, fellowships, graduate assistantships, and student loans to applicants who qualify.

Scholarships and Fellowships

To be considered for scholarships and fellowships, applicants must submit a completed application for admission by December 1. If you meet this deadline, we will automatically consider you for all available awards. The selection process is highly competitive, and several factors determine these awards, including merit relative to other applicants and financial resources available to Stern. Stern and private donors provide the funds for these awards, and individual awards vary. About thirty percent of all full-time students receive some form of this funding. Additional teaching fellowships and graduate assistantships are available during the second year of the MBA program.

Consortium for Graduate Study in Management

Stern is a member of the Consortium for Graduate Study in Management, a fourteen university alliance working to facilitate the entry of underrepresented minorities into managerial positions in business. The Consortium provides tuition fellowships as well as networking and career development opportunities to domestic African American, Hispanic American, and Native American candidates pursuing an MBA full-time.

Student Loans

If you need assistance in financing your graduate school education, student loans are a primary source of aid. Federal and private loan programs are available to assist you.

Federal Loans

If you are a U.S. citizen or U.S. permanent resident, you should follow these instructions:

• You must complete the Free Application for Federal Student Aid (FAFSA) online at the website listed above. We recommend that you complete the FAFSA at the same time that you are submitting your application for admission. List Stern as New York University with Title IV code 002785.

• You must take the additional steps listed in your award notice to secure the loan funds.

MBA Financial Aid

www.stern.nyu.edu/mba/finaid/

Phone: (212) 998-0790

E-mail: fin-aid@stern.nyu.edu

Class of 2004 Estimated Student Budget

(for the nine-month academic year)

Tuition & Fees $ 34,726
Living Expenses $ 23,814

This budget is for students entering in the fall of 2003, so you should expect incremental increases in tuition and fees for each following year, typically 3-5%. Budgets are determined by New York University. The estimate is conservative; your actual costs will vary depending on your lifestyle.
**General Information**

Please read and follow all instructions carefully and type or clearly print your responses to all questions on the application forms. Answer all questions and put “none” or “N.A.” (Not Applicable) where appropriate. After you have gathered all materials and supporting documents, including transcripts and recommendations in sealed envelopes, submit the completed application in one large mailing envelope. All application credentials become part of the permanent records of the Stern School of Business and cannot be duplicated or returned for any reason. We suggest that you retain copies of all application forms and essays submitted.

Your application information should be submitted in the order listed on the checklist on page 10.

**GMAT**

Before submitting your application to Stern, you must take the Graduate Management Admission Test (GMAT) administered by the Educational Testing Service (ETS) and have the results sent to Stern. We encourage you to take the GMAT at your earliest possible convenience. If you have taken the test more than once, the Admissions Committee will consider the highest score. GMAT scores cannot be more than five years old. Refer to the deadlines indicated on page 3 for valid dates. You should ask ETS to send your score directly to the Stern School of Business when you register for the test. The ETS reporting code for the Stern School is 2582. Please include a photocopy of your test score report in your application packet.

You may obtain a test registration form and bulletin of information by contacting:

Graduate Management Admission Test  
www.mba.com  
Educational Testing Service  
Phone: (609) 771-7330,  
(800) GMAT-NOW  
E-mail: gmat@ets.org

**TOEFL**

All applicants whose native language is not English and who have not received a university degree in an English-speaking country must take the Test of English as a Foreign Language (TOEFL) in addition to the GMAT. For applicants from countries where English is not the primary spoken language but is the primary language used in education, the TOEFL is strongly recommended but not required. TOEFL scores cannot be more than two years old. Refer to the deadlines indicated on page 3 for valid dates. You should ask ETS to send your score directly to the Stern School of Business when you register for the test. The ETS reporting code for the Stern School is 2582. Please include a photocopy of your test score report in your application packet.

You may obtain a test registration form and bulletin of information by contacting:

TOEFL  
www.toefl.org  
Educational Testing Service  
Phone: (609) 771-7100,  
(800) GO-TOEFL  
E-mail: toefl@ets.org

In place of the TOEFL, you may take the English Language Proficiency Test from the American Language Institute at New York University. You may obtain more information about the test by contacting:

The American Language Institute  
www.scps.nyu.edu/ali  
48 Cooper Square  
New York, NY 10003  
Phone: (212) 998-7040  
E-mail: ali@nyu.edu
Data Forms 1 - 4

Social Security Number

The Social Security Number on the application becomes your Stern student identification number. Social Security Numbers should be submitted by U.S. citizens and U.S. permanent residents. An international student who has been assigned a Social Security Number while studying in the U.S. should also enter it here. Other applicants should leave this blank.

Intended Specialization(s)

Your indication of an intended specialization is in no way binding and will not influence your application review in any way. The selection of a specialization is entirely optional.

Racial/Ethnic Background

The U.S. Government requires New York University to report on the racial/ethnic composition of its student enrollment. To assist us, please indicate your background. Self-identification by race is entirely voluntary.

Telephone/Fax Numbers

We may need to contact you via telephone or fax. Please list these numbers only if we can contact you via these methods.

GMAT and TOEFL

Indicate the date you took the GMAT and TOEFL and the scores you received, including both numeric and percentile scores. Please remember to include a photocopy of your GMAT and TOEFL scores with your application materials.

Current Résumé

Provide a current résumé including educational and professional information.

Employment History

Provide your Employment History separately from your résumé. The Employment History should follow the format provided and should list all positions you have held, including employer, title, starting and ending dates, promotions, salary/bonus, and reason for leaving, with the most recent at the top of the page.

College Code

www.mba.com

College Code information is provided in the GMAT bulletin, which is sent to you upon requesting a test registration form from the Educational Testing Service or can be downloaded via the GMAC Website.

Signature

Be sure to sign Data Form 4.

Data Form 5

The information requested on this form is optional but can provide information useful in understanding your background.

Essays

The Admissions Committee requires three personal essays. Follow the instructions on the Essay Instructions form. Essays should be typed on separate sheets and should not exceed the page limits. Essay #4 is optional, and you may use it to present any additional information you would like the Admissions Committee to consider.

Transcript(s)

You must provide an official transcript in a sealed envelope from each institution you have attended. If you attended classes at any school other than your degree-granting institution, you must submit a transcript from each school. We do not accept personal or notarized copies. If you are submitting more than one transcript and need additional forms you do not need to request them from Stern; photocopy the form and the institution may use an envelope of its own.

Recommendation Forms

You are required to submit two recommendations from individuals who can comment on your management potential and professional performance, as well as your qualifications for successfully participating in Stern’s MBA program. One recommendation should be from your current supervisor. If you cannot provide one from your current supervisor, you must provide an explanation in Essay #4 and must still submit a total of two recommendations.

A complete application contains two recommendations. If you would like to submit additional recommendations, you may download additional forms. The Admissions Committee will review your application when two recommendations are received unless you notify us in writing to wait for supplemental recommendations.

Please follow the instructions provided on the form. You are responsible for ensuring that the completed recommendations are returned to you in time for them to be submitted with your application packet and remain in their sealed envelopes.

Application Fee Form and Application Fee

Type or clearly print all necessary information. You must submit a check or money order or make a payment by credit card (Visa, MasterCard, American Express or Discover only) in the amount of U.S. $175 payable to New York University Stern School of Business. All checks and money orders must be drawn on a U.S. bank and paid in U.S. dollars. Print your name on the face of the check or money order and attach it to the form where indicated. When paying by credit card, please enter all information requested on the Application Fee Form. Fund transfers cannot be accepted. The application fee is non-refundable.
Common Problems that Delay the Processing of Your Application

1. Submitting an incomplete application.
2. Forgetting to sign your application Data Form 4.
3. Having transcripts and/or recommendations sent directly to the Stern School.
4. Submitting faxed or photocopied credentials.
5. Stapling or binding your application parts or inserting them in folders or plastic sheets.
6. Not including your name on each page of your essays and other supporting documentation.
7. Using forms of your name other than your legal name. Your legal name appears on your passport, birth certificate, or other official documentation.
8. Applying under a name different than the one used for GMAT and/or TOEFL.
9. Omitting a photocopy of your degree conferral (international applicants only).
10. Not including the official English translation of your international transcripts, if necessary.
Notice of Right to Change Information at Any Time

The policies, requirements, course offerings, schedules, activities, tuition, fees, and calendar of the school and its departments and programs set forth in this publication are subject to change without notice at any time at the sole discretion of the administration. Such changes may be of any nature, including, but not limited to, the elimination of the school, programs, classes, or activities, the relocation or modification of the content of any of the foregoing, and the cancellation of scheduled classes or other academic activities. Payment of tuition or attendance at any classes shall constitute a student's acceptance of the administration's rights set forth in the above paragraph.

Policy on Nondiscrimination

The University is committed to a policy of equal treatment and opportunity in every aspect of its relations with its faculty, students, and staff members, without regard to age, citizenship status, color, disability, marital or parental status, national origin, race, religion, gender, or sexual orientation.

Policy on Admissions Committee Decisions

The decision of the Admissions Committee is final. The Admissions Committee does not reconsider decisions.

MBA Admissions
www.stern.nyu.edu/mba/admissions/
New York University
Stern School of Business
Henry Kaufman Management Center
44 West Fourth Street, Suite 6-70
New York, NY 10012-1126
Hours:
  Monday through Thursday, 9 - 6 pm
  Friday, 9 - 5 pm
Phone: (212) 998-0600
Fax: (212) 995-4231
E-mail: sternmba@stern.nyu.edu

MBA Financial Aid
www.stern.nyu.edu/mba/finaid/
New York University
Stern School of Business
Henry Kaufman Management Center
44 West Fourth Street, Suite 6-120
New York, NY 10012-1126
Hours:
  Monday through Thursday 9 - 6 pm
  Friday - 9 - 5 pm
Phone: (212) 998-0790
Fax: (212) 995-4606
E-mail: fin-aid@stern.nyu.edu

MBA Advising
www.stern.nyu.edu/mba/advising/
New York University
Stern School of Business
Henry Kaufman Management Center
44 West Fourth Street, Suite 6-120
New York, NY 10012-1126
Hours:
  Monday through Thursday 9 - 6 pm
  Friday - 9 - 5 pm
Phone: (212) 998-0585
Fax: (212) 995-4606
E-mail: advising@stern.nyu.edu

Joint Degree Programs

MBA – JD Joint Degree Program
www.law.nyu.edu/
New York University
School of Law
Phone: (212) 998-6060
E-mail: law.jdadmissions@nyu.edu

MBA – MA (French Studies)
MBA – MA (Politics)
MBA – MS (Biology)
www.nyu.edu/gsas/
New York University
Graduate School of Arts and Science
Phone: (212) 998-8050
E-mail: gsas.admissions@nyu.edu

MBA – MPA
www.nyu.edu/wagner/
New York University
Robert F. Wagner Graduate School
of Public Service
Office of Admissions and Financial Aid
Phone: (212) 998-7400
E-mail: wagner.admissions@nyu.edu