



# NEW YORK UNIVERSITY

## School of Continuing and Professional Studies

### INSTRUCTIONS FOR SUBMITTING A DIPLOMA PROGRAM APPLICATION FOR ADMISSION

1. Fill out both sides of the application form, completing all applicable items and the anticipated program. Print neatly with a pen.
2. Mail the completed application form, along with a check or money order (made payable to New York University) for the nonrefundable application fee of \$35 to the Office of Admissions, 145 Fourth Avenue, Room 219, New York, NY 10003.
3. Arrange for official copies of your transcripts to be sent to the Office of Admissions.

APPLICATION FOR ADMISSION TO THE DIPLOMA PROGRAM IN:  CREDIT ANALYSIS (BANK)  PARALEGAL STUDIES (PLGL)

1. Personal Information

Mr.  Ms.

Last Name First Name

Home Address

City, State, and Zip

E-Mail ( )    -   -

Telephone Social Security Number

Business Name Title/Position

No. and Street ( )

City, State, and Zip Telephone

Place of Birth in USA City State

If not USA, country? Date of Birth

U.S. Citizen  Yes  No Permanent Resident  Yes  No Student Visa  Yes  No Other \_\_\_\_\_

Is English your native language?  Yes  No If Foreign born, year entered U.S. \_\_\_\_\_

2. Anticipated semester of entry

Fall 20\_\_\_\_ Year  Spring 20\_\_\_\_ Year  Summer 20\_\_\_\_ Year

Full-Time  Part-Time  Summer Intensive (May-Aug)\_\_\_\_ Year

Are you requesting Financial Aid?  Yes  No

3. Previous Record at New York University

Have you previously applied to any division of New York University?  Yes  No

When and to what division did you apply? Date Division

Were you accepted?  Yes  No Did you attend?  Yes  No If you attended, give dates: From: \_\_\_\_\_ To: \_\_\_\_\_

4. List all: secondary and vocational schools; colleges and universities you have attended. Include: professional schools; adult education courses; and all job-related classes and courses of study, including current programs.

Name and Address of School	Date of Entrance Mo./Yr.	Date of Leaving Mo./Yr.	No. of Credits	Diploma, Degree, or Certificate Received	Areas of Study	Reason for leaving, other than graduation
a.						
b.						
c.						
d.						

Please provide a transcript for all degrees; transcripts may follow your application.

5. List any activities you have participated in during the past four years that you feel may help you succeed in this program. Include your most important school, professional society, and community extracurricular activities; all elective offices; and any activities and work related to our program.

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6. List current and past employment (military, professional, business, and volunteer).

	Name and Address of Employer	Job Title or Type of Work	Dates Worked (From/To)
a.			
b.			
c.			
d.			

7. List two references who have known you two years and are not members of your family.

Full Name	Title
Address	
Full Name	Title
Address	

8. Paralegal Diploma applicants: On a separate sheet of paper, please provide a 100-200 word statement, explaining why you wish to enroll in this program.

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Credit Analysis Diploma applicants: In the space provided, please provide a brief statement explaining why you wish to enroll in the program.

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9. Please read the following statements and sign where indicated.

New York University reserves the right to refuse admission to any applicant. Students are expected to familiarize themselves and to comply with the rules of conduct, academic regulations, and established practices of the University and the division where enrolled. If, pursuant to such rules, regulations, or practices, the withdrawal of a student is required before the end of the term for which tuition has been paid, a refund will be made according to the standard schedule for refunds. The University also reserves the right to solicit information from the personal references provided by the applicant. Official records and credentials cannot be returned. It is each applicant's responsibility to keep fully informed of the applicable University Tuition and Fee schedules and of the Tuition Refund Policy.

Signature of Applicant

Date