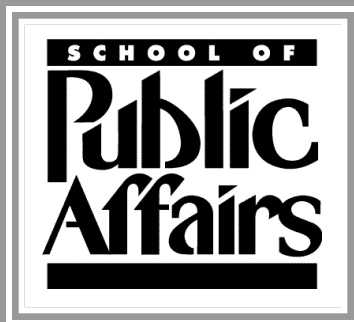


**Baruch** COLLEGE  
The City University of New York

UNITED WAY  
LEADERSHIP  
FELLOWS PROGRAM



ADMISSION  
APPLICATION

### APPLICATION REQUIREMENTS

1. A completed **Personal Information Form**
2. A \$50 application **fee**
3. Official **transcripts** of all postsecondary academic work at colleges and universities *where more than 3 courses were taken*  
Use the **Transcript Request Form** from the application packet (p. 4). **(To be considered official, transcripts must have been sent directly from the school attended to the applicant who puts them together—unopened—with the other application forms to be sent to SPA Graduate Admissions.)**
4. Two **letters of recommendation**  
As with transcripts, **to be considered official, recommendations must be sent directly from the recommender to the applicant who puts them together—unopened—with the other application forms.** One letter of recommendation must also be the letter of nomination from your current employer. These letters must be sent on official letterhead. Use the forms from the application packet.
5. A current **one- to two-page resume** covering employment and volunteer and community service experience
6. An **essay** of 500 to 700 words in which you describe one of the challenges facing your organization and how your experience and proposed study will help you address this challenge
7. Scores on the Graduate Records Examinations (**GRE**) or **GRE Waiver Request Form** (p.9)  
Students who have successfully completed a master's degree or those with a competitive undergraduate record may request the GRE Waiver. Applicants must submit scores from the GRE taken within 5 years of the beginning of the term for which they are applying. We will accept the GMAT as a substitute for the GRE, however we encourage all applicants who have taken neither test to take the GRE. For GRE information and applications, contact Educational Testing Service (ETS) by phone (1-800-473-2255), e-mail (gre@ets.org), or at www.gre.org. Baruch's School of Public Affairs ETS code to designate that test scores be sent to us is **2027**.

#### **Optional**

- A second essay (p. 3)

### APPLICATION DEADLINE

Applicants must submit a complete application and remit the \$50 application fee by **November 25, 2003**.

### SPECIAL INTERNATIONAL STUDENT REQUIREMENTS

The following **additional** items are required from most international applicants.

Please read each description carefully to determine if the requirement applies to you.

1. TOEFL scores  
Any applicant whose first language is not English and who does not have a U.S. undergraduate or graduate degree is required to submit scores for the **Test of English as a Foreign Language (TOEFL)** taken within 2 years of the beginning of the term for which the application is submitted. For TOEFL information and applications, contact Educational Testing Service (ETS) by phone (609-771-7100), e-mail (toefl@ets.org), or at www.toefl.org.
2. Transcripts and Diplomas  
**Original, official** documents (transcripts, recommendations, etc.) in languages other than English must be accompanied by official English translations. A **photo-copy** of the diploma or certificate is also required but should not be translated.

Your **undergraduate degree** must include the equivalent of at least 4 years of postsecondary education and be recognized as equal to a regionally accredited U.S. bachelor's degree. Several countries have 3-year degree programs that are considered equivalent, but normally that is not the case. If you are not sure, you may want to have your transcript evaluated.\*

#### *\*Foreign Transcript Evaluation Note*

*You may also wish to have your credentials evaluated by an independent evaluating agency such as the World Education Services. They may be reached via phone toll-free at 1-800-937-3895, by e-mail at wes@info.org, and on the Web at www.wes.org. For other foreign transcript evaluation agencies, go to www.ascp.org/bor/certification/procedures/foreign.asp. (Note: Baruch's School of Public Affairs does not recommend any particular evaluation agency.)*

Baruch College is an Equal Opportunity/Affirmative Action institution. The College does not discriminate on the basis of age, sex, sexual orientation, transgender, alienage or citizenship, religion, race, color, national or ethnic origin, disability, genetic predisposition or carrier status, or veteran or marital status in its student admissions, employment, access to programs, and administration of educational policies. Questions concerning this policy may be addressed to the affirmative action officer.

The Board of Trustees of The City University of New York reserves the right to make changes of any nature in the academic programs and requirements of The City University of New York and its constituent colleges. All programs, requirements, and courses are subject to termination or change without advance notice.

**LEADERSHIP FELLOWS PROGRAM  
SENIOR FELLOWS  
Personal Information Form**

**BARUCH COLLEGE SCHOOL OF PUBLIC AFFAIRS  
UNITED WAY OF NEW YORK CITY**

**Personal Information** (type or neatly print; keep copies for your records)

Name  Mr.  Ms. \_\_\_\_\_  
First Middle Last (Family)

If transcripts, test scores, or other documents are under another name, give name \_\_\_\_\_  
Name

Permanent Address \_\_\_\_\_  
Number and Street Apartment

\_\_\_\_\_ City State Zip Code Country

Length of time at permanent address \_\_\_\_\_ Years \_\_\_\_\_ Months Length of time in NY State \_\_\_\_\_ Years \_\_\_\_\_ Months

**Mailing Address** \_\_\_\_\_  
*(if different from above)* Number and Street Apartment

\_\_\_\_\_ City State Zip Code Country

Business Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Home Telephone \_\_\_\_\_

Social Security Number\* \_\_\_\_\_ Date of Birth\* \_\_\_\_\_

*\*Your Social Security number is used as your unique identifier for purposes of record keeping. If you do not have one, a unique identifying number will be assigned to you. Your date of birth is also used as an identifier.*

**Application Term**

This application is for part-time study in **Spring 2004**.

**Citizenship Status**

Citizenship status and alienage are used to determine if any other educational documents are needed to evaluate your application. Are you a U.S. citizen?  Yes  No

If no, please state Country of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

**Academic/Educational Background**

Provide the following information in chronological order for *all* colleges and universities, including Baruch.

Name and Location of Institution	Month and Year of Attendance	Major	Degree Received or Expected and Date
	From                      To		
	From                      To		
	From                      To		
	From                      To		

*(Continued on other side)*

**Required Standardized Tests: GRE (GMAT\*) and TOEFL**

Date the GRE was taken or will be taken: \_\_\_\_\_ (Required)

If you are requesting a waiver of the GRE requirement, please complete p. 9.

Verbal score: \_\_\_\_\_ Quantitative score: \_\_\_\_\_ Analytical score: \_\_\_\_\_

% below: \_\_\_\_\_ % below: \_\_\_\_\_ % below: \_\_\_\_\_

\*Students submitting GMAT scores instead of GRE scores should circle "(GMAT)" in the heading above in addition to supplying the corresponding test information in the spaces provided.

**For International Students** (see instructions for more detailed information)

Date the TOEFL was taken or will be taken: \_\_\_\_\_ TOEFL score: \_\_\_\_\_

**Essay(s)**

Essays must be typed, double-spaced.

**Required:** In a typewritten essay of one to two pages (500 to 700 words), describe one of the challenges facing your organization and how your experience and proposed studies will help you address this issue.

Optional: Provide the Admissions Committee with any information the application has otherwise not required but that you feel the committee should have when it makes its admissions decision. This essay should be no more than one typed page.

**Resume**

Supply a **one- to two-page** resume of your employment and volunteer and community service experience. Please include titles and current responsibilities.

**All Applicants—Statement of Certification**

I certify that all statements made in this application for admission to the School of Public Affairs are correct, that the information supplied is complete, and that the essay(s) have been written by me. I understand that my application and all supporting materials become the property of Baruch and cannot be returned or sent elsewhere. I understand that withholding or giving false information will make me ineligible for admission to Baruch College. I also understand that the application fee may not be waived nor is it refundable.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Personal Data Section**

The information requested below is being collected to meet research and federal reporting requirements. It is confidential and will be released only as statistical summaries in which individuals are not identified. **Response is voluntary. The information has no bearing on either admission or academic decisions but is very helpful in meeting these reporting requirements.**

**For U.S. Citizens and Permanent Residents Only**

1. Which category describes you best?

- Black, non-Hispanic (2)     White, non-Hispanic (1)     Hispanic (4)     Asian or Pacific Islander (5)
- American Indian or Native Alaskan (6)     Other, please specify (7) \_\_\_\_\_

**For All Applicants**

2. Do you speak a language other than English at home?

Yes     No

If yes, with which language do you feel more comfortable?

English     Language other than English

Equally comfortable with both

**School of Public Affairs  
Baruch College / CUNY  
One Bernard Baruch Way, Box C-0312  
New York, NY 10010-5585**

**Transcript Request Form**

**Applicant:** Please fill out this form and forward it with a self-addressed envelope to your previously attended college or university. A transcript must be submitted from EACH college or university previously attended, even if you did not enroll in courses in your field. You may photocopy this form.

Please be sure to send this request early to ensure that the transcript will be returned to you in a timely manner. Note: You must comply with the policy of each institution regarding transcript release regulations and fees.

Applicant's Name \_\_\_\_\_  
First Middle Last (Family) Prior Name on Transcript

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Dates of Enrollment \_\_\_\_\_ to \_\_\_\_\_ Degree and Graduation Year \_\_\_\_\_

I hereby request that my transcript be sent to my address in the envelope that I have provided with this form:

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

---

**Registrar:** The above named person is applying to Baruch College of The City University of New York. Please enclose this form together with an official transcript in the envelope provided. After sealing the envelope, please sign across the seal and return it to the applicant so that it can be included with his/her application package. If the applicant has not provided an envelope, please use one of your own. If it is against the policy of your institution to release official transcripts to students, please send the transcript directly to the School of Public Affairs at the address given at the top of this form.

F03

---

**School of Public Affairs  
Baruch College / CUNY  
One Bernard Baruch Way, Box C-0312  
New York, NY 10010-5585**

**Transcript Request Form**

**Applicant:** Please fill out this form and forward it with a self-addressed envelope to your previously attended college or university. A transcript must be submitted from EACH college or university previously attended, even if you did not enroll in courses in your field. You may photocopy this form.

Please be sure to send this request early to ensure that the transcript will be returned to you in a timely manner. Note: You must comply with the policy of each institution regarding transcript release regulations and fees.

Applicant's Name \_\_\_\_\_  
First Middle Last (Family) Prior Name on Transcript

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Dates of Enrollment \_\_\_\_\_ to \_\_\_\_\_ Degree and Graduation Year \_\_\_\_\_

I hereby request that my transcript be sent to my address in the envelope that I have provided with this form:

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

---

**Registrar:** The above named person is applying to Baruch College of The City University of New York. Please enclose this form together with an official transcript in the envelope provided. After sealing the envelope, please sign across the seal and return it to the applicant so that it can be included with his/her application package. If the applicant has not provided an envelope, please use one of your own. If it is against the policy of your institution to release official transcripts to students, please send the transcript directly to the School of Public Affairs at the address given at the top of this form.

**To the Applicant:**

Complete the section below and send this form to your recommender with a self-addressed envelope.

Name  Mr.  Ms. \_\_\_\_\_  
First Middle Last (Family)

Social Security Number \_\_\_\_\_

Under the Family Educational Rights and Privacy Act of 1974, you have the right to review official College student records. You may waive that right, if you wish to do so in the case of this recommendation, by signing here. *Your waiver will in no way affect the decision on your application.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**To the Recommender:**

We are extremely grateful for your time and input. Your assessment of the applicant is crucial to our evaluation of his/her candidacy for admission.

Using the chart and questions below, please assess the applicant's potential as a graduate student and administrator. Your evaluation will be most helpful if your comments are as specific and candid as possible. Feel free to provide a more detailed evaluation of the candidate in an attached letter, if you prefer. The student has been given the option to waive the right to review this recommendation (see above).

Please keep in mind that the applicant cannot be considered for admission until your recommendation is on file.

Once you have completed this form, return it and any attachments to the applicant in the applicant-addressed envelope provided, which you should seal and sign. The applicant will return the sealed envelope with the completed application to the School of Public Affairs.

*Thank you on behalf of the Admissions Committee.*

**Evaluation Chart**

Use the chart below to rate the applicant relative to other individuals you have known in the same circumstances in recent years.

	Exceptional (Top 10%)	Outstanding (Top 20%)	Above Average (Top Third)	Average (Middle Third)	Below Average (Bottom Third)	Unable to Judge
Intelligence						
Originality & Creativity						
Motivation & Initiative						
Maturity						
Ability to Work Independently						
Managerial Career Potential						
Overall Potential for Graduate Study						

*(Continued on other side)*

**Assessment Questions**

In the space below or on a separate page, please answer the following questions and provide any additional comments you believe might be helpful to the Admissions Committee.

1. In what capacity and for how long have you known the applicant?
  
  
  
  
  
  
  
  
  
  
2. In comparison to his/her peers, has the applicant used his/her abilities and opportunities to the maximum potential?
  
  
  
  
  
  
  
  
  
  
3. Discuss the applicant's interpersonal skills. Does the applicant work well in groups and assume leadership roles?
  
  
  
  
  
  
  
  
  
  
4. Discuss the applicant's work skills. Does the applicant take initiative and perform well under pressure?
  
  
  
  
  
  
  
  
  
  
5. Describe the applicant's ability to communicate in oral and written form.
  
  
  
  
  
  
  
  
  
  
6. In your opinion, does the applicant have a commitment to public service?

**Overall Opinion**

Please mark one:

- The applicant has my unqualified recommendation.
- I do not recommend the applicant.
- I recommend the applicant with reservations. My reservations are \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Recommender \_\_\_\_\_ Date \_\_\_\_\_

Name (type or print) \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_  
Number and Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

*Return this form to the applicant in the applicant-addressed envelope. Seal and then sign the envelope. Thank you.*



**Overall Opinion**

Please mark one:

- The applicant has my unqualified recommendation.
- I do not recommend the applicant.
- I recommend the applicant with reservations. My reservations are \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



Signature of Recommender \_\_\_\_\_ Date \_\_\_\_\_

Name (type or print) \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_  
Number and Street

\_\_\_\_\_  
City State Zip Code

*Return this form to the applicant in the applicant's self-addressed envelope. Seal and sign the envelope. Thank you.*

**Notes on the GRE Requirement/Waiver**

- When required, Baruch College requests submission of scores on the Graduate Record Examinations (GRE) General Test (verbal, quantitative, and analytical). Scores from the GMAT may be substituted.
- If an applicant has completed a master's degree or significant work toward one, he or she may request a waiver of the GRE requirement.
- If an applicant has an undergraduate GPA of 3.0 or higher, he or she may request a waiver of the GRE requirement.
- The Admissions Committee reserves the right to request additional information when it deems it necessary, including submission of GRE scores.
- Students who have graduated from college within 2 years of application are strongly encouraged to take the GRE.

---

Name  Mr.  Ms. \_\_\_\_\_  
First Middle Last (Family)

Mailing Address \_\_\_\_\_  
Number and Street Apartment

\_\_\_\_\_  
City State Zip Code

I request a waiver of the GRE requirement based on:

- completion of a master's degree or significant work toward one
- an undergraduate GPA of 3.0 or better

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_