

General Application Guidelines:

- **Application Fee:** A \$ (U.S.) nonrefundable application fee, payable to the institution, is required as part of your application submission.
- **Transcripts:** Submit your final, official transcripts directly to the Office of Admissions.
- **Standardized Test Scores:** For students submitting test scores, scores from the SAT or ACT exams should be sent directly to the Office of Admissions.
 - Veteran students who have completed at least 36 months of active duty service and have been honorably discharged, or currently serve as active duty, reserve, or National Guard, are exempt from this requirement at the discretion of the Dean/Program Director of the specific program.
- **Letter of Recommendation:** At least one letter of recommendation is required for all applications (certain programs require additional letters of recommendation). For those students not submitting standardized test scores, two letters of recommendation should be submitted. The purpose of these letters is to add strength to an application, especially during the scholarship review process. You may use the recommendation form in the Common Application, New York Tech Application, or the recommender may provide a separate letter.
- **Essay:** In 300–350 words, tell us about your career goals and why attending New York Tech would further these goals, or describe an achievement of which you are most proud and why.
- **Admission Decision:** Candidates for admission to the institution receive notification of the decisions made by the Office of Admissions on a rolling basis. Applicants to all colleges and universities in New York State who were born on or after January 1, 1957, must provide written evidence of immunization against mumps, measles, and rubella or demonstrate that they are entitled to an exemption from this legal requirement.

This institution may waive some of the entrance requirements for applicants based on the discretion of the Office of Admissions or academic departments.