I. APPLICATION DATES

** Applications for CAS will be accepted beyond these dates on space available basis.

** Deadlines are set for scholarship review: Master’s Applicants that submit by this date will be considered for scholarships and awards. Master’s and CAS applications are accepted beyond these dates on a space available basis until June 1st.
**US Army (SIGCEN) Fort Gordon Partnership** students can apply for master’s programs for fall, spring or summer terms.

**Criteria to select appropriate term:** All distance-based (online) Master’s students (exception ExIM) are required to attend their gateway courses during our summer residency program so apply for summer admission. Students enrolling in our campus-based master’s program are encouraged to start in the fall. Students have the option to take up to two courses prior to enrolling in an academic program as a non-matriculated student.

**II. NEED-BASED FINANCIAL AID**

**For Online Learning and Extension Site Students** - Need-based financial aid is administered by the Syracuse University Continuing Education Financial Aid Office, Syracuse University, 700 University Avenue, Syracuse NY 13244-2530; 315-443-3261. [http://yesu.syr.edu/Students/Prospective/finaid/index.html](http://yesu.syr.edu/Students/Prospective/finaid/index.html)

**For Campus Based Students** - Syracuse University Graduate Program financial resources: [http://gradsch.syr.edu/finances.htm](http://gradsch.syr.edu/finances.htm)

**For Ph.D. Students:** Financial aid needs will be discussed with PhD applicants during the interview process.

**For Doctorate of Professional Studies Students:** Financial commitment from the applicant and the applicant’s home organization is an expected component of participation. Students may use personal funds and may seek externally funded fellowships and scholarships, but we strongly discourage the incurrence of significant student loan debt. The School does not expect to provide scholarships or other financial support.

**III. CONTACT INFORMATION**

If you need further information, you may contact the School of Information Studies at iGrad@syr.edu. To verify the status of your application, please contact Bridget Crary at bmcrary@syr.edu or 315-443-1713.

**IV. APPLICATION MATERIALS FOR ALL PROGRAMS**

It is your responsibility to ensure that all application materials arrive at Syracuse University by any applicable deadlines. Include your name, date of birth, and SUID number on all forms and correspondence. Application materials that cannot be submitted online should be sent to:

Enrollment Management Processing Center
Syracuse University
Graduate Admissions Processing
P.O. Box 35060
Syracuse, New York 13235-5060 USA
If you are sending materials using a package delivery company (i.e. FedEx, UPS, DHL), use this address:

Enrollment Management Processing Center
Syracuse University
Graduate Admissions Processing
716 East Washington Street, Suite 200
Syracuse New York 13210-1572

All School of Information Studies applicants are required to complete the following components of the application detailed on the Syracuse University general application instructions:

1. Graduate Application Form
2. Non-refundable Application Fee
3. Academic Credentials
4. Letters of Recommendation
   a. TWO letters are required for master’s program.
   b. Letters are NOT required for Certificate of Advanced Studies except for the CAS in School Media and the CAS in eGovernment Management and Leadership in which one letter is required for these programs.
   c. Three letters are required for the doctoral programs and should specifically address the applicant’s scholarly interests, skills, experiences, and aptitude for intellectual curiosity.
5. Exam Scores (Institution Code is 2823)
   **GRE (Graduate Record Exam)**
   a. GRE is not required for CAS applicants.
   b. GRE general exam is required for master’s programs and only recommended for the following groups:
      1. Applicants for the MS in Information Management – Executive Track.
      2. Graduates of a Syracuse University undergraduate program.
      3. Master’s applicants who have completed another graduate program from an accredited U.S educational institution.
      4. Master’s applicants who have graduated with an undergraduate degree from an accredited educational institution in the United States and have a GPA of 3.3 or greater.

      For master’s applicants, it is advisable to submit GRE scores if you are seeking scholarship awards.

   c. GRE is required for the PhD program.
   d. GRE is not required but recommended for the DPS-IM applicants.

   Although GRE scores are preferred, an applicant may submit GMAT or LSAT scores in lieu of GRE scores.

**Language Assessment**
a. TOEFL scores are required for international applicants (exclusions listed in general instructions). The IELTS (International English Language Testing System) will also be accepted.
b. If applicants do not provide strong evidence of language skills then they may be conditionally admitted and requested to take additional language courses.

In addition to the materials required by the university, the School of Information Studies applicants must also submit:
1. Resume or curriculum vitae
2. Personal Statement of Purpose
   See program specific instructions for further detail on the Personal Statement of Purpose.

V. PROGRAM SPECIFIC INSTRUCTIONS FOR APPLICATIONS FOR ALL MASTER’S APPLICANTS

1. Personal Statement of Purpose
   Please attach (as a word-processing document) a statement of your general academic plans. Describe in approximately 500 words your main academic and personal interests, why you wish to study for the degree you’ve chosen, why you wish to study at Syracuse University, and your plans for the future after you receive your degree. Please explain how you intend to impact the profession. Please include experiences in school or work that have helped to prepare you for this course of study. This should be personal and written by the applicant.

V. a.) Special Instructions for the MS in Information Management – Executive Track (ExIM)

The executive track is designed to meet the educational needs of experienced information professionals. Applicants with extensive professional experience meeting particular requirements stated below can be awarded up to 12 credit hours for experience and knowledge. Students of the MS in Information Management – Executive Track who are awarded the 12 credits take 30 additional credit hours to complete the 42 credit degree program.

To qualify for the executive track, applicants must demonstrate through both the extent and quality of their professional experience that they are strong candidates for leadership roles in the information management (IM) field.

Applications will be evaluated on the following four dimensions to assess leadership potential and qualification for a credit award for experience and knowledge:

**Years of professional experience.** A minimum of six years is necessary. In most cases, more than six years experience is necessary to demonstrate the required qualifications.
**Appropriate job responsibilities.** The applicant’s professional experience must be in one or more domains which are central to the IM field. (Examples are application development, database management, information security, network management, system integration, systems analysis, business process analysis, enterprise architecture, or software engineering. Note that this list is not exhaustive.)

**Continually increasing responsibility.** The candidate must be able to demonstrate that his or her career shows a steady progression through increasingly responsible positions.

**Recommendation by employer.** The candidate’s application should be accompanied by a recommendation letter from an appropriate individual who can offer an independent assessment of his or her professional expertise and leadership potential in the Information Management field.

Applicants for the MS in Information Management – Executive Track apply for either campus or online learning format and must include the following:

1. **Personal Statement of Purpose** – As stated above but should also address why you qualify for an award of internship and/or credit hours. Please also address all four evaluation criteria listed above.

2. **Letter of Recommendation** - One of your letters of recommendation should be an endorsement from an appropriate individual who can offer an independent assessment of your professional expertise and leadership potential in the Information Management field.

**V. b.) Special Instructions for MSLIS and CAS-School Media Candidates**

**Certificate of Advanced Study – School Media**

One letter of recommendation is required.

Candidates for the certificate of advanced study in school media must have a master’s degree in library and information science from a program accredited by the American Library Association. CAS applicants must submit their post-secondary transcript for their MS program in library and information science as well as fulfill general education requirements in order to complete their degree and obtain NYS certification.

**MSLIS – School Media Specialization Liberal Arts Requirements**

Candidates for the library and information science-school media specialization program must fulfill general education requirements in order to complete their degree and obtain NYS certification.

**VI. SPECIAL INSTRUCTIONS FOR THE DOCTORATE OF PROFESSIONAL STUDIES IN INFORMATION MANAGEMENT (DPS-IM)**
Criteria for DPS-IM student selection are as follows:

- Candidate holds a position in an organization that has an openness to partnership with the iSchool and its faculty in an ongoing process of inquiry and innovation;
- Candidate demonstrates substantial intellectual ability and curiosity appropriate for doctoral level studies;
- Candidates must have the flexibility in their work schedule to have the option of attending periodic residencies as well as the support of their professional colleagues to do so;
- Prior professional activities and application materials demonstrate motivation to complete the DPS-IM Program.
- Exemplary fit between interests of a faculty advisory committee and the research questions of the student and their organization
- At least five years of experience in the information professions, broadly defined;
- A master’s degree from an accredited university or college, with at least a 3.3 overall grade point average (on a 4.0 point scale).

**Inquiry Essay for DPS-IM Applicants**

Before submitting a formal application, we recommend completing an inquiry essay. Some students who complete an inquiry essay will be encouraged to arrange a visit to the iSchool to discuss the program with faculty members, the program director, and school leadership. A template for the inquiry essay is available on the program website. Please visit: [http://ischool.syr.edu/future/doctoral/dps.aspx](http://ischool.syr.edu/future/doctoral/dps.aspx)

**Exam Scores**

**GRE (Graduate Record Exam)** The GRE exam is recommended but not required for the Doctorate of Professional Studies program.

**TOEFL** A minimum TOEFL score of 105 (Internet-based) for applicants for whom English is not a native language. This requirement can be waived for applicants who have completed an advanced degree taught in English.

**Sample of Scholarly or Professional Writing**

Applicants should submit a recent sample of their academic or work-related writing.

**VII. SPECIAL INSTRUCTIONS FOR THE PHD IN INFORMATION SCIENCE AND TECHNOLOGY**

A bachelor’s degree is required; a master’s degree is strongly recommended. We do not require that these degrees be in any particular field, but look favorably on research-oriented experiences in whatever degree is pursued.
Admission is based on the following criteria:

Abstract Reasoning Ability – Verbal, quantitative, and analytic writing;

Interest in Our Field – The design or study of formal and informal links between recorded information and people as individuals or in groups, organizations, and social systems;

Commitment to Research – As a major part of one’s future activities;

Appropriate Personality Characteristics – The PhD in IST requires you to master both research methods and the body of knowledge in one or more of the various areas of information studies. This demand to be both interdisciplinary and skilled at research means academic interest and intellectual ability are not enough. We seek individuals who show that they will flourish in an interdisciplinary environment, are self-directed, collaborative, tolerant of ambiguity, and who produce excellent work against deadlines. Since the doctoral program takes up to five years, we are also looking for evidence of a sustained commitment to intellectual development.

Fit with the intellectual and scholarly interests of our faculty.

Personal Statement of Purpose - PhD

Please attach (as a word, PDF or other common digital format) a 1500 word essay with responses that address the following questions:

1) Why do you want to earn a Ph.D. in information science and technology?
2) Why have you selected the School of Information Studies at Syracuse University to pursue your doctorate?
3) What research experiences or other accomplishments are relevant to your decision to seek this degree?
4) What research interests do you have in the field of information science and technology?
5) Which faculty members you think might be able to supervise you?

Exam Scores

Scores of GRE Verbal of 160 or greater and GRE Quantitative of 148 or greater (Old GRE version: 600 or higher on each part) and Analytic Writing of 4 for the GRE (Graduate Record Exam). The GRE is required of all applicants. We believe the standardized tests are an important indicator of an applicant’s ability to do abstract reasoning, but it is not the only type of evidence we consider. Applicants whose test scores do not meet the standard should let us know the reasons for the lower scores and provide other evidence (grades in relevant courses, sample academic papers, or the judgment/recommendation of others) of their ability to engage in abstract
reasoning at the graduate level. Applicants who have low scores in a test taken several years ago may want to retake it if they believe they can raise their scores sufficiently.

For TOEFL, a minimum score of 105 (Internet-based) for applicants for whom English is not a native language. This requirement can be waived for applicants who have completed an advanced degree taught in English. Upon admission to Syracuse University, all international students are required to complete the Michigan Test of English Language Abilities. Students who do not pass all sections of this test will be asked to take one or more English courses during their first semester or two. Proficiency in English (speaking, listening, writing and reading) is essential to success in this Ph.D. program.

Interview

All applicants must participate in a phone interview with a panel of faculty from our admissions committee. Applicants who reside within travel distance of Syracuse may optionally participate in a campus visit prior to being admitted. If an applicant is advanced to the next stage then he/she will be notified to schedule an interview.

Sample of Scholarly or Professional Writing

Students who have completed a thesis-related master’s degree should submit a 3 to 10-page abstract of the thesis. Otherwise students should submit a recent sample of their academic or work-related writing (e.g. a class paper). If no recent sample is available, we ask that the applicant provide a written summary and analysis of any recent English-language journal article in any area related to information science and technology. (Please attach a copy of the entire article.)

VIII. SPECIAL INSTRUCTIONS FOR THE CAS IN E-GOVERNMENT AND LEADERSHIP MANAGEMENT

The Certificate of Advanced Study is a joint executive program with the School of Information Studies (iSchool) and the Maxwell School of Citizenship and Public Affairs. When applying on Embark (apply.embark.com) you will be directed to an application that covers both Maxwell and iSchool applicants to the E-Government Management & Leadership, C.A.S. program.

Students may apply for this CAS and the Executive MS in Information Management concurrently but will be required to complete two applications but the supporting materials will be used for each application.