



Application for GRADUATE ADMISSION

Please **PRINT** or **TYPE** information requested on the attached application and return in the enclosed postage-paid envelope with the required documents. Read all instructions carefully before completing the enclosed forms.

Application and Attendance Status

You may apply for admission with one of the following application statuses and choose to enroll as a full- or part-time student, attending classes in the evening and on weekends.

Matriculated Applicants—Students who have completed a bachelor degree program who choose to enroll as a full- or part-time student.

Conditional Applicants—Students who have been conditionally accepted to Vaughn pending completion of the admissions process.

Non-matriculated Conditional Applicants—Students who may or may not be enrolled at other institutions, but wish to take master degree-level courses at the College, are welcome to enroll in the fall, spring and summer semester.

The Application Process

Vaughn requires each applicant to submit the appropriate documents listed below. It is your responsibility to ensure that the documents needed to complete your application are submitted in a timely fashion.

The Application for Admission

Application fee—A \$75 (US dollars) non-refundable fee, payable to Vaughn College in the form of a personal bank check or money order, is required of each applicant.

Transcripts—an official transcript of all college-level degree academic work completed at every institution ever attended at the time of application is required. (See *Admission Requirements*.)

Immunization—Appropriate immunizations as required by New York state are required by all students (two measles, one mumps and one rubella). Should you need any of these immunizations, please consult an admissions counselor.

Final Transcripts—all offers of admission made by Vaughn are contingent upon receipt and review of final undergraduate transcripts, including appropriate immunizations as required by New York state.

International Transcripts—International students who attended college outside the US must submit their transcripts for evaluation to: World Education Services at PO Box 745, Old Chelsea Station, New York, NY 10113-0745. Phone: 212.966.6311. Evaluations must be forwarded to the office of admissions.

Letters of Recommendation—Three letters of recommendation are required and add strength to the application process.

Graduate Management Admission Test (GMAT)—Official results from the GMAT (pronounced G-mat) test are required for students applying to the master's degree program. It is a test of general skills and abilities that you have acquired over time. GMAT scores are one measure of your potential for academic success in a graduate business program. As of 2007, the fee for taking the GMAT test is US\$250 worldwide.

Graduate Record Examination (GRE)—Official results from the GRE are also accepted. The GRE is a standardized test that is an admissions requirement for many graduate schools in English-speaking countries. The exam is primarily focused on testing abstract thinking skills in the area of math, vocabulary, and analytical writing. As of 2006, the cost for taking the GRE general test in the US is \$130.

Admissions Requirements

1. Undergraduate-level mathematics, including calculus with a grade C or better
2. Undergraduate-level English with a grade C or better
3. Knowledge of computer usage
4. Undergraduate transcripts
5. Three letters of recommendation
6. GMAT *or* GRE scores
7. An essay of no more than 300 words describing why you wish to pursue an advanced college degree and your career aspirations

Conditional Admissions—An applicant who shows promise for advanced study but who has not met the academic requirements for admission to a graduate program may be admitted on a provisional basis. A student admitted on this basis is given the opportunity to meet the required academic criteria established by the department.

During this initial probationary period, course study may be limited to 12 credits. A student who fails to meet the academic requirements cannot pursue further course work in the degree program.

All alumni are encouraged to consider returning to Vaughn to pursue their master's degree.

Interviews—While personal interviews with the offices of graduate admissions and financial aid are not required for admission, they are strongly recommended.

TOEFL—official results of the Test of English as a Foreign Language (TOEFL) must be submitted by all applicants from countries where English is not the official language of instruction. A minimum score of 550 on the paper exam is required for admission consideration or 213 on the computer-based format. Students who fall below this range will be required to complete an intensive English Language program.

Information about these tests can be obtained through your secondary school or by writing directly to:

TOEFL:
College Entrance Examination Board
Box 592, Princeton, NJ 08540

For the ACT:
American College Testing Program
PO Box 168, Iowa City, IA 52240
Or:
Box 1025, Berkeley, CA 94701

Please arrange to have the CEEB or the ACT program send a copy of all test scores to the office of admissions at College. Vaughn College's CEEB code is 2001, and the ACT code is 2699.

International Applicant's Affidavit of Support—All international students applying to study at the College and requiring a form I-20/I-20AB in order to apply for an F-1 student visa must complete this application, along with the College's International Application Supplement. This application supplement, along with instructions and the College's International Student Guide can be obtained by contacting the office of admissions, or on the College's web site, www.vaughn.edu. An application from a student requiring Form I-20/I-20AB issued by the College will not be considered complete unless the International Application Supplement, along with all required supporting documentation, have been submitted to the office of admissions. All credentials must be submitted in English. All translations must be certified and accompanied by notarized copies of the original document(s) as well. No international application will be reviewed without a \$75 application fee. This fee will not be waived under any circumstances.

Application Deadlines—The office of graduate admissions reviews applications on a rolling basis, and all applications will be considered at the time they are received. To take full advantage of scholarship opportunities, the College recommends applying for the fall and summer semesters by March 1, and the spring semester by November 15.

Mail all applications, supporting documents, fees and scores to:

Office of Graduate Admissions
Vaughn College of Aeronautics and Technology
86-01 23rd Avenue
Flushing, NY 11369
Phone: 1.866.6VAUGHN
Fax: 1.718.779.2231

E-mail: admitme@vaughn.edu
Web site: <http://www.vaughn.edu>

KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS.

SUBMIT PARTS I THROUGH VIII OF THIS APPLICATION TO THE ADDRESS LISTED ON PAGE 2. KEEP A COPY FOR YOUR RECORDS.

APPLICATION FOR ADMISSION (Please PRINT)

PART I — Biographical Data

Gender: Male Female

Date of Birth ____ / ____ / ____
Month Day Year

Social Security Number: _____

(This number will be kept confidential)

Name: _____

Last/Family First

Maiden/Other Name: _____

Last/Family First

Home Address: _____ Apt. #: _____

City _____ State (or Country) _____ Zip _____

Mailing Address: _____ Apt. #: _____

City _____ State (or Country) _____ Zip _____

Home Phone: () _____

Cell Phone: () _____

E-Mail Address: _____

Name of Employer: _____

Are you a US citizen? Yes No

If no, country or citizenship: _____

Are you a permanent resident? Yes No

If yes, Alien registration #: A _____

Are you a New York state resident? Yes No

If yes, in which county do you reside? _____

Are you a U.S. veteran? Yes No

If yes, state branch and dates of service:

PART II — Admission Data

Entrance date: Fall 201__ Spring 201__
 Summer 201__

Attendance status: Full-time Part-time

Application status: Matriculated Non-matriculated

Have you ever been dismissed or required to withdraw from a college? Yes No

If yes, please explain the circumstances. Use a separate page if necessary.

Are you interested in residential housing? Yes No

Have you ever applied to Vaughn College ?
 Yes Semester/Year _____ No

Have you ever taken a course(s) at Vaughn?

Yes Semester/Year _____

No

PART III - Visa Requirement Data (International Students Only)

Students who are neither U.S. citizens nor permanent residents of the US must complete this section.

What type of visa do you require? F-1 M-1

Are you currently residing in the US? Yes No

If yes, which visa do you now hold?

F-1 M-1 J-1 B-1/B-2

Other: (explain) _____

Date of entry into the US: _____
Month/Day/Year

Visa expiration date: _____
Month/Day/Year

If you currently have an F-1 visa, name of institution that issued your I-20AB:

PART IV - Educational Data

List in chronological order each college and university you have attended, even if you withdrew from the institution without completing a semester, including Vaughn, if applicable:

College/University	CEEB Code	Location	From/To	Diploma/Degree Earned

Check below and list dates of any standardized test you have taken or intend to take:

GMAT Month/Year _____ GRE Month/Year _____ TOEFL Month/Year _____

PART V— Family Data

Father's Name: _____ Mother's Name: _____

Address: _____ Address: _____

Occupation: _____ Occupation: _____

Employer: _____ Employer: _____

Names and relationships of relatives who attended this College:

Name	Relationship	Year of Graduation

PART VI — Extracurricular or Co-curricular Activities and Interests

List any awards, honors, intercollegiate or intramural sports activities, clubs and organizations:

Work experience:

PART VII — Personal Statement

For all graduate applicants, an essay is required. Please include an essay of no more than 300 words describing why you wish to pursue an advanced college degree and your career aspirations. (Attach a separate sheet if necessary.)

Signature: _____ Date: _____

PART VIII — Program of Study

MS — MASTER OF SCIENCE DEGREE PROGRAM IN AIRPORT MANAGEMENT

Degree Objectives

The master of science degree in airport management will apply modern management concepts to the aviation environment.

This degree will endow mid- or junior-level professionals with the skills and knowledge to advance in airports and airport-related businesses. It will raise awareness of and enhance skills related to safety issues in the airport environment. It will address the demand for professional managers that is growing as a result of the need for effective use of ever-more scarce resources, heightened domestic and international competition, environmental issues and security concerns.

Program Requirements

The master's degree in airport management has at its core 37 credits in the following areas, and will include a thesis:

General Management	15 credits
Marketing and Public Relations	
Managerial Statistics	
Operations Management	
Financial Management	
Organizational Behavior and Human Resource Management	
Airport Management and Security	18 credits
Airport Planning and Operations	
Airport Operations Safety	
Aviation Environmental Management	
Airport Economics and Finance	
Elective	
Occupational Safety	
Thesis	4 credits
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Total credits	37

There can be additional courses/electives in the specialty areas of aviation regulations and law, aviation insurance and human factors.

ADMISSIONS CHECKLIST — KEEP THIS PAGE FOR YOUR REFERENCE

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Please use this checklist as a guide to submit all the necessary information and documentation to the office of graduate admissions for consideration. If you have any questions regarding any of the following materials, please consult with an admissions counselor.

Check
✓

Date
submitted

	Application with a filing fee of \$75	
	College transcript(s)	
	GMAT <i>or</i> GRE score	
	Immunization record (two measles, one mumps, one rubella)	
	Completed Meningitis Information Response Form	

File financial aid forms as soon as possible. The normal processing time is four to six weeks from date of mailing.

FINANCIAL AID CHECKLIST

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You may be asked to supply additional documents if verification of certain information is required.

	Free Application for Federal Student Aid (FAFSA) form — Vaughn College code: 002665	
	Financial aid transcript(s) from previous college(s) attended	

INTERNATIONAL STUDENT CHECKLIST - See *International Student Guide*

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	TOEFL (Test of English as a Foreign Language) test results report	
	School records in both native language and English translation	
	Vaughn College International Application Supplement	

**KEEP THIS PORTION OF THE
APPLICATION FOR YOUR RECORDS.**



Office of Graduate Admissions
Vaughn College of Aeronautics and Technology
86-01 23rd Avenue
Flushing, NY 11369
Phone: 1.866.6VAUGHN
Fax: 1.718.779.2231
E-mail: admitme@vaughn.edu
Web site: <http://www.vaughn.edu>