

POLYTECHNIC INSTITUTE OF NEW YORK UNIVERSITY



NYU·poly

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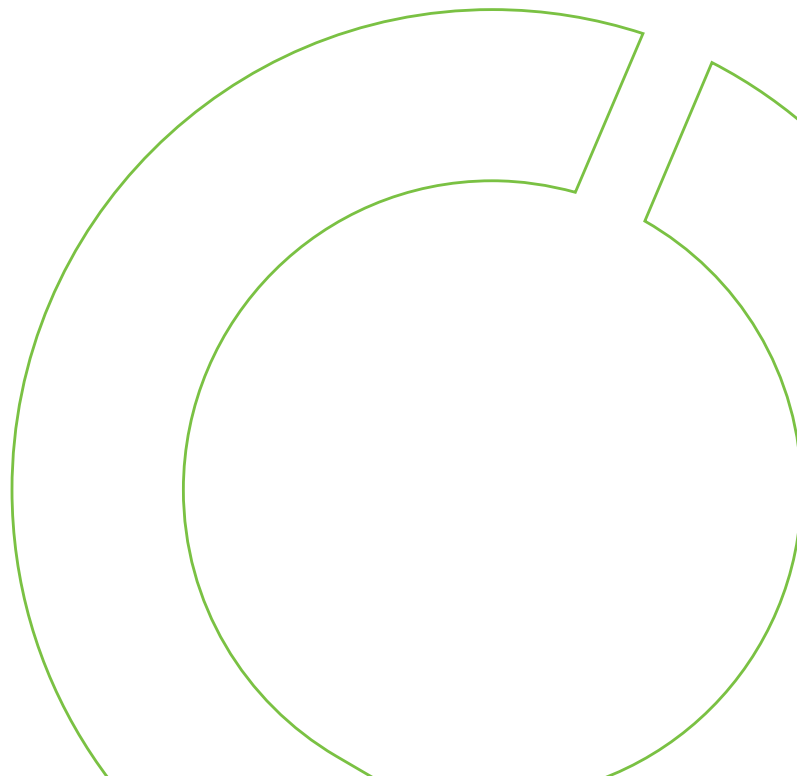
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Part 3:

Enclosed Candidate Enrollment Reply Form and envelope	
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IMPORTANT TELEPHONE NUMBERS

Admissions (Undergraduate).....	(718) 637-5955
Bookstores.....	www.bookstores.nyu.edu
Financial Aid.....	(718) 260-3300
Health Insurance Resources.....	1(800) 322-9901
Higher Education Opportunity Program.....	(718) 260-3370
International Students and Scholars.....	(718) 260-3805
Residential Life and Housing Services.....	(718) 260-4160
Student Accounts.....	(718) 260-3700
Student Employment.....	(718) 260-3650
Student Health Center.....	(212) 443-1000



IMPORTANT INFORMATION & POLICIES

Part 1.1

Admission

We are delighted to offer you admission to Polytechnic Institute of NYU (NYU-Poly)! Based upon your application, we believe that you may have choices of where you will pursue your undergraduate studies. Believing that you will find an environment at NYU-Poly that will allow you to pursue your dreams, we hope that you will choose to enroll here!

ACCEPTING YOUR OFFER OF ADMISSION

Candidate Reply Form. To accept our offer of admission, you must submit your Candidate Reply Form via postal mail by the deadline specified in your acceptance letter. (A green business reply envelope is enclosed for your convenience.)

Payment of Tuition Deposit. A \$300 tuition deposit is required to secure your enrollment at NYU-Poly. The admission deposit is non-refundable and non-transferable and is applied in full toward your first semester tuition expense. The deposit must be paid by the deadline specified in your acceptance letter and may be paid in one of two ways:

- By Postal Mail. Send a \$300 check or money order payable to “Polytechnic Institute of New York University” (with your Candidate Reply Form) in the enclosed green business reply envelope. To ensure that your deposit is properly credited to your account, please write your NYU-Poly ID number in the “memo” section of the check. (Your ID number can be found on your admission letter.)
Do not send cash.
- Online. To pay online via debit/credit card, navigate to the Polytechnic Institute of NYU undergraduate tuition deposit webpage at:
<http://www.poly.edu/life/student-resources/financial-services/ug-deposit>.

You will need to enter some personal information, including your NYU-Poly ID number (found on your admission letter).

Note: If you choose to pay your deposit online, please remember to send your Candidate Reply Form as specified above.

WHAT HAPPENS AFTER YOU SUBMIT YOUR \$300 ENROLLMENT DEPOSIT?

You will receive your online enrollment guide shortly after **May 1, 2012**, which will direct you on how and when to register for classes, what your laptop requirements are, how to get your student ID, how to use the library services, how to work on campus, how to buy your books and which forms (listed below) you will need to submit:

- Your Immunization form (must be submitted before August 15, 2012)
- Media Release waiver
- Honor Code form
- Health Insurance Waiver form

New Student Orientation begins Monday, August 26, 2012.

TO DECLINE AN OFFER OF ADMISSION

Please mail the Candidate Reply Form in the enclosed green business envelope. Informing us that you are declining our offer of admission will allow us to assist other qualified candidates (and stop “bugging” you).

Part 1.2

Housing Information

TO APPLY FOR HOUSING

You must accept your admission offer by returning the reply form via postal mail along with your \$300 enrollment deposit. You will be contacted by the Office of Residential Life and Housing Services with more detailed information and instructions on completing the online housing application. Notification to complete the online application will be emailed to your NYU-Poly email account, which was established at the time of your application. **The online housing application deadline is June 1, 2012.**

When you complete the online housing application, you will be able to indicate roommate preferences and complete a roommate-compatibility questionnaire. Please note that preferences will be honored if possible but cannot be guaranteed.

The non-refundable housing deposit required to reserve your space for housing (**\$400 for domestic students; \$1,000 for international students**) is due by **June 1, 2012**. Housing assignments are binding for the fall and spring terms and cannot be canceled except by written request received at the Office of Residential Life and Housing Services.

If you do not reserve your space in student housing at this time, cancel voluntarily or are canceled for failure to meet payment and/or future reapplication deadlines, you will no longer be eligible for guaranteed housing, now and in the future.

QUESTIONS

If you have questions about residence hall living or meal plan options, please visit the Office of Residential Life and Housing Services website at www.poly.edu/life/campus or contact the Office of Residential Life and Housing Services directly at 101 Johnson Street, Brooklyn NY 11201. Telephone: (718) 260-4160; Fax: (718) 260-4195; Email: reslife@poly.edu.

Part 1.3

Financial Aid Information

If you applied for financial aid, you will receive your aid award in a separate mailing from the NYU-Poly Office of Financial Aid.

If you have any questions about the status of your application for aid or about your financial aid award, contact the NYU-Poly Office of Financial Aid directly at (718) 260-3300 or email them at: finaid@poly.edu.

If you want to be considered for financial aid but have not yet filed an application, you need to file the Free Application for Federal Student Aid (FAFSA) for the 2012-2013 academic year. **NYU-Poly's FAFSA code number is 002796;** and complete instructions on filing the form may be found at www.poly.edu/financial-aid/applying. (Note: If you are applying to both Polytechnic Institute of NYU and NYU, you will have to list each school's FAFSA code number separately.)

If you are an Early Decision admitted student and you received an estimated financial aid award, please remember that you need to file the FAFSA for the 2012-2013 academic year after January 2, 2012, to confirm your estimated award.

Part 1.4

Advanced Standing Credit

NYU-Poly typically awards credit for the College Board Advanced Placement examinations for scores of 4 and 5 on most examinations. You should arrange to have official score results forwarded to the Office of Undergraduate Admissions (Poly's institution code: 2668).

If you have completed college courses at an accredited college or university while in high school (either during the summer or during the school year) and received a grade of B or better, we may review those

courses for credit if the courses are within the required and/or offered courses for NYU-Poly's engineering programs. Please note that we do not grant credit for college courses taken in high school if the courses were also used to satisfy high school graduation requirements. You should have official transcripts forwarded as soon as possible upon completion of the courses.

NYU-Poly also considers awarding credit for the International Baccalaureate (IB) higher-level examinations for grades of 6 or 7 on a course-by-course basis. Please have official IB results sent as soon as possible but no later than the end of summer 2012 for review.

Part 1.5

Transfer Credit

If you are a transfer student and are seeking to obtain transfer credit for college or university coursework, the evaluation of your coursework completed elsewhere may be marked "Tentative," "Temporary and Unofficial," "Provisional," or "Final." A final statement will be made after all official credentials have been received. You must ask that a final transcript of previous study be sent to the Office of Undergraduate Admissions following your completion of that work. Transfer credit for the coursework you have completed will only be awarded on receipt of an official transcript that includes those courses. At advisement and registration, you must have either the official or the unofficial statement with you. In some instances you will be asked to supply the course descriptions and course syllabi before the course credit can be reviewed and granted. Any courses considered for transfer must have the grade of C or better.

Part 1.6

Advisement, Registration & Orientation

You will receive notification of the online registration process for new students during the month of May. At that time the advisement process and new orientation will be explained. Instructions and materials will be mailed to you in May by the Advisement and/or Student Services office.

Part 1.7

Billing & Payment Dates

All entering students will receive an email notification about their electronic tuition statement on July 10, 2012 at their official NYU-Poly email address notifying them that a bill for tuition, fees and estimated housing charges is available. The email notification will provide a Web link to the NYU-Poly electronic bill website. The University's electronic billing system is the official means of obtaining tuition account statements for all students.

Electronic billing enables you to view your NYU-Poly tuition statement online and make electronic check payments toward your student account. You may also track, print and save copies of your statement(s) for future reference.

On your initial visit to the NYU-Poly electronic billing website, you will enter your Poly ID number and date of birth. At that time, you can also create an additional profile for parents or other authorized users to access the electronic billing website. After parents sign up, an email notification will be sent to both the student and parents each time a new billing statement becomes available. Students can invite multiple users to access their electronic bills.

Tuition and fees, as well as housing charges for the 2012-2013 academic year, are set in March. In mid-April, you will receive information about the charges for the upcoming year as well as information about payment plans and loan options that may be used in conjunction with or independent of a financial aid award.

If you are applying for NYU-Poly housing, the housing deposit payment (\$400 for domestic students; \$1,000 for international students) must be received at the NYU-Poly Office of Student Accounts Bursar by June 1, 2012, **or your housing reservation will be canceled.** You will receive a reminder notice sent to your NYU-Poly email address in May.

Payment for your fall semester tuition and fees, along with your remaining housing balance, is due by August 15, 2012. For more information on cost, electronic billing, various methods of payment and payment deadlines, please, visit the NYU-Poly Office of Student Financial Services website at www.poly.edu/life/student-resources/financial.

Part 1.8

More About Housing

HOUSING FOR FRESHMEN/SOPHOMORES THE OTHMER RESIDENCE HALL:

Located on NYU-Poly's Brooklyn campus, the Donald F. and Mildred Topp Othmer Residence Hall is a 20-story building, housing over 400 students in 2-bedroom suites and apartments. The residence includes student lounges, study rooms, laundry facilities and outdoor space. You have the option of selecting a 2-bedroom suite or 2-bedroom apartment. The Othmer Residence Hall has a professional live-in staff, resident assistants and 24-hour security services as well as social and educational programs.

SUITES

Every suite and apartment comes fully furnished and houses a total of 4 students.

A typical suite includes:

- 2 bedrooms*
- 1 bathroom
- Twin captain bed/dresser combo, desk and wardrobe in each bedroom, for each student

APARTMENTS

A typical apartment includes:

- 2 bedrooms
- 1 bathroom
- Full kitchen
- Twin bed, dresser, desk and wardrobe in each bedroom, for each student

*Select suites will have three bedrooms and two bathroom layouts.

Need more information: <http://www.poly.edu/life/campus/rooms>

HOUSING FOR JUNIORS, SENIORS AND GRADUATES THE CLARK RESIDENCE:

The Clark Residence is located at 55 Clark Street, housing over 200 upperclassmen. Each single, double and triple fully furnished room offers a TV, DVD player, high-speed internet, refrigerator, microwave and bathroom. The Residence features lounges, a pool table, public computers, communal kitchens and a complimentary membership to the four-star Eastern Athletic Club.

Need more information:

<http://www.studenthousing.org/residences/st-george-clark>

MEAL PLANS

A meal plan is mandatory for all students residing in the Othmer Residence Hall. Meal plan amounts are associated with the room type (suite/apartment) in the Othmer Residence Hall.

HOUSING ASSIGNMENTS

Residence hall assignments will be sent via email to your NYU-Poly email account by the Office of Residential Life and Housing Services in early August. Please direct any housing questions to:

NYU-Poly Office of Residential Life and Housing Services

101 Johnson Street, Brooklyn NY 11201

Telephone: (718) 260-4160; Fax: (718) 260-4195; Email: reslife@poly.edu

SPECIAL PROGRAMS

To be eligible for any of the special programs below, you must:

- accept your admission offer and submit the \$300 enrollment deposit;
- complete the online housing application by June 1, 2012; and
- submit the housing deposit fee by June 1, 2012.

PRIVATE ROOMS

Private rooms are generally not recommended or available for first-year students except for documented medical/special needs applicants.

REQUEST FOR SPECIAL ACCOMMODATIONS

In accordance with the Americans with Disabilities Act, NYU-Poly will provide reasonable accommodations for a student eligible to reside in University housing who has a qualifying physical or mental impairment that substantially limits one or more major life activities and has a record of such an impairment or is regarded as having an impairment.

The Office of the Dean of Student Affairs determines qualified disability status and assists students in obtaining appropriate accommodations and services. The Office of the Dean of Student Affairs operates according to an “Independent Living Philosophy” and strives in its policies and practices to empower each student to become as independent as possible. Our services are designed to encourage independence, backed by a strong system of supports.

Any student who needs a reasonable accommodation based on a qualified disability is required to register with the Office of the Dean of Student Affairs for assistance. Students must renew their requests for special housing accommodations in conjunction with every housing application period. Please call the Office of the Dean of Student Affairs at (718) 260-3046 or visit us at JB 158A at the MetroTech Center, Jacobs Building. We will be happy to assist you in person.

ACADEMIC CALENDAR

FALL 2012

CLASSES BEGIN	Tuesday, September 4
Add/Drop Deadline	Tuesday, September 11
Fall Break	Monday, Oct. 15 – Tuesday, Oct. 16
Withdraw Deadline	Wednesday, November 14
Spring Registration Begins	Monday, November 19
Thanksgiving Break	Thursday, Nov. 22 – Friday, Nov. 23
Last Day of Undergraduate Class	Friday, December 7
Undergraduate Reading Days	Monday, Dec. 10 – Tuesday, Dec. 11
Undergraduate Final Exams	Wednesday, Dec. 12 – Friday, Dec. 21

SPRING 2013

Winter Mini Session Begins	Monday, January 7
Winter Mini Session Add/Drop Deadline	Wednesday, January 9
Winter Mini Session Withdraw Deadline	Friday, January 18
Martin Luther King, Jr. Day (No Class)	Monday, January 21
Winter Mini Session Ends	Friday, January 25
Spring Classes Begin	Monday, January 28
Add/Drop Deadline	Monday, February 4
President's Day (No Class)	Monday, February 18
Spring Break (No Class)	Monday, March 18 – Friday, March 22
Withdraw Deadline	Tuesday, April 16
Fall Registration Begins	Monday, April 22
Last Day of Undergraduate Class	Monday, May 6
Undergraduate Reading Days	Tuesday, May 7 – Thursday, May 9
Undergraduate Final Exams	Friday, May 10 – Tuesday, May 21
Tentative Poly Commencement	Tuesday, May 21
Tentative NYU Commencement	Thursday, May 23

SUMMER 2013

Summer Mini Session Begins	Wednesday, May 22
Summer Mini Session Add/Drop Deadline	Thursday, May 23
Memorial Day (No Class)	Monday, May 27
Summer Mini Session Withdraw Deadline	Tuesday, May 28
Summer Mini Session Ends	Thursday, May 30
W, X & Z Sessions Begin	Friday, May 31
W, X & Z Session Add/Drop Deadline	Friday, June 7
X Session Withdraw Deadline	Thursday, June 27
W Session Withdraw Deadline	Wednesday, July 3
Independence Day (No Class)	Thursday, July 4
Legislative/Make-Up Day (Thurs. Classes Meet)	Friday, July 5*
X Session Ends	Friday, July 12
Y Session Begins	Monday, July 15
W Session Ends	Friday, July 19
Y Session Add/Drop Deadline	Monday, July 22
Z Session Withdraw Deadline	Friday, July 26
Y Session Withdraw Deadline	Friday, August 9
Y & Z Sessions End	Friday, August 23

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POLYTECHNIC INSTITUTE OF NEW YORK UNIVERSITY

Polytechnic Institute of
New York University
Six MetroTech Center
Brooklyn, NY 11201

Office of Undergraduate
Admissions
1-800-POLYTECH
www.poly.edu/admissions
uadmit@poly.edu

 Printed on 30% post-consumer recycled paper



NEW YORK UNIVERSITY

Leading invention, innovation
and entrepreneurship



ENROLLMENT REPLY FORM

CANDIDATE ENROLLMENT REPLY FORM

In order to reserve your place in our incoming class, please complete and return this form to the Office of Undergraduate Admissions as soon as possible.

Name _____

Address _____

City/State/Zip _____

Phone # _____ Email _____

Major _____ High School _____

Poly ID or SSN# _____

YES, I PLAN TO ENROLL AT POLYTECHNIC INSTITUTE OF NEW YORK UNIVERSITY*

*Please note that the offer of acceptance is only for the term stated in your acceptance letter.

Enclosed is my non-refundable tuition deposit for \$300.00.

I will pay my tuition deposit online

I will not be attending NYU-Poly at this time.

I plan to attend _____ College/University.



HOW TO PAY YOUR DEPOSIT:

Payment can be made in the form of check, money order, or credit card. Make checks or money orders payable to Polytechnic Institute of NYU. Your payment may be made in person or by using the enclosed green business reply envelope or by mailing to the address below. **DO NOT SEND CASH.**

Polytechnic Institute of NYU
Office of Undergraduate Admissions
Six MetroTech Center
Brooklyn, NY 11201
Phone: 718-637-5955 Fax: 718-637-5930

PAY ONLINE:

You can make a secure online payment at:

<http://www.poly.edu/life/student-resources/financial-services/ug-deposit>

You will need to have your 7-digit student ID number to complete the transaction.

The Admissions staff is your personal advocate for any and all assistance you may need in getting started at NYU-Poly. Please, do not hesitate to contact us.

