

# Admission

## For information on Admission Procedures and Deadlines contact:

admission@sage.edu or 518-244-2000

www.admission.sage.edu | **APPLY:** <https://www.sage.edu/admission/apply/>

### ALBANY

Russell Sage College

Office of Admission

140 New Scotland Ave., Albany, NY 12208

518-292-1730; 518-292-1912 (fax)

### TROY

Russell Sage College

Office of Admission

65 First Street, Troy, NY 12180

518-244-2217; 518-244-6880 (fax)

## Send Official Transcripts to:

Russell Sage College

Office of Admission

140 New Scotland Avenue, Albany, NY 12208

**Or by email: [admprocessing@sage.edu](mailto:admprocessing@sage.edu)**

## Admission Status

### Code Description

**First-time or First-Year Student (FF)** If the college credit or postsecondary award was earned *prior* to the student graduating high school, then the student is considered a first-time student. The definition of “first-time” is used if the college credit earned was prior to their high school graduation and includes a student who entered with advanced standing, dual enrollment credits, or who completed a GED and never attended college. In addition, students are also classified as first-time if the college credit they have previously earned occurred in the summer immediately prior to enrollment/matriculation.

**Transfer Student (TR)** A student entering as an undergraduate student for the first time and who has previously attended another undergraduate post-secondary institution. The student may or may not transfer credits.

Source: <https://surveys.nces.ed.gov/ipeds/public/survey-materials/faq?faqid=3>

## First-Year Students

First-time freshman students must submit:

- A completed Application (online or Common Application);
- An official high school transcript or an official copy of a GED score;
- A letter of recommendation from a teacher or guidance counselor;
- A written essay (minimum of 250 words);
- Submission of standardized tests is optional (unless required for admission to an externally-linked academic program)
- Art portfolio for all BFA applicants.

It is recommended that an applicant submit a list of extracurricular activities that provide additional relevant information that is not covered on the application and other supporting documents.

## Transfer Students

Transfer students must submit:

- A completed Application (online or Common Application);
- An official high school transcript or an official copy of a GED score (if fewer than 24 credits have been earned);
- An official transcript from EACH post-secondary institution attended since high school;
- A written essay (minimum of 250 words)
- Art portfolio for all BFA applicants.

## International Students

International students must submit all pertinent information to The Sage Colleges and meet the individual admissions criteria established for that program. Contact the Office of Admission for more information (<http://www.sage.edu/admission>). Applicants will complete the following steps:

- Submit a completed application (online or Common Application)
- Submit high school/secondary school records (translated to English, if necessary)
- Submit official documentation (transcripts and/or leaving certificate) from the secondary schools and all universities or colleges the student attended should be sent directly from the institution (s) to the Office of Admission. All applicants must submit proof of graduation from their secondary school.
  - Certified translations must be provided for documents supplied in a language other than English.
  - All transcripts submitted become the property of Sage and will not be returned to the applicant. Course Descriptions must be provided in addition to any university or college transcripts (in English).
  - A certified course-by-course evaluation of foreign credentials is required. Applicants may use any of the following evaluation services: World Education Services (WES), Education Credentials Evaluators (ECE), AACRAO, or International Educators Research Foundation, Inc.
- Submit a completed Student Financial Statement (undergraduate or graduate) with other application materials. The Student Financial Statement, along with supporting bank documents, and the acceptance and enrollment deposit, are required before The Sage Colleges can issue the I-20 form necessary to secure a student visa. *Note: Financial assistance is not available to international students.*
- If native language is not English; submit one of the following:
  - Results from the Test of English as a Foreign Language (TOEFL). A score of 80 or higher on the TOEFL iBT is recommended.
  - Results from the SAT Reading & Writing. A score of 530 or higher is recommended.
  - A transcript from an English Language School (ELS) documenting fluency.