

Instruction to apply for Dual Diploma Programs

Step 1: Go to <https://studioabroad.newpaltz.edu/?go=METULS> and click on **Apply Now**

The screenshot shows the 'STUDY ABROAD' page for the SUNY New Paltz Center for International Programs. The left sidebar contains a navigation menu with links: FAQ's, Students, Parents, Faculty and Advisors, Health and Safety, Abroad Blogs, and Contact Us. Below the menu is a text box mentioning the 2011 Diversity Network Innovation Award. The main content area is titled 'Programs > Brochure' and displays the 'METU - Liberal Studies/TESOL' program details. It includes a 'Program Terms' section with 'Summer 3' and an 'Apply Now' button. A 'Dates / Deadlines' table is also present.

Term	Year	App Deadline	Decision Date	Start Date	End Date
Summer 3	2012	04/02/2012**	Rolling Admission	07/01/2012	08/08/2012

** Indicates rolling admission application process. Students will be immediately notified of acceptance into this program and be able to complete post-decision materials prior to the term's application deadline.

Fact Sheet:

- Language of Instruction: English
- GPA Required: 1.8
- Language Proficiency: Advanced

Program Description:

Welcome

Welcome to SUNY New Paltz's dual diploma program; we are pleased that you have selected this unique and competitive academic program. This dual diploma undergraduate program was created by the Turkish Higher Education Council (YOK) and the State University of New York (SUNY) in 2003. Under this program, students will have the opportunity to:

- practice and develop excellent English language skills with native speakers in classroom and social settings.
- develop extensive cultural knowledge derived from the bicultural learning experience.
- complete a rigorous undergraduate dual degree in four years and receive both a Turkish and an American diploma from two well-established universities.

APPLICATION PROCESS

Students who would like to apply for this program must currently be a matriculated student in Middle East Technical University (METU). They also must meet certain requirements to ensure that they are prepared to take

Step 2: For first time applicants, click “No” and then click **Submit**

The screenshot shows the 'Security: User Identification Wizard: Step 2' page. It asks the user if they have ever logged into the site before and had a username and password assigned to them. If yes, they should select 'Yes'. If no, they should select 'No'. There is a 'Submit' button at the bottom.

Security: User Identification Wizard: Step 2

If you have ever logged into this site before and had a username and password assigned to you, select Yes. If you have forgotten your password, you can reset it at the next step. Your login username will be your e-mail address.

Have you received your login credentials already via email?

☐ Yes ☐ No

Submit

Step 3: Click on your Turkish University, then click **Submit**

The screenshot shows the SUNY New Paltz Study Abroad website. The header includes the "STUDY ABROAD" logo and "SUNY NEW PALTZ CENTER FOR INTERNATIONAL PROGRAMS". Navigation links are HOME, PROGRAMS, STAFF, DEADLINES, and LOGIN. A left sidebar contains links: FAQ's, Students, Parents, Faculty and Advisors, Health and Safety, Abroad Blogs, and Contact Us. Below these is a box titled "Recognized with a Diversity Abroad Award" mentioning the 2011 Diversity Network Innovation Award. The main content area is titled "Security > User Identification Wizard: Step 2c". It contains a message: "In order to determine the type of login you will be using, please answer the following question." Below this is a section "Choose your institution below to request a login" with a radio button selected for "Middle East Technical University" and a "Submit" button. A footer bar at the bottom states "© 2009 State University of New York at New Paltz 1 Hawk Drive, New Paltz, NY 12561".

Step 4: Fill in all of the required information to create account

The screenshot shows the SUNY New Paltz Study Abroad website with the "Security > Login (new user)" form. The header and navigation are the same as in Step 3. The left sidebar now includes a link "SUNY New Paltz Students Win National Scholarships to" below the "Contact Us" link. The main content area is titled "Security > Login (new user)". It contains a message: "To create an account, please fill in the form provided below." Below this is a "New User Form" with fields for First Name, Middle Name, Last Name, Email, Date of Birth (with Month, Day, and Year dropdowns), Gender (Male, Female, Other radio buttons), and Partner Institution (with a checkbox "I affirm that I am an applicant at Middle East Technical University" and a "Create Account" button). A blue note box at the bottom of the form states: "NOTE: An email will be sent to you with your login and password information." The footer bar at the bottom states "© 2009 State University of New York at New Paltz 1 Hawk Drive, New Paltz, NY 12561".

Step 5: Check your email and use the temp password provided in your email to log into the application system. The user name is your email address.

The screenshot shows the 'STUDY ABROAD' login page for SUNY New Paltz. The browser address bar shows 'https://studioabroad.newpaltz.edu/index.cfm?FuseAction=Security.Login'. The page has a navigation bar with 'HOME', 'PROGRAMS', 'STAFF', 'DEADLINES', and 'LOGIN'. On the left, there is a sidebar with links: 'FAQ's', 'Students', 'Parents', 'Faculty and Advisors', 'Health and Safety', 'Abroad Blogs', and 'Contact Us'. Below these links is a box titled 'Opportunity Program, SUNY New Paltz' with text about the program and a link to 'View Details'. The main content area is titled 'Security > Login (existing user)'. It contains a login form with fields for 'Username' and 'Password', a 'Login' button, and a 'Forgot your password?' link. To the right of the login form is a section for 'First Time Users' with instructions and links for 'Applicant', 'Recommender', 'Reviewer', and 'Staff'. Below the login form is a section for 'SUNY New Paltz Applicants, use Secure Login.' with instructions. At the bottom, there is a 'Browser Requirements' section listing requirements for JavaScript, Cookies, and Microsoft Internet Explorer for Mac.

STUDY ABROAD

SUNY NEW PALTZ
CENTER FOR INTERNATIONAL PROGRAMS

HOME PROGRAMS STAFF DEADLINES LOGIN

Security > Login (existing user)

Security : Login (existing user) ☐ Hide Tips

To login, please enter your username and password in the form provided below.

Please log in:

Username:

Password:

Login

Forgot your password?

First Time Users:

If you are a first time user of this site, click the link which describes the type of user that you are:

Applicant
Recommender
Reviewer
Staff

SUNY New Paltz Applicants, use Secure Login.
* New Paltz students sign in when applying to a program using their current Mynewpaltz id and password! * Non New Paltz student will choose a unique password and id when applying for programs.

New non-SUNY New Paltz Applicants, click on Programs, find a program and click on "Apply Now" before requesting a login.

Browser Requirements:

- You must have JavaScript enabled.
- Your browser must have Cookies enabled.
- Microsoft Internet Explorer for Mac is not supported.

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Step 6: Create your permanent password

The screenshot shows the 'STUDY ABROAD' password reset page for SUNY New Paltz. The browser address bar shows 'https://studioabroad.newpaltz.edu/index.cfm?FuseAction=Security.PasswordReset&RC=9118'. The page has a navigation bar with 'HOME', 'PROGRAMS', 'STAFF', 'DEADLINES', and 'LOGOUT'. On the left, there is a sidebar with links: 'FAQ's', 'Students', 'Parents', 'Faculty and Advisors', 'Health and Safety', 'Abroad Blogs', and 'Contact Us'. Below these links is a box titled 'Peace Corps at SUNY New Paltz' with text about the program and a link to 'View Details'. The main content area is titled 'Security > Change Temporary Password'. It contains a password reset form with fields for 'New Password' and 'Re-enter New Password', and a 'Change' button. To the right of the form is a section for 'Before you can continue, you must change your temporary password to a permanent password.' with instructions and a list of requirements for the permanent password. Below the form is a section for 'Change Temporary Password' with instructions.

STUDY ABROAD

SUNY NEW PALTZ
CENTER FOR INTERNATIONAL PROGRAMS

HOME PROGRAMS STAFF DEADLINES LOGOUT

Security > Change Temporary Password

Logout | Applicant Home | User: Lisa Chiang

Security : Change Temporary Password ☐ Hide Tips

Before you can continue, you must change your temporary password to a permanent password.

You have logged in with a temporary password that is intended for use one time. You will now need to create a permanent password that you will use in the future when you login to this site.

The permanent password must:

- Be at least 8 characters
- Contain both upper and lower case letters
- Contain at least one number

Change Temporary Password

New Password:

(this is the password you would like to use for all future login attempts)

Re-enter New Password:

Change

Peace Corps at SUNY New Paltz
Find out more about volunteering with the Peace Corps by visiting the SUNY New Paltz Career Services Center. Listen to historic recollections about serving in the Peace Corps recently and 50 years ago.
[View Details](#)

No announcements? Upgrade Flash or Test-only

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Step 7: Choose the correct semester or academic year when you will study at SUNY New Paltz, and click **Apply**.

The screenshot shows a web browser window with the URL https://studioabroad.newpaltz.edu/index.cfm?FuseAction=Students.Apply&Program_ID=1210&Type=1&RC=9118. The page header includes the SUNY New Paltz logo and navigation links: HOME, PROGRAMS, STAFF, DEADLINES, and LOGOUT. The user is logged in as Lisa Chiang. The main content area is titled 'Your Home Page > Available Program Terms'. It contains a message: 'Please select a term for which you intend to apply from the following list. By clicking Apply, you will create an application for the requested term. This is the first step in the application process. The page that follows will provide instructions on how to complete your application.' Below this is a table with the heading 'Available Terms' and one row: Summer 3, 2012. At the bottom of the form are buttons: '< Cancel -', '- Reset -', and '- Apply >'. A footer note reads: '© 2009 State University of New York at New Paltz 1 Hawk Drive, New Paltz, NY 12561'.

Step 8: Fill in the additional information about yourself on this screen. After you are finished, click **Save**.

The screenshot shows a web browser window with the URL <https://studioabroad.newpaltz.edu/index.cfm?FuseAction=Students.RequiredData&RC=9119>. The page header is the same as the previous screenshot. The user is logged in as Lisa Chiang. The main content area is titled 'Your Home Page > Applications > Required Applicant Information'. It contains a message: 'Please use the form provided below to fill in the required information.' A red warning box states: 'Before proceeding to your application page, certain required information must be provided.' The form is divided into two sections: 'Applicant Parameters:' and 'Optional Parameters:'. The 'Applicant Parameters' section includes: 'Major*' (a dropdown menu with options: Agriculture, Business/Management, Communications, Education, Engineering, Fine/Applied Arts); 'Ethnicity*' (a dropdown menu with options: African-American, Asian/Pacific Islander, Caucasian, Do Not Know, Hispanic, Multiracial); 'Expected Graduation Date*' (a date field with Month, Day, and Year dropdowns); 'Emergency Contact*' (a text field for name, relationship, email, and phone number); 'Judicial or Disciplinary Charges*' (radio buttons for Yes and No); and 'Years of Study Completed*' (a dropdown menu with 'Choose One:'). The 'Optional Parameters' section includes 'Other* Major' with a text field. A legend at the bottom right indicates that an asterisk (*) denotes 'Required'.

Step 9: Click on each of the Application Questionnaires and follow the instructions. After you complete the questionnaires and upload the required documents, the system will automatically put a check mark on each of the received boxes. Your application will be reviewed only if every application questionnaire has a check mark in its received box.

firefox Your Home Page > Applications > Appli... +

newpaltz.edu https://studioabroad.newpaltz.edu/index.cfm?FuseAction=Students.Application&Program_ID=1210&Application_ID=3831 ☆ Google

STUDY ABROAD

SUNY NEW PALTZ
CENTER FOR INTERNATIONAL PROGRAMS

HOME PROGRAMS STAFF DEADLINES LOGOUT

Logout | Applicant Home | User: Lisa Chiang

▼ Applicant
My Home
My Inbox
My Applications

Your Home Page > Applications > Application > Program Application Page (Pre-Decision)

Program Application Page (Pre-Decision) ☐ Hide Tips

ⓘ This page shows current and required elements of your application in the pre-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column(material submissions, signature documents, recommendations and questionnaires) are required for your application to be considered complete

<p>Lisa Chiang</p> <p>Program: METU - Liberal Studies/TESOL</p> <p>Term/Year: Summer 3, 2012</p> <p>Deadline: Apr 02, 2012</p> <p>Dates: Jul 01, 2012 - Aug 08, 2012</p>	<p>Material Submissions</p> <p>Click the following to view instructions and/or printable forms which require the physical submission of materials.</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Received</th> </tr> </thead> <tbody> <tr> <td>High School Diploma</td> <td><input type="checkbox"/></td> </tr> <tr> <td>OSYM Score</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Title	Received	High School Diploma	<input type="checkbox"/>	OSYM Score	<input type="checkbox"/>
Title	Received						
High School Diploma	<input type="checkbox"/>						
OSYM Score	<input type="checkbox"/>						

<p>Announcements</p> <p>Find out more about volunteering with the Peace Corps by visiting the SUNY New Paltz Career Services Center. Listen to historic recollections about serving in the Peace Corps recently and 50 years ago. [View Details]</p> <p>Study Abroad and International Service Combined Read the latest Brief on International Service and President Obama [View Details]</p> <p>Don't see any announcements? Upgrade Flash or view without Flash</p>	<p>Application Questionnaire(s)</p> <p>Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Received</th> </tr> </thead> <tbody> <tr> <td>Incoming Student Passport Copy</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Official Transcript</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Proof of English Proficiency</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Proof of Financial Statement</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Turkish Dual Diploma Application</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Title	Received	Incoming Student Passport Copy	<input type="checkbox"/>	Official Transcript	<input type="checkbox"/>	Proof of English Proficiency	<input type="checkbox"/>	Proof of Financial Statement	<input type="checkbox"/>	Turkish Dual Diploma Application	<input type="checkbox"/>
Title	Received												
Incoming Student Passport Copy	<input type="checkbox"/>												
Official Transcript	<input type="checkbox"/>												
Proof of English Proficiency	<input type="checkbox"/>												
Proof of Financial Statement	<input type="checkbox"/>												
Turkish Dual Diploma Application	<input type="checkbox"/>												

Application Instructions

To apply for this program, you must currently be an admitted and matriculated student in the METU-Liberal Studies/TESOL program. Please complete this online application and submit all the required materials by the posted due date. When completing this on-line application, please **do not** insert any characters or Turkish letters because our computer system cannot identify them. Thank you!

Step 10: You will see your decision letter in your email once your application has been accepted by SUNY New Paltz. Click “Continue” to access the pre-arrival information.

The screenshot shows the 'STUDY ABROAD' page for the SUNY NEW PALTZ CENTER FOR INTERNATIONAL PROGRAMS. The user is logged in as 'Little Riding-Hood'. The page title is 'Applications : Decision Letter'. A message from the Center for International Programs, dated 03/15/2012, informs the user that they have been accepted for the Meiji University Exchange program for Fall 2012. The user is instructed to click 'Continue' to complete post-decision procedures and receive a packet with visa paperwork.

STUDY ABROAD SUNY NEW PALTZ
CENTER FOR INTERNATIONAL PROGRAMS

HOME PROGRAMS STAFF DEADLINES LOGOUT

▼ Applicant
My Home
My Inbox
My Applications

Your Home Page ► Applications ► Decision Letter

Applications : Decision Letter ☐ Hide Tips

Following is information regarding your application decision.

New Paltz
STATE UNIVERSITY OF NEW YORK

03/15/2012

Dear Little Riding-Hood,

Congratulations! You have been accepted to SUNY New Paltz. Please click 'continue' to complete the post-decision procedures outlined on the next page. By logging into this website, you can return to the post-decision area at any time to review what materials still need to be submitted before you travel to New Paltz.

Within a few weeks, you will receive a packet with your visa paperwork and other information about your educational experience at SUNY New Paltz from the Center for International Programs.

We are excited that you have selected the State University of New York at New Paltz to continue your education. We are here to support and guide you through this process. If you have not been able to find the answers to your questions on the website, please feel free to contact us. We look forward to meeting you.

Program: Meiji University Exchange, Fall, 2012,
Status: Accepted

Sincerely,
Center for International Programs

[Continue >](#)

Step 11: Once you have been accepted, press “Commit” if you want to study at SUNY New Paltz or “Decline” if you do not want to study at SUNY New Paltz.

The screenshot shows the 'STUDY ABROAD' page for the SUNY NEW PALTZ CENTER FOR INTERNATIONAL PROGRAMS. The user is logged in as 'Chingo Tsai'. The page title is 'Program Application Page (Post-Decision)'. The page displays the user's application details, including the program (METU - Liberal Studies/TESOL), term/year (Summer 3, 2012), and deadline (Apr 02, 2012). The user's status is 'Accepted'. The page includes sections for 'Material Submissions' (High School Diploma, OSYM Score), 'Application Questionnaire(s)' (Incoming Student Passport Copy, Official Transcript, etc.), and 'Learning Content' (Health Information, Payment Information, etc.). The user is instructed to click 'Commit' to participate in the program.

STUDY ABROAD SUNY NEW PALTZ
CENTER FOR INTERNATIONAL PROGRAMS

HOME PROGRAMS STAFF DEADLINES LOGOUT

▼ Applicant
My Home
My Inbox
My Applications

Your Home Page ► Applications ► Application ► Program Application Page (Post-Decision)

Program Application Page (Post-Decision) ☐ Hide Tips

This page shows the current and required elements of your application in the post-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents and questionnaires) are required for you to participate in the program.

Chingo Tsai

Program: METU - Liberal Studies/TESOL
Term/Year: Summer 3, 2012
Deadline: Apr 02, 2012
Dates: Jul 01, 2012 - Aug 08, 2012

Commitment to Participate

Your status: **Accepted**

In order to participate in this program of study, you must state your intent and commitment by clicking the Commit button below. It is important to do this action as soon as possible so that the office will be notified of your intent to participate in this program. If you wish to decline your admission into this program, click Decline.

[Commit](#) [Decline](#)

Material Submissions

Click the following to view instructions and/or printable forms which require the physical submission of materials.

Title	Received
High School Diploma	<input checked="" type="checkbox"/>
OSYM Score	<input checked="" type="checkbox"/>

Application Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title	Received
Incoming Student Passport Copy	<input checked="" type="checkbox"/>
Official Transcript	<input checked="" type="checkbox"/>
Proof of English Proficiency	<input checked="" type="checkbox"/>
Proof of Financial Statement	<input checked="" type="checkbox"/>
Turkish Dual Diploma Application	<input checked="" type="checkbox"/>
Attendance Response Information For Undergraduate Student	<input checked="" type="checkbox"/>
GE3 Course Selection (METU-TESOL)	<input checked="" type="checkbox"/>
Health Report and Physician's Certificate	<input type="checkbox"/>
New Paltz Student ID Number	<input checked="" type="checkbox"/>
Student Arrival Information	<input checked="" type="checkbox"/>

Decision Letter

STATUS: Committed

[View Decision Letter](#)

Announcements

about serving in the Peace Corps recently and 50 years ago. [View Details]

Study Abroad and International Service Combined Read the latest Brief on International Service and President Obama [View Details]

How to Apply Through our New Study Abroad Site To apply, find the program you are interested in. Don't see any announcements? Upgrade Flash or view without Flash.

Learning Content

Click the following to view, read, and mark these learning content pages as having been read.

Title	Received
Health Information	<input checked="" type="checkbox"/>
Instructions on paying bills and setting up payment plan	<input checked="" type="checkbox"/>
Official Airport Pick-up Date for Summer Session II, 2012	<input checked="" type="checkbox"/>
Payment Information	<input checked="" type="checkbox"/>
Preparing for Your Visa Interview - Turkish Version	<input checked="" type="checkbox"/>
Residence Life Information	<input checked="" type="checkbox"/>

Step 12: Once you have **committed**, you will be able to view the pre-arrival information. Fill in the new post-decision questionnaires (**unchecked boxes**) and read the Learning Content. Boxes will be automatically checked as you complete the pre-arrival steps.

The screenshot shows the 'Program Application Page (Post-Decision)' for Chingo Tsai. The page is divided into several sections:

- Header:** 'STUDY ABROAD' and 'SUNY NEW PALTZ CENTER FOR INTERNATIONAL PROGRAMS' with navigation links: HOME, PROGRAMS, STAFF, DEADLINES, LOGOUT.
- Left Sidebar:** Applicant menu with 'My Home', 'My Inbox', and 'My Applications'.
- Top Right:** 'Logout | Applicant Home | User: Chingo Tsai'.
- Main Content Area:**
 - Program Application Page (Post-Decision):** Includes a 'Hide Tips' button and a note about required elements.
 - Chingo Tsai:**
 - Program: METU - Liberal Studies/TESOL
 - Term/Year: Summer 3, 2012
 - Deadline: Apr 02, 2012
 - Dates: Jul 01, 2012 - Aug 08, 2012
 - Commitment to Participate:** 'Your status: Committed'. Includes a thank you message and contact info for Speedic@newpaltz.edu.
 - Material Submissions:** Table with 'Title' and 'Received' columns.

Title	Received
High School Diploma	<input checked="" type="checkbox"/>
OSYM Score	<input checked="" type="checkbox"/>
 - Application Questionnaire(s):** Table with 'Title' and 'Received' columns.

Title	Received
Incoming Student Passport Copy	<input checked="" type="checkbox"/>
Official Transcript	<input checked="" type="checkbox"/>
Proof of English Proficiency	<input checked="" type="checkbox"/>
Proof of Financial Statement	<input checked="" type="checkbox"/>
Turkish Dual Diploma Application	<input checked="" type="checkbox"/>
Attendance Response Information For Undergraduate Student	<input checked="" type="checkbox"/>
GE3 Course Selection (METU-TESOL)	<input checked="" type="checkbox"/>
Health Report and Physician's Certificate	<input type="checkbox"/>
New Paltz Student ID Number	<input checked="" type="checkbox"/>
Student Arrival Information	<input checked="" type="checkbox"/>
 - Decision Letter:** 'STATUS: Committed'. Includes a 'View Decision Letter' link.
 - Announcements:** A yellow box with instructions on how to find program information.
 - Learning Content:** Table with 'Title' and 'Received' columns.

Title	Received
Health Information	<input checked="" type="checkbox"/>
Instructions on paying bills and setting up payment plan	<input checked="" type="checkbox"/>
Official Airport Pick-up Date for Summer Session III, 2012	<input checked="" type="checkbox"/>
Payment Information	<input checked="" type="checkbox"/>
Preparing for Your Visa Interview - Turkish Version	<input checked="" type="checkbox"/>
Residence Life Information	<input checked="" type="checkbox"/>

Step 13: You can fill your questionnaires any time before the deadline. Just log into your account, click "My Application" on the upper left-hand side and then click the program name under Application Field to finish your application.

The screenshot shows the 'All Applications' page for Chingo Tsai. The page is divided into several sections:

- Header:** 'STUDY ABROAD' and 'SUNY NEW PALTZ CENTER FOR INTERNATIONAL PROGRAMS' with navigation links: HOME, PROGRAMS, STAFF, DEADLINES, LOGOUT.
- Left Sidebar:** Applicant menu with 'My Home', 'My Inbox', and 'My Applications'.
- Top Right:** 'Logout | Applicant Home | User: Chingo Tsai'.
- Main Content Area:**
 - All Applications:** Includes a 'Hide Tips' button and a note about the listing of applications.
 - Applications Filed:** A table listing the application.

	Application Field	Status
1	METU - Liberal Studies/TESOL (New Paltz) Summer 3, 2012 (ID: 3743)	Rolling admission Committed View Decision Letter Program start date: 01 Jul 2012

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