



HOFSTRA UNIVERSITY®

Online Application FAQ

****Please note**** Internet Explorer and Mozilla Firefox are recommended when completing your online application.

What is the best method for uploading documents?

The only way to upload documents is to upload documents through the online application. You may upload scanned images of your documents, screen shots of your documents, or you may copy and paste the text from your documents into a Word file.

If the school that I have attended is not listed, what should I do?

If the school is in the United States it will most likely be on the list. If you are having difficulties, search using different “key words” (less is more). For example, try searching “New York” instead of “New York University Stern School of Business.” In many situations, this may help you find the school.

If your school is not listed, please select the following options:

International Applicants: International School not in list

Domestic Applicants: School not in list

Do I have to provide transcripts for all institutions?

Every school that you have entered on the application as attended will require an uploaded transcript.

Are official transcripts required if transcripts were uploaded to the online application?

Yes, you will be required to submit an official transcript in a sealed envelope from the institution for any school where a bachelor’s or master’s degree was earned.

Why isn’t the Physician Assistant program listed as a program of choice?

The PA program works through a separate application system called CASPA.

What should an international student do to request a waiver for the TOEFL scores?

Under the additional materials section, in the TOEFL question, you may upload a written request to waive the test. **The only request that will be considered** are if you have earned your bachelor's degree in a University/College in the United States or the following countries: Anguilla, Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, British Virgin Islands, Canada (except Quebec/Montreal), Cayman Islands, Dominica, Grenada, Greenland, Guyana, Jamaica, Liberia, New Zealand, St. Kitts and Nevis, St. Lucia, South Africa, Tobago, Trinidad, Turks and Caicos Islands, United Kingdom, and US Virgin Islands.

No exceptions will be made.

One of my recommenders is taking a very long time to submit the letter of recommendation, what should I do?

- You have the ability on the recommendation section to send a reminder to your recommender.
- You can also add or remove a recommender at any time.

*Keep in mind that submission of letters of recommendation will not hold up your application for review.

How do I make changes to my application once it has been submitted?

You can upload additional documents to the “post submission” section and add additional recommenders in the “recommendations” section. Changes such as a change of address, contact information, major, term, etc. should be sent by request to Graddean@hofstra.edu.

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I would like to provide additional information or update my test scores, what do I do?

You may upload additional documentation and/or new test scores to the “post submission” section on your application.

I attended an Open House and do not see my application fee waiver processed.

Please email Graddean@hofstra.edu with your full name, program that you are applying to, term of enrollment, and Open House event date attended.

Can you please check the status of my application?

Once you have successfully submitted your application it is complete and forwarded to the graduate program director for review. You will be contacted if any additional information is required.

Are there GMAT waivers for BBA/MS students?

Specific dual degree BBA/MS programs are eligible for a GMAT waiver. If a student is inquiring about this waiver, and has been told they would be eligible by the Frank G. Zarb School of Business Graduate Programs Office, they may simply request a waiver by uploading a statement of request in place of the GMAT requirement.