

Arts & Letters

M.LITT., D.LITT.
APPLICATION FOR ADMISSION

the CASPERSEN SCHOOL | DREW
of Graduate Studies

INSTRUCTIONS FOR COMPLETING THE ARTS & LETTERS APPLICATION

Office of Graduate Admission
The Caspersen School of Graduate Studies
Drew University
Madison, New Jersey 07940
973.408.3110 • fax: 973.408.3040
E-mail: gradm@drew.edu • drew.edu/grad

DREW

APPLICATION PACKAGE

- Application for Admission
- Official Transcripts (in sealed envelopes)
- Response Essay or Academic Paper
- Personal Statement
- \$35 Application Fee
- 2 Letters of Recommendation (in sealed envelopes)

Please complete all forms in their entirety. All documents submitted become the property of Drew and cannot be returned.

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- **Application For Admission:** Applications are accepted for the spring, summer, and fall terms. While admission decisions are made on a rolling basis, applicants should allow themselves sufficient time to gather necessary documents. If possible, it is recommended you submit your application at least a month in advance of the anticipated start term.
 - **Official Transcripts:** A copy of all academic transcripts from colleges, professional schools, and universities attended is required. Request that the Registrar seal the transcript in an official school envelope, sign across the seal, and return the envelope to you. **Do not open the envelope or break the seal.** Occasionally schools may prefer to send transcripts directly to the institution requiring them. If this is the case, official copies should be sent directly to the Office of Graduate Admission.
 - **Response Essay or Academic Paper:** The purpose of the response essay is to assess an applicant's writing and critical reasoning skills. The essay should address only one of the quotations presented on the form, and should demonstrate a clear thesis statement and adequate internal organization. It is expected to be a well-written and tightly-focused piece of work that should not exceed 1,000 words. In lieu of a response essay, applicants may submit an academic paper that demonstrates the same skills required by the response essay. Please use MLA format if you choose to include any citations.
 - **Personal Statement:** The personal statement should follow the guidelines outlined on the application form. It is expected to briefly and coherently present evidence of an applicant's motivation and preparation for graduate study, as well as identify any topics of special research interest. The relevance of the proposed program of study to an applicant's background and/or professional development should also be addressed. The overall length is not to exceed 1,000 words.
 - **Application Fee:** A nonrefundable \$35 application processing fee, payable to Drew University, must accompany the application. All checks or money orders must be in US funds drawn on a US bank.
 - **Letters of Recommendation:** Two letters of recommendation are required. Letters ideally should be from someone in a position to adequately comment on your intellectual and academic abilities. If you have been out of school for a significant period of time, you may submit letters from employers, supervisors, or other persons familiar with your background and most recent activities. Otherwise, letters should be from academic sources. Reply envelopes are provided for your convenience. Please address the envelopes to yourself, affix correct postage, and provide them to your recommenders. Recommenders should seal their letters in the envelopes, sign across the seals, and return them for enclosure in the application packet. **Do not open these envelopes or break the seals.** If a recommender prefers to mail a letter directly to Drew, it should be mailed to the Office of Graduate Admission at the address noted on the recommendation form.

FOR INTERNATIONAL STUDENTS ONLY

International students whose native language is not English must demonstrate English proficiency by submitting official Test of English as a Foreign Language (TOEFL) scores **not more than two years old**. The TOEFL test is administered by the Educational Testing Service, Princeton, New Jersey. You may contact ETS on the Internet at <<http://www.toefl.org>>. Official score reports must be mailed directly to Drew from ETS. Consult ETS for the testing schedule. An application is considered incomplete and will not be considered without these scores.

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PERSONAL DATA

Name: _____ Title: _____
First Middle Last (e.g., Dr., Mr., Ms.)

Mailing address: _____

[] Female [] Male Date of birth: ___/___/___
Month Day Year

Is this a permanent address? [] Yes [] No

If no, please indicate permanent address along with effective date below:

Program: Start term 20__
[] Master's (M.Litt.) [] Spring
[] Doctorate (D.Litt.) [] Summer
[] Part-time [] Full-time [] Fall

Use after: _____

Phone number (daytime): (____) _____ Phone number (evening):(____) _____

E-mail address: _____

Please indicate any other name under which your records might be listed: _____

Country of citizenship: _____

If you are not a US citizen, are you a permanent resident? [] Yes [] No

US Social Security Number (if applicable): _____

Native language: _____

If not English, you must submit official TOEFL (Test of English as a Foreign Language) scores not more than two years old.

Will you apply for financial aid? [] Yes [] No If yes, read carefully the Financial Aid section of the prospectus.

If yes, are you a full-time employee of a nonproprietary educational institution? [] Yes [] No

Will you require campus housing? [] Yes [] No Campus housing is only available for full-time students and their families.

ACADEMIC HISTORY List all colleges, professional, and graduate schools attended:

Table with 6 columns: School, Location, Date of entering, Date of leaving, Received/Expected, Degrees. Contains 4 empty rows for data entry.

Undergraduate major field: _____ Graduate field(s): _____

ACADEMIC/PROFESSIONAL HONORS

List any academic or professional honors, distinctions, awards, prizes, or fellowships that you have received, including dates:

WORK EXPERIENCE

Describe any significant remunerative or volunteer employment you have had, including dates (or attach a resume):

ADDITIONAL INFORMATION

Are there any special circumstances, relating either to your academic or career pattern, that you would like the Admissions Committee to be aware of? If so, please document below:

Have you ever visited Drew? Yes No

Have you spoken with a faculty or staff member about your application? Yes No If yes, who? _____

How did you learn of the Arts and Letters program at Drew University? _____

LETTERS OF RECOMMENDATION

Give the names and addresses of the two individuals who will be providing letters of recommendation:

1) Name: _____
Address: _____

Relationship to you: _____

2) Name: _____
Address: _____

Relationship to you: _____

PERSONAL STATEMENT

This statement should address your motivation for applying to the Arts and Letters program, as well as comment upon your academic and professional background and preparation as it relates to the humanities. Please also explain why you wish to earn either the master's degree or the doctoral degree in an interdisciplinary program. The Admissions Committee would especially like to know of any areas of particular academic interest you may have, as well as how your personal objectives fit into the Arts and Letters program at Drew. Your statement should not exceed 1,000 words. Attach your response.

ESSAY RESPONSE

Applicants may submit either a response essay or an academic paper. For the response paper, choose one quotation from among the three listed below and compose an essay of not more than 1,000 words. Your response may be in the format of a reflective work or an academic paper. Please use MLA format if you choose to include any citations. Attach your response.

Respond to one of the following quotations:

Imagination is more important than knowledge.—Albert Einstein

Mine is not an obedient writing. I think that literature as any art has to be irreverent.—Reinaldo Arenas

These are times in which a genius would wish to live. It is not in the still calm of life, or the repose of a pacific station, that great characters are formed.—Abigail Adams

Alternatively, submit a clean copy of an academic paper that you have written in the last three years.

OPTIONAL

The following items are voluntary. The information is used only for purposes of statistical analysis and is not considered in the admissions process.

How would you describe yourself? Check any that apply.

- | | |
|---|---|
| <input type="checkbox"/> African American, Black (country: _____) | <input type="checkbox"/> Mexican American, Chicano |
| <input type="checkbox"/> American Indian, Alaskan Native (tribe: _____) | <input type="checkbox"/> Native Hawaiian, Pacific Islander |
| <input type="checkbox"/> Asian American, Asian (<i>including Indian subcontinent</i>)
(country: _____) | <input type="checkbox"/> Hispanic, Latino (<i>including Puerto Rican</i>)
(country: _____) |
| <input type="checkbox"/> White, Caucasian | <input type="checkbox"/> Multiracial, Biracial (specify: _____) |

ENDORSEMENT

Signature: _____ Date: _____

Print Name: _____

By signing above I certify that the information contained in my application is accurate, complete, and honestly presented. I understand and agree that inaccurate, misleading, or false information is cause for denial of admission or, if discovered later, for academic discipline, dismissal, or revocation of degree.

Drew University is committed to seeking academic excellence while striving continuously to be a welcoming, diverse, and socially just campus. We aspire to provide an education that in content, scope and pedagogy embraces difference and promotes respect that extends beyond the classroom to all University spaces and to local and global communities. Diversity encompasses multiple dimensions, including, but not limited to, race, culture, nationality, ethnicity, geographic origin, class, sexual orientation, gender, disabilities, age, and religion. Our intent is to achieve a learning environment in which students, faculty, and staff understand the challenges, accomplishments, and perspectives of various groups of people, thus gaining a fuller understanding of themselves as well as how to engage in conversation spanning differences and commonalities. Achieving this vision is a fundamental commitment critical to Drew University's mission as an institution of higher learning. Questions concerning this policy, or complaints of discrimination, may be directed to George-Harold Jennings, Affirmative Action Officer, Drew University, Madison, NJ 07940; 973.408.3392. (Information provided in compliance with Title IX, Section 504, and the Age Discrimination Act.)

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TO BE COMPLETED BY THE APPLICANT:

Name: _____ Proposed program of study: _____

Degree sought: _____ Desired date of entrance: _____

Under the Family Educational Rights and Privacy Act of 1974, students enrolled at Drew University have access to their educational records, including letters of recommendation. However, students may waive their right to see a letter of recommendation, whereupon it will be held in confidence. If the waiver below is not signed, the applicant may request to see the letter after enrolling in the Graduate School. The alternative selected will not affect consideration of the application for admission.

If you wish to waive your right to examine this recommendation, please sign here:

Signature of applicant: _____ Date: _____

TO BE COMPLETED BY THE RECOMMENDER:

Your evaluation will be very helpful to the Admission Committee. Thank you for your assistance.

1) The Graduate School would appreciate an evaluation (on the reverse or on an attached sheet) from you of the applicant’s qualifications for graduate study, with particular reference to intellectual ability, originality, and competence. It would also be helpful for us to know how long you have known the applicant and in what capacity, as well as how the applicant compares to other students known to you who are applying to graduate programs (if applicable). **Where the applicant’s native language is not English, please also comment on English proficiency.**

2) In addition to your written statement, rate the applicant in the categories below. Please identify the group to which you are comparing the applicant: _____

e.g., current employees or students in your department

	Outstanding (top 5%)	Excellent (top 15%)	Above Average (top 25%)	Average (mid 50%)	Below Average (lowest 25%)	No basis for judgement
Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability in oral expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability in written expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to complete projects in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional adjustment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for graduate study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Originality and creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I enthusiastically recommend recommend recommend with reservations do not recommend this applicant for graduate study.

Recommender’s Name: _____ Title: _____

Organization: _____ Department: _____

Address: _____

Daytime Telephone: (_____) _____ E-mail address: _____

May we contact you via phone or e-mail if we have further questions? Yes No

Signed: _____ Date: _____

Please use this side (or attach a separate sheet) for the written statement:

Please note that while the Arts & Letters program admits students on a rolling basis, the Admissions Committee meets twice a month. Thus letters of recommendation should be submitted to the Office of Graduate Admission at least one month prior to the desired date of entrance. The spring term begins in late January, the summer term in late June, and the fall term in early September.

Please sign and date this letter of recommendation, place it in an envelope, sign across the seal, and return it to the applicant. The applicant will forward the sealed envelope together with the application to the Office of Graduate Admission. If you prefer, you may also mail this form directly to the Office of Graduate Admission at the address on the reverse side.

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