

INSTRUCTIONS FOR COMPLETING THE M.A./PH.D. 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)
- Three (3) Letters of Recommendation (in sealed envelopes)
- \$45 Application Fee
- Statement of Purpose
- Academic Writing Sample
- Notification Card (self-addressed)
- GRE or TOEFL Scores

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 normally accepted only for the Fall term. The deadline for applications is February 1.
 - **Official Transcripts:** One copy of final transcripts of academic records from all colleges, professional schools, and universities attended (including Drew) is required, whether or not a degree was granted. Request that the Registrar seal the transcript in an official school envelope and sign across the seal. Do not open these envelopes or break the seal. Occasionally schools prefer to send transcripts directly to the institution requested. If this is the case, please have official copies sent directly to the Office of Graduate Admission. Applicants for the Fall term who are currently enrolled in school must submit transcripts through the past academic year by February 1. A supplementary transcript of subsequent grades with a notation of degrees granted (if applicable) should be submitted as soon as it is available.
 - **Letters of Recommendation:** Three letters of recommendation are required. Please note that submitting fewer than three letters of recommendation diminishes your chances of admission. Letters ideally should be from your most recent instructors. Although academic recommendations are preferable, if you have been out of school for a significant period of time, you may submit one letter from an employer, supervisor, or other person familiar with your intellectual abilities and most recent activities. Please have the recommender seal the letter in an envelope, sign across the seal, and return it to you for enclosure in the application packet. If the 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.
 - **Application Fee:** Applications must be accompanied by a non-refundable \$45 application fee. Checks should be made payable to Drew University.
 - **Statement of Purpose:** The Statement of Purpose should be used to present an applicant's motivation and preparation for graduate study at Drew. It should address: prior academic preparation for a proposed program of study; why an applicant is applying to Drew (e.g., specific program or faculty member); and the applicant's motivation for beginning graduate study at Drew (e.g., a teaching career, personal enrichment, improving professional credentials). The applicant should clearly state a proposed area of research interest. The Statement of Purpose can also be used to explain any details in the applicant's record that the Admission Committee might not otherwise be aware of. The overall length should not exceed 5 printed, double-spaced pages.
 - **Academic Writing Sample:** The Writing Sample should be a recent representative work highlighting the applicant's writing and research ability. While not absolutely necessary, it is helpful if the Writing Sample concerns the applicant's proposed field of study. The overall length should not exceed 20 printed, double-spaced pages, not including bibliographic data.
 - **GRE Test Scores:** All applicants who are U.S. citizens or whose native language is English must submit official Graduate Record Examination General Test scores no more than five years old. The Subject Test is not required. The test is administered by the Educational Testing Service, Box 955, Princeton, New Jersey 08541, 609.771.7670. Scores must be mailed directly to Drew from ETS; to report scores, please use School Code 2193. Consult the ETS bulletin for a schedule of testing dates and centers. To ensure timely consideration of an application, allow at least several weeks for test scores to reach Drew. An application is considered incomplete without these scores.
 - **TOEFL Test Scores:** International students whose native language is not English must demonstrate English proficiency by submitting official Test of English as a Foreign Language (TOEFL) scores no more than two years old. The tests are administered by the Educational Testing Service (see above GRE section for contact information). Scores must be mailed directly to Drew from ETS; to report scores,

please use School Code 2193. Consult the ETS bulletin for a schedule of testing dates and centers. Allow at least six weeks for test scores to reach Drew. An application is considered incomplete without these scores.

**Non-native English speakers whose primary language of instruction was English may elect to submit GRE in lieu of TOEFL scores.*

- **Can I Study Part-Time?** : Students may elect full- or part-time study within the Graduate School. Full-time enrollment is defined as 3 courses per term in spring and fall. Applicants should be aware that there may be a full-time courseload required for certain scholarships, and that students must take at least 2 courses per term in order to qualify for financial aid.
- **How Much Time Do I Have To Complete A Degree?** : Whether enrolled full-time or part-time, students have 5 years within which to complete the requirements for the master's degree and 7 years within which to complete the requirements for the doctoral degree. Extensions are granted only in cases of serious extenuating circumstances. All petitions for degree completion extensions must be filed in writing and approved by the Office of the Graduate School Dean.
- **Can I Defer My Admission Offer?** : Generally no. The Graduate School does not defer admission decisions year-to-year in order to be able to offer the greatest amount of scholarship aid to students matriculating in the term for which they originally applied. Occasionally an exception is made and a Spring deferral is granted upon petition to the Office of the Graduate Dean. However, prospective applicants are advised that this is the exception and not the rule.
- **What About Financial Aid?** : Drew offers financial aid to over 80% of its graduate students. Financial aid comes in two forms, academic merit scholarships, and need-based aid. Applicants for merit and need-based aid must fill out the Drew Supplemental Financial Aid Form, and return it to the Office of Financial Assistance.

Academic merit scholarships range from 20% of tuition to full tuition remission plus stipend. The application for admission serves as an application for academic merit scholarships. To indicate interest in academic merit scholarship consideration, check the appropriate box on page one of the admission application.

Need-based aid takes the form of loans and work-study. In order to be considered for need-based aid, an applicant must fill out the federal FAFSA form available at <http://www.fafsa.ed.gov/> and return it to the processor. To have the report sent to Drew, please use School Code 002603. Please note that International Students are not eligible for need-based aid.

APPLICATION FOR GRADUATE ADMISSION

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E-mail: gradm@drew.edu • drew.edu/grad



To be considered for admission, the following credentials should be sent to the Office of Graduate Admission:

- Application form with statement of purpose completed in every particular, accompanied by a non-refundable \$45 application fee.
• An academic paper, essay, or writing sample.
• Official transcripts from each academic institution attended, whether or not a degree was granted.
• Three (3) letters of recommendation from those persons named on the back of this form.
• A recent TOEFL score (Test of English as a Foreign Language) for international students.
• GRE General test score for U.S. and Canadian citizens.

PERSONAL DATA

Name (Mr., Mrs., Ms.) _____
First Middle Last

Is there any other name under which your records may be listed? If yes, please designate.

Mailing address _____

E-mail address _____

County, if NJ resident _____

Social Security number _____

Day phone () _____

Evening phone () _____

Permanent address (if different from above) _____
Permanent phone () _____

(Effective Dates)

Will you apply for financial aid? Please read the Financial Aid section of the instructions.

Academic merit scholarships? [] Yes [] No Need-based aid? [] Yes [] No

Will you need campus housing? [] Yes [] No

For admission in:
Fall 20_____
leading to the [] M.A. [] Ph.D.
degree in History and Culture
Choose a concentration:
[] American
[] British/Irish
[] Continental Europe
Choose one:
[] Full time [] Part time

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.

- [] African American, Black (country: _____) [] Mexican American, Chicano
[] American Indian, Alaskan Native (tribe: _____) [] Native Hawaiian, Pacific Islander
[] Asian American, Asian (including Indian subcontinent) (country: _____) [] Hispanic, Latino (including Puerto Rican) (country: _____)
[] White, Caucasian [] Multiracial, Biracial (specify: _____)

EDUCATIONAL DATA

Please list all colleges, professional, and graduate schools you have attended, beginning with the institution most recently attended:

School	Location	Date of entering	Date of leaving	Degrees	
				Received	To be granted
<i>(Example): Drew University</i>	<i>Madison, NJ</i>	<i>1987</i>	<i>1991</i>	<i>B.A.</i>	

Undergraduate major field _____ Graduate major field _____

LANGUAGE PREPARATION

How many years of study have you devoted to the following languages? Please indicate level: high school, college, or previous graduate work. *Note that demonstrated competence in the prescribed languages for graduate study at Drew is a requirement for graduation, not for admission. Although it is desirable to achieve some facility in the appropriate languages prior to admission, a student may study the required languages while completing a degree program in the Graduate School.*

Latin _____ German _____ Hebrew _____
 Greek _____ French _____ Other(s) _____

ACADEMIC HONORS

Briefly describe any academic honors or other scholastic distinctions you have won: *(you may attach a separate sheet)*

WORK EXPERIENCE

Please describe any remunerative employment you have had, including dates: *(you may attach a separate sheet)*

CIVIC, EXTRACURRICULAR, PERSONAL ACTIVITIES

Please describe your principal civic, extracurricular and community activities. Give dates, where applicable: *(you may attach a separate sheet)*

OBJECTIVES IN GRADUATE STUDY/STATEMENT OF PURPOSE

Briefly describe the personal and intellectual interests that led you to your proposed field of study. What direction do you want your intellectual interests to take at drew? Please clearly state your proposed area of academic interest. What, if any, vocational aims do you envision?
(please append statement.)

Please also include an academic paper or essay.

FOR ALL STUDENTS

To what other schools are you applying? _____

What factors at Drew are most attractive to you? *(check all that apply.)*

- Faculty reputation Faculty recommendation Academic award
- School reputation Special programs *(specify)* _____
- Location Facilities *(specify)* _____
- Financial aid Other *(specify)* _____

How did you first hear about Drew?

- Career Planning Office Faculty Graduate directory *(specify)* _____
- Drew mailing Family Professional publication *(specify)* _____
- Colleague/Friend Internet Other *(specify)* _____

What contact have you had with Drew? *(check all that apply)*

- Visited campus *(specify)* _____ Spoken or met with Drew faculty *(specify)* _____
- Spoken or met with Drew staff *(specify)* _____ Spoken or met with Drew student *(specify)* _____
- Other *(specify)* _____

FOR INTERNATIONAL STUDENTS ONLY

(This sections must be completed in every particular.) It is the policy of the graduate school that all international students are brought into the U.S.A. under the F1 or J1 program. We strongly urge you to choose your visa carefully, because it is extremely difficult to change once your choice is made.

Date of birth _____ City of birth _____ Country of birth _____

Of what country are you a citizen? _____

Of what country are you a permanent resident (if different than the country of citizenship)? _____

If you already have a visa, what type of visa? _____ Visa number _____

What was the last position held in your home country before coming to the U.S.A. (e.g.: civil servant, student, factory worker, teacher, etc.)?

Date and place of birth and relationship of everyone who is coming to the United States with you: _____

What is your first language or language of instruction, if other than English? _____

Number of years of formal study of English _____

TOEFL test date _____ TOEFL score _____

REFERENCES

Please give names and addresses in exact detail for each referee. References should be obtained from professors.

Name _____

Address _____
Street City State Zip

Relationship to you _____

Name _____

Address _____
Street City State Zip

Relationship to you _____

Name _____

Address _____
Street City State Zip

Relationship to you _____

My signature below indicates that all the information contained in my application is factually correct and honestly presented.

Signature _____ Date _____

Drew University does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in the admission of students, in any of its programs or activities, and in its employment practices. Questions concerning this policy, or complaints of discrimination, may be directed to Dr. George-Harold Jennings, Affirmative Action Officer, Drew University, Madison, NJ 07940; Phone 973.408.3392. (Information provided in compliance with Title IX, Section 504, and the Age Discrimination Act.)

LETTER OF RECOMMENDATION

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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 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 front of this form.

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Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Address: _____

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

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