

## INSTRUCTIONS FOR COMPLETING THE M.A./Ph.D. APPLICATION

Office of Graduate Admissions  
The Caspersen School of Graduate Studies  
Drew University  
Madison, New Jersey 07940  
973/408-3110 • fax: 973/408-3242  
E-mail: [gradm@drew.edu](mailto:gradm@drew.edu) • Web: <http://www.drew.edu/grad>



# DREW

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### APPLICATION PACKAGE:

- APPLICATION FOR ADMISSION
- OFFICIAL TRANSCRIPTS (IN SEALED ENVELOPES)
- 3 LETTERS OF RECOMMENDATION (IN SEALED ENVELOPES)
- \$45 APPLICATION FEE
- STATEMENT OF PURPOSE
- ACADEMIC WRITING SAMPLE
- NOTIFICATION CARD (SELF-ADDRESSED)
- GRE OR TOEFL/TWE SCORES

Please complete all forms in their entirety using a typewriter or printing legibly in ink. All documents submitted become the property of Drew and cannot be returned.

You are asked to submit all application documents (except for GRE and TOEFL/TWE scores, which should be mailed directly from ETS) together, using the enclosed reply envelope.

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**Application For Admission:** Applications are normally accepted only for the Fall term. Only under special circumstances, and with prearrangement with the Office of Graduate Admissions, will applications be accepted for the Spring term. The deadline for applications is February 1. Applications may be accepted after this date only with the consent of the program to which the prospective student is applying.

**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 Admissions. 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 Admissions 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 Statement of Purpose can also be used to explain any details in the applicant's record that the Admissions 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.

**Notification Card:** A notification card is included for your convenience. Please self-address the enclosed card and return it with your application package. The Office of Graduate Admissions will stamp the card on the day the application is received and return it to you along with a notation of any missing materials. The Office of Graduate Admissions regrets that, due to the volume of applications received, it is able only to give receipt confirmation by mail.

**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/TWE 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) and Test of Written English (TWE) 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/TWE 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.

**Academic merit scholarships** range from 40% 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. There are no additional forms that need to be filed for academic merit scholarships.

**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. Applicants for need-based aid must also fill out the Drew Supplemental Financial Aid Form (enclosed in the application packet), and return it to the Office of Financial Assistance. Please note that International Students are not eligible for need-based aid.

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DREW

For specific information on returning a self-managed application packet, please consult enclosed directions. To be considered for admission, the following credentials should be sent to the Office of Graduate Admissions:

- 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) and TWE (Test of Written English) for international students.
■ GRE General Test score for U.S. and Canadian citizens.

Applications must be received BEFORE February 1 for fall admission.

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 What About 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
Check 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) [ ] Hispanic, Latino (including Puerto Rican)
(country: \_\_\_\_\_) (country: \_\_\_\_\_)
[ ] White, Caucasian [ ] Multiracial, Biracial (specify: \_\_\_\_\_)

**EDUCATIONAL DATA :**

List all schools attended whether or not a degree was granted.

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

Example:

School	Location	Date of entering	Date of leaving	Degrees	
				Received	To be granted
<i>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 :**

The Graduate School offers an Intensive Language Institute for enrolling and current students. Please call for details.

(See *Catalog* for specific requirements.) 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)*

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**WORK EXPERIENCE :**

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

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**CIVIC, EXTRACURRICULAR, PERSONAL ACTIVITIES :**

Please describe your principal civic, extracurricular, community, and family activities and hobbies in order of their interest to you. Give dates, where applicable: *(you may attach a separate sheet)*

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**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? 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 section 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.

*TOEFL scores no older than two years will be accepted.*

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 \_\_\_\_\_ TWE test date \_\_\_\_\_ TWE score \_\_\_\_\_

**REFERENCES :**

*Your application is not complete without three letters of recommendation .*

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.)



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*SPECIAL CIRCUMSTANCES:*

If there are any special circumstances which should be considered when your financial aid application is reviewed, please document them below. (You may also append a letter if you need more space.)

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*CERTIFICATION REQUIREMENTS:*

- I certify that I will use any Title IV, HEA funds that I receive during the year covered by this application solely for the purposes related to my attendance at the institution of higher education that determined or certified my eligibility for those funds.
- I certify that I do not have any property subject to lien for a federal debt.
- I understand that, through the verification process, I will need to update family size, number in college, and dependency status throughout the year.

All of the information provided by me or any other person on this form is true and complete to the best of my knowledge. I understand that this application is being filed jointly by all signatories. If asked by an authorized official, I agree to give proof of the information that I have given on this form. I realize that this proof may include a copy of U.S. or state income tax return. I also realize that if I do not give proof when asked, financial aid may be denied.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Spouse (If applicable): \_\_\_\_\_ Date \_\_\_\_\_

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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 Admissions 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 Admissions. If you prefer, you may also mail this form directly to the Office of Graduate Admissions 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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Recommender's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_ Department: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone: (\_\_\_\_\_) \_\_\_\_\_ E-mail address: \_\_\_\_\_

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Organization: \_\_\_\_\_ Department: \_\_\_\_\_

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Daytime Telephone: (\_\_\_\_) \_\_\_\_\_ E-mail address: \_\_\_\_\_

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