The Completed Application Package Should Include:

- Application Form
- Official Transcripts (in sealed envelopes)
- Response Essay
- 2 Letters of Recommendation (in sealed envelopes)
- Personal Statement
- Notification Postcard (self-addressed)
- $35 Application Fee

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

- **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 Admissions. If time prohibits the applicant from obtaining official transcripts, the Admissions Committee may consider an application with unofficial transcripts. If an applicant is admitted in such an instance, the admission decision is conditional and subject to revocation pending the arrival of official transcripts.

- **Response Essay:** The purpose of the response essay is to assess an applicant’s writing and critical reasoning skills. The essay itself, which should address only ONE of the questions presented on the form, is not expected to necessarily be an academic paper, although it can take that format. The essay should demonstrate a clear thesis statement and adequate internal organization. The essay is expected to be a well-written and tightly-focused piece of work which should not exceed 1,000 words.

- **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.

- **Notification Postcard:** 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 your materials are received and return it to you along with a notation of any missing documents.

- **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 Admissions 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.
PERSONAL INFORMATION

Name: _______________________________ Title: _______________________________

Mailing address: ________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

☐ Female  ☐ Male Date of birth: ______/____/____

Is this a permanent address? ☐ Yes ☐ No

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

_____________________________________________________________________________

_____________________________________________________________________________

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) and TWE (Test of Written English) 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>
<thead>
<tr>
<th>School</th>
<th>Location</th>
<th>Date of entering</th>
<th>Date of leaving</th>
<th>Received/Expected</th>
<th>Degrees</th>
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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 (attach additional sheets or resume if needed):
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
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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

Choose ONE question 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.

1) The issue of individual versus collective rights is a perennial topic in American politics. Use one constitutional amendment (e.g., the first amendment) to evaluate its application in American society today.

2) Respond to one of the following quotations:

People wish to be settled; only as far as they are unsettled is there any hope for them. —Ralph Waldo Emerson

Let the beauty we love be what we do. —Rumi

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

3) Comment on a specific work of art, music, or literature and how it has affected or shaped the direction of your life.

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.

☐ African American, Black (country: )
☐ American Indian, Alaskan Native (tribe: )
☐ Asian American, Asian (including Indian subcontinent) (country: )
☐ White, Caucasian
☐ Mexican American, Chicano
☐ Native Hawaiian, Pacific Islander
☐ Hispanic, Latino (including Puerto Rican) (country: )
☐ 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.)
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 Caspersen 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 time.

1) The Caspersen School would appreciate an evaluation from you (on the reverse or on an attached sheet) 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: ____________________________________________________________

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<thead>
<tr>
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☐ 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

Signature: __________________________________________________________________________________________________________ Date: _______________________________
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 Admissions Office at least one month prior to the desired date of entrance. The spring term begins in early February, 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 Admissions. If you prefer, you may also mail this form directly to the Office of Graduate Admissions at the address on the reverse side.
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Signature: _____________________________

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