INSTRUCTIONS for the Tulane University School of Liberal Arts graduate application.
Your application package must be complete before you mail it to the School of Liberal Arts. It should include all of the following items:

*An official transcript from each institution, submitted in a sealed envelope and signed across the back by the registrar. The college or university should mail the transcripts directly to you, to be submitted unopened with the application. For transcripts in a language other than English, please provide a certified English translation with an explanation of the grading system.

*Recommendations from three professors, preferably in your major field, should be submitted in a sealed envelope and signed across the back by the recommender. Ask each recommender to return the form to you to be submitted unopened with your application.

*A completed application form. Please note that the application for admission also serves as the application for merit-based financial awards.

*A statement of purpose including the disciplinary aspect or area of study in which you are most interested, and your plans concerning your career in the field.

*U.S. $45.00 application fee (made payable to Tulane University)

*The acknowledgement sheet with your name and address filled in.

Remember that you should take the Graduate Record Exam (GRE) in the fall. We cannot complete our review of your application without your official GRE scores taken within 5 years of enrollment. International students must also take the Test of Spoken English (TSE) or the Test of English as a Foreign Language (TOEFL).

You must ask the Educational Testing Service (ETS) to send your official GRE and TOEFL test scores directly to Tulane.

All application materials, with the exception of the GRE and TOEFL score reports, should be mailed in one envelope (9”X12”) to:

Director of Graduate Studies
Office of the Dean
School of Liberal Arts
Newcomb Hall
Tulane University
New Orleans, LA 70118

Only completed application packets are forwarded to the departments for review. Therefore, it is very important that all of the required documents accompany your application. Sending application materials separately could cause a delay in the processing.

Materials submitted in support of an application are not released for other purposes and cannot be returned to the applicant.
TULANE UNIVERSITY THE SCHOOL OF LIBERAL ARTS

GRADUATE APPLICATION
Application Fee: $45.00 (U.S. Dollars)  Deadline: February 1
Please submit with this application three (3) recommendations and all undergraduate and graduate transcripts as well as a statement of purpose. All transcripts and letters of recommendation must be submitted in sealed, signed, and unopened envelopes.

Application for: Fall _____ Spring _____ Year _____ Master’s degree _____ Ph.D. _____
Special/Non-Degree _____ Part-time _____ Full-time _____ Joint degree __________________________
Department __________________________________ Area of Specialization ___________________________

Identification

Name ____________________________________________________________________________________
Last      First      Middle
Any variation of your name used on official records _______________________________________________
U.S. Social Security Number _____________________________________________ Sex: M ______ F ______
Present telephone _______________________________ Office telephone _____________________________
Present e-mail address ______________________________________________ until __________________ __
Present address ___________________________________________________ until _______________________
Number and Street

City       State   Postal Zip Code  Country
Permanent address __________________________________________________________________________
Number and Street

City       State   Postal Zip Code  Country

Required Tests
All applicants must have taken the Graduate Record Examination (GRE) within five (5) years of enrollment. International applicants whose native language is not English must also take the TSE (preferred) or the TOEFL. Official test scores must be requested from ETS and sent directly to Tulane.

GRE: Date __________ Self-reported score: Verbal _________ Quantitative _________ Analytical _________
TSE or TOEFL: Date __________________ Self-reported score ________________________________________
Grade Point Average
All undergraduate courses ________ Courses in your major ________ Courses for graduate credit ________

Transcripts
Collect and submit with your application official transcripts for all of your undergraduate and graduate coursework. List below all colleges and universities you have attended, indicating the current or most recent one first.

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<thead>
<tr>
<th>Name of college (branch)</th>
<th>Dates (month/year to month/year)</th>
<th>Degrees pursued</th>
<th>Earned (yes/no)</th>
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In the order of your preference, please list all the graduate and professional schools to which you are applying, including Tulane School of Liberal Arts.

1. ____________________________ 3. ____________________________
2. ____________________________ 4. ____________________________

What source of information prompted you to apply to Tulane?
____________________________________________________________________________________

Financial Support
Do you wish to be considered for financial aid awarded by Tulane on the basis of academic merit? Yes__________ No __________

Are you currently in a teaching position? Yes__________ No __________
If yes, what institution? ______________________________________________________________________

Have you held a teaching assistantship in the past? Yes__________ No __________
If yes, what institution? ______________________________________________________________________

Year assistantship awarded: ___________________________________________________________________
**Biographical Information**

Date of Birth ____________  Place of Birth ______________________________________________________

Month/day/year   City/state/country

Citizenship: U.S. ___________  Other __________________________________________________________

Country

If not a U.S. citizen, specify visa type ___________________________________________________________

If permanent resident, give registration number ___________________________________________________

Native language ____________________ Other languages studied _______________________________________

**U.S. Citizens and Permanent Residents Only**

The U.S. Department of Education requires universities to report on the ethnic composition of their student body. This information is confidential and is used only for statistical purposes. The information will be used in a nondiscriminatory manner, consistent with applicable civil rights laws. It has no effect on the admissions process. Self-identification is voluntary.

______ American Indian or Alaskan Native    ______ Hispanic

______ Asian or Pacific Islander   ______ Puerto Rican

______ Black, Non-Hispanic   ______ White, Non-Hispanic

______ Chicano/Mexican-American   ______ Other

I certify that the information contained in this application, in the statement of purpose, and in the supporting documents is complete and accurate, and I understand that the submission of inaccurate information or the omission of information may be sufficient cause for denial of admission or termination of enrollment.

_________________________________________________     _____________________________________
Signature                Date

Tulane University is an Affirmative Action/Equal Employment Opportunity institution, and consequently its policy of non-discrimination includes recruitment, employment, retention, and promotion of the most qualified students, faculty and staff, regardless of an individual’s race, sex, color, religion, national/ethnic origin, citizenship, marital status, sexual orientation, handicap, or veteran status. Tulane University does not discriminate in its provision of services and benefits and in its treatment of students, parents and employees. The Affirmative Action Office monitors on an ongoing basis, compliance with all University policy concerned with affirmative action/equal employment opportunity. Inquiries regarding this policy may be referred to the Affirmative Action Officer (Gibson Hall).
Statement of Purpose

Proposed field ____________________________  Degree ____________________________

Please type or print. Submit this form with other application materials.

Name  __________________________________________________________________________

Last (family)            First             Middle

U.S. Social Security Number  ______________________________________________________

Describe your purpose in undertaking graduate work. Include an explanation of your research and study interests, indicating how they related to your undergraduate program and to your professional goals. If you expect to do any of your graduate work in part-time study, give details of your plan of study.
Letter of Recommendation (Page 1 of 2)

Applicant: You must submit with your application letters from three (3) of your professors, preferably in your major field. Complete this section. Please type or print. Give this form and a self-addressed, stamped envelope to the person whom you have asked to recommend you. When that person returns the sealed envelope to you, include it with your other application materials. In order for the recommendation to be valid, it must be submitted in a sealed, signed, and unopened envelope.

Name __________________________________________________________________________________

Last (family)      First      Middle

U.S. Social Security Number ________________________________

Proposed field and degree program ________________________________________________

Term and year of admission _________________________ Recommender’s name _________________________

In accordance with the Family Education Rights and Privacy Act of 1974, you may waive your right to inspect this recommendation by signing the statement below. Should you decide not to waive the right, you will have access to the recommendation if you enroll in the School of Liberal Arts at Tulane University. Note: Your signature below indicates that you wish to waive your right to inspect this recommendation.

______________________________________     _____________________________________
Signature                Date

Recommender: Please type or print. This recommendation will remain confidential during the admission process and will be used by the School of Liberal Arts only in its procedures relative to admission and merit-based aid. If the student has not waived the right of access to the recommendation it will become accessible to the student only if he or she enrolls in the School of Liberal Arts.

When you have completed the recommendation, enclose it in an envelope. Seal it, sign it across the seal and return it to the applicant.

How long and in what capacity have you known the applicant? _______________________________________

Please write candidly and analytically about the student’s qualifications and potential to carry on advanced study in the field specified, as well as about his or her promise of professional success. In describing such attributes as motivation, intellect, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations. If possible, please compare the applicant with others you have recommended who have attended or are attending Tulane University. You may use the other side of this form, or if you prefer, you may attach a separate letter. If you write a separate letter, it is important that you include the information requested on this form.
Letter of Recommendation (Page 2 of 2)

Applicant name: ________________________

Please compare the applicant with others in your department who have gone on to graduate study.

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<thead>
<tr>
<th></th>
<th>Top 5%</th>
<th>Top 10%</th>
<th>Top 25%</th>
<th>Top 50%</th>
<th>Bottom 50%</th>
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<tbody>
<tr>
<td>Scholarship</td>
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<td>Emotional stability</td>
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<td>Skill in oral discussion/presentation</td>
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</table>

Signature ____________________________ Date ________________________

Name ____________________________ Title ____________________________

Please print or type

Institution

Name ____________________________ Address ____________________________

Recommender’s e-mail address __________________________________________
Application Acknowledgment

The School of Liberal Arts of Tulane University has received your application.

Date Received: __________________________

Tulane University
Director of Graduate Studies
Office of the Dean
School of Liberal Arts
Newcomb Hall
Tulane University
New Orleans, LA 70118

(Applicant, please address to yourself)