

UNIVERSITY OF PENNSYLVANIA

Graduate Division

School of Arts and Sciences

3401 Walnut Street, Suite 322A

Philadelphia, PA 19104-6228

www.sas.upenn.edu/GAS

TO BE CONSIDERED FOR
ADMISSION beginning in the

COMPLETED Applications
must be in the Graduate Office by

Fall Semester, fellowship award
Fall Semester, admission only
Spring Semester
Summer Sessions

December 15
July 15
December 1
May 3

Complete applications for scholarships and fellowships must be in the Graduate Office by December 15. Many Graduate groups close admission prior to July 15.

INSTRUCTIONS FOR COMPLETING THE APPLICATION

1. Print each form from this web site individually; pages 1, 2, and 3, three recommendation form cover sheets and payment form. All copies of each form must be returned to the Graduate Office.
2. Complete each page with black or blue ink. Make sure all copies of each form are legible.
3. Complete the section "to be completed by applicant" on each of the three recommendation forms. Transmit each of these forms to the persons you have listed as references on page 2 of this application. The recommendations must be submitted in the envelopes you provide with the appropriate signatures on the backs; they are to be mailed together with all the pages of your application by **December 15** to be considered for admission and fellowship aid.

Be sure to read carefully the "Agreement Respecting Confidentiality" in the applicant's section of the recommendation forms. If you are willing to relinquish your right to access to these recommendations, please make certain that you sign the agreement on each form before you give it to the recommender, since his or her response may be affected by whether or not you sign the agreement.
4. Transcripts must be submitted with your total application. Please arrange to have your school send you two copies of your official transcript in a sealed and signed envelope. The sealed and signed envelope must be submitted with your total application. Applicants from institutions with unconventional grading systems (e.g. Pass/Fail) must submit written evaluations for representative courses.
5. All applicants are required to submit a non-refundable fee of \$70. We accept Discovercard, MasterCard, Visa, check or money orders, which should be made payable to the Trustees of the University of Pennsylvania. In lieu of personal checks, International students should use **postal money orders instead.**

FELLOWSHIPS AND SCHOLARSHIPS

1. To apply for University fellowships administered by the department, to which you are applying, check the appropriate box on page 1 of the application. No additional application is necessary; consult individual departments concerning departmental awards.
2. **FLAS** – An applicant must be a citizen or national of the United States, or have such immigration status and personal plans as would indicate that he or she is in the United States for other than a temporary purpose. The FLAS Fellowship requires that the Fellow study a less-commonly-taught modern foreign language spoken in the regions of Africa, East Asia, the Middle East, or South Asia, at the intermediate or advanced level during the first year of the award. Applicants for this award must submit in addition, a one-page statement of their language preparation to date and their plans for the language in their scholarship and career plans.

3. **This is not an application for loans.** Inquiries concerning student loans should be addressed to the Graduate Aid Officer, Office of Student Financial Services, 100 Franklin Building, Philadelphia, PA 19104-6270, (215) 898-1988. The Free Application for Federal Student Aid (FAFSA) form is required, and may be obtained from the student financial aid office at your school or from the Graduate Aid Officer at the above address.

SUPPORTING MATERIALS

1. Graduate Record Examinations results are required of those applying to departments so designated in the *Graduate Catalog*, and of **all applicants for fellowships and scholarships.** The particular examinations required will be found under departmental listings in the catalog. The Educational Testing Service is now offering year-round testing of Computer-Based Tests. Please contact them at 1-800-GRE-CALL to arrange your test date. The code for the School of Arts and Sciences Graduate Division is **2926**. Remember to also include the Department code for your Graduate Group.
2. International students whose native language is not English must submit proof of English proficiency (TOEFL). If your graduate group requests the TSE, you must submit evidence that you have taken the Test of Spoken English (TSE) as well.

If you have any questions regarding this application, please contact:

School of Arts and Sciences, Graduate Division
Telephone: (215) 573-5816
gdasadmis@sas.upenn.edu

Applicants who are physically handicapped are invited to send for a booklet describing facilities for the handicapped.

The federal Crime Awareness and Campus Security Act, as amended, requires colleges and universities to provide information related to security policies and procedures and specific statistics for criminal incidents, arrests, and disciplinary referrals to students and employees, and to make the information and statistics available to prospective students and employees upon request.

In addition, the Pennsylvania College and University Security and Information Act requires Pennsylvania colleges and universities to provide information related to security policies and procedures to students, employees and applicants; to provide certain crime statistics to students and employees, and to make those statistics available to applicants and prospective employees upon request.

To review the University's most recent annual report containing this information, please go to http://www.upenn.edu/almanac/v50/n04/annual_crime.html You may request a paper copy of the report by calling the Division of Public Safety at 215.898.4482.

COMPLETE APPLICATION CONSISTS OF:

1. Pages 1, 2, and 3 of the application
2. Three Recommendations
3. Two Official copies of all transcripts
4. **A check or money order for \$70.00 drawn on an U.S. Bank or an International postal money order. If using credit card, use payment form.**

There will be a \$25 additional fee for returned checks.