

# UNIVERSITY OF PENNSYLVANIA

## Graduate Division

### School of Arts and Sciences

3401 Walnut Street, Suite 322A

Philadelphia, PA 19104-6228

[www.sas.upenn.edu/GAS](http://www.sas.upenn.edu/GAS)

TO BE CONSIDERED FOR COMPLETED Applications  
ADMISSION beginning in the must be in the Graduate Office by

Fall Semester, fellowship award	December 15
Fall Semester, admission only	July 15
Spring Semester	December 1
Summer Sessions	May 3

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

#### INSTRUCTIONS FOR COMPLETING THE APPLICATION

1. Download each form from this site individually; pages 1, 2, and 3; three recommendation forms and the payment form. Envelopes are not available to download. You must provide your own. All copies of each form must be returned to the Graduate Office.
2. Complete each page with black ink or typewriter. 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 envelopes that 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 Discover, 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 international **postal money orders instead of personal checks.**

#### FELLOWSHIPS AND SCHOLARSHIPS

1. To apply for non-service fellowships and research or teaching assistantships administered by the department, to which you are applying, check the appropriate box on page 1 of the application. No additional application is necessary for non-service awards; consult individual departments concerning departmental awards.

2. **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 Admissions 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. Foreign students whose native language is not English must submit proof of English proficiency. Those students who wish to apply for a teaching assistantship must submit evidence that they have taken the Test of Spoken English.

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](mailto: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](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 and Payment Form
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.**