

Graduate Programs

College of Arts & Sciences

1400 East Hanna Avenue

Indianapolis, IN 46227-3697 USA

Toll-Free Telephone: 1-800-232-8634

Telephone: (317) 788-3395

Fax: (317) 788-3546

For Office Use Only:

\$30 App. Fee Paid _____

GREs _____

TOEFL _____

3 Letters _____

Transcripts _____

Please print in ink or type all information

Application Deadlines: July 15 for Fall Admission, November 15 for Winter Admission

Full Legal Name: _____
(last name) (first name) (middle name) (maiden name)

Current Mailing Address: _____

Telephone #1: _____ Social Security #: _____

Telephone #2: _____ Birth Date: _____

E-mail: _____ Gender: Female Male

Country of Citizenship: _____ Country of Birth: _____

Are you Hispanic/Latino? (Choose only one): No, not Hispanic/Latino/a Yes, Hispanic/Latino/a

What is your race? (Choose one or more): American Indian/Alaskan Native Asian White
 Black or African American Native Hawaiian or other Pacific Islander

Undergraduate Major(s): _____ Undergraduate GPA: _____

Previous University of Indianapolis attendance: No Yes (give dates): _____

Date of most recent or anticipated Graduate Record Examination (GRE) General Test: _____

The GRE is not required for all programs. Check with your program for specific requirements. If you have taken the GRE more than once, please record your highest score for each section.

Scores: Verbal _____ Quantitative _____ Analytical _____

Date of most recent or anticipated TOEFL (if required, see p. 2): _____ Score: _____

Intended graduate program (please check one):

Master of Arts: Art Applied Sociology English History International Relations

Check date admission is desired: Semester I (August) Semester II (January)
 Summer Session I (May) Summer Session II (July)

Names and titles of three individuals who will be providing reference letters for you:

- (1) _____
(2) _____
(3) _____

Required materials—please attach or forward the following:

- (1) official GRE scores from Educational Testing Service (ETS) if applicable;
- (2) official TOEFL (Test of English as a Foreign Language) scores; *(required only of students for whom English is NOT their native language)*
- (3) official transcripts showing all undergraduate and graduate coursework;
- (4) a typed personal statement outlining career goals and reasons for applying to the program;
- (5) a current résumé or curriculum vitae listing every college, university, or professional school you have attended, degrees earned, prior employment and volunteer experience, special training, honors and awards, publications, and presentations;
- (6) three reference letters submitted on the CAS Reference Forms. Please choose individuals who either are familiar with your academic performance or have supervised you in activities and research. These individuals should mail their letters directly to the Graduate Office;
- (7) a \$30 application fee *(make your check payable to University of Indianapolis)*

The deadline for receipt of all application materials is July 15 for Fall Semester (Semester I) and November 15 for Winter Semester (Semester II). Late applications will be considered as openings in the program are available. For additional information or assistance in completing your application, please call the CAS Graduate Programs office at (317) 788-3395.

Official transcripts and letters of recommendation must be sent directly to:

University of Indianapolis
College of Arts and Sciences, Graduate Programs
1400 East Hanna Avenue
Esch Hall 233
Indianapolis, IN 46227

I hereby certify that the information I have given in this application is complete and accurate:

Signature: _____ Date: _____

To the Applicant

The Federal Education and Privacy Act of 1974 provides you with the opportunity to view this reference at a future date unless you specifically waive this right. Note that some professors and employers may not provide you with a reference unless you have waived your right to view it, which preserves confidentiality and impartiality in the review process. Please indicate your preference below and discuss the issue with the individuals you have asked to provide your letters.

Name of Applicant: _____ waives does not waive
his or her right to view this reference form and any other assessment materials provided by the referee.

Signature of Applicant: _____ Date: _____

To the Referee

1. Please rank the applicant in each of the following categories relative to other individuals you have taught or supervised and who were at a similar level of education and training:

| | Excellent | Good | Average | Poor | No Basis for Judgment |
|---------------------------------|-----------|-------|---------|-------|-----------------------|
| Intellectual capacity: | _____ | _____ | _____ | _____ | _____ |
| Oral communication skills: | _____ | _____ | _____ | _____ | _____ |
| Writing skills: | _____ | _____ | _____ | _____ | _____ |
| Professionalism & maturity: | _____ | _____ | _____ | _____ | _____ |
| Preparation for graduate study: | _____ | _____ | _____ | _____ | _____ |

2. What is your overall recommendation for this applicant? (please check one):

highly recommend recommend recommend with reservation do not recommend

3. On the back or in a separate letter, please describe the nature and length of your relationship with the applicant. We would appreciate any specific information you can give regarding the applicant's strengths, weaknesses, academic abilities, performance, leadership, and experience. Please return this form to *Graduate Programs, College of Arts & Sciences, University of Indianapolis*, 1400 East Hanna Avenue, Indianapolis IN 46227-3697, (317) 788-3395.

Name & Title of Referee: _____

Institutional Affiliation: _____

Address: _____

E-mail: _____ Phone: _____

Signature: _____ Date: _____