

# COLLEGE *of* ARTS & SCIENCES

## *Application Procedures*

The College of Arts and Sciences' application is "self-managed." This means that you must assemble all the components and submit them to the College of Arts and Sciences Graduate Admissions office. If you are applying online, you may submit your application and pay your application fee electronically. Your letters of recommendation, transcript(s), and any supplemental forms must be submitted through the mail. If you are applying using a paper copy of the application, you should send all components in one envelope. All mail should be sent to:

Graduate Admissions  
College of Arts and Sciences  
McKinley Building, Room 203  
American University  
4400 Massachusetts Avenue, NW  
Washington, DC 20016-8107  
UNITED STATES OF AMERICA

### **A COMPLETE APPLICATION CONSISTS OF THE FOLLOWING:**

**Completed Application Form**

The application form is available as an online form or a paper form. Both forms are accessible via our Web site at [www.american.edu/cas/admissions](http://www.american.edu/cas/admissions).

**Application Fee**

The cost to apply is US \$50 for each online application submitted electronically. The fee for each paper-based application submitted by mail, including those that are downloaded, is US \$80 for a degree program or US \$50 for a graduate certificate program. All applicants except currently enrolled degree candidates, alumni, American University employees, and McNair Scholars must pay the application fee. Your application will not be reviewed until the required fee is paid. You may pay by check or credit card. Please do not send cash.

**College Transcripts**

Please submit one official\* transcript from each college, university, professional school, or other postsecondary institution you have attended. All institutions must be reported. Transcripts must be in sealed envelopes from the school/college you attended. Students who have completed a Master's degree will still need to submit official transcripts of their Bachelor's degree. Undergraduate transcripts must show conferral of Bachelor's degree.

Some institutions will not release official transcripts to students. In that case, the transcripts should be sent directly from the issuing institution to: Graduate Admissions, College of Arts and Sciences, American University, McKinley Building Room 203, 4400 Massachusetts Avenue, NW, Washington, DC 20016-8107.

*\* The term official means an original document or copy of your original document which is certified, stamped, and sealed in an envelope by an officer of your school. All documents must be received by American University in the sealed, unopened envelope. Faxed copies and photocopies that are not certified will not be accepted. The university requires transcripts be written in the native language of the school. If this language is not English, the documents must be accompanied by a certified English translation.*

## Standardized Test Scores

Official standardized test scores are required for most programs. Please see the explanation below. All standardized test scores must be submitted directly to the College of Arts and Sciences from the testing authority (Educational Testing Service for GRE, TOEFL, and Praxis; IELTS for the IELTS exam; Pearson Test of English Academic for PTE exam). Our ETS institutional code number is 8439 (5007 for the Praxis); there is no department code. Include a photocopy of your test scores, if available, when mailing your other materials.

### GRE Test Scores

Official scores from the Graduate Record Examination (GRE General Test) are required for most programs; please check the Requirements Chart. Please have scores from the GRE exam sent directly to the College of Arts and Sciences. Our institutional code number is 8439; there is no department code. Include a photocopy of your test scores, if available, when mailing your other materials. GRE test scores may not be more than 5 years old.

*\* The PhD in Psychology programs require the GRE Subject Test in Psychology in addition to the General Test. Please use our institutional code number, 8439, to send the Subject Test score to us; there is no department code. Include a photocopy of your test scores, if available, when mailing your other materials.*

### Praxis I Test Scores

Official scores from the Praxis I exam are required for our Master of Arts in Teaching (MAT) and Teaching Certificate programs. Please have scores from the Praxis I exam sent directly to American University. Our institutional code number is 5007; there is no department code. Include a photocopy of your test scores, if available, when mailing your other materials.

### TOEFL, IELTS, and PTE Test Scores for Non-native English Speakers

All international students are required to submit official scores from the Test of English as a Foreign Language (TOEFL), from the International English Language Testing System (IELTS) exam, or from the Pearson Test of English Academic (PTE). Exemptions are granted for students whose native language is English, or who have obtained a 4-year undergraduate degree or a graduate degree from an accredited institution in the United States or other English-speaking country.\*

The minimum acceptable TOEFL score is 600 on a paper-based exam, or 100 on the Internet-based exam. The minimum acceptable IELTS score is 7. The minimum acceptable PTE score is 68. Please have scores sent directly to the College of Arts and Sciences. Our TOEFL institutional code number is 8439; there is no department code.

*\* TOEFL exam, IELTS exam, and PTE exam scores can be waived if student has obtained a 4-year undergraduate or 2+ year graduate degree from an accredited institution in another English-speaking country, such as Canada, United Kingdom, South Africa, Australia, or New Zealand.*

## Letters of Recommendation

Two letters of recommendation are required for most programs; some Doctoral programs require three letters. Please check the Requirements Chart on our Web site at [www.american.edu/cas/admissions](http://www.american.edu/cas/admissions) to determine the number of recommendation letters required.

Recommendation letters can be submitted along with your other materials by mail. Please use the Recommendation Form on our Web site at [www.american.edu/cas/admissions](http://www.american.edu/cas/admissions).

## Statement of Purpose

Your Statement of Purpose is a very important part of your application. It should be a well-written and carefully crafted paper between one and five typewritten pages in length. You should describe in detail your personal and career goals; relevant employment experience; reason for wanting to study at American University's College of Arts and Sciences; and ability and commitment to undertake graduate education at this time. Be sure to include your name on every page of your Statement of Purpose. If you are applying using the online application form, you may submit your Statement of Purpose electronically in the space provided on the online application form. **Please note:** If using the online application, formatting such as tabs, bullets, and italicized text in your Statement of Purpose will not print on the copy of the application that the Graduate Admissions office receives.

**Résumé**

Please include a current résumé if you have professional work experience.

**Additional Materials**

Please check the Requirements Chart for any additional materials required for admission to your specific program.

## **CERTIFICATE APPLICANTS**

If you are applying to a graduate certificate program (rather than to a Master's or Doctoral degree program), you should follow the same instructions for this application with the following notations:

- Check the Requirements Chart for any specific requirements set for each certificate program.
- Your Statement of Purpose on the application should include a brief (250 words or less) explanation of why you are interested in the program.

## **MINIMUM STANDARDS OF ADMISSION**

Minimum standards of admission include:

- Possession of a Bachelor's degree (or its equivalent) earned at an accredited college or university.
- Maintenance of at least a 3.0 (on a 4.0 scale) grade point average in the undergraduate program, calculated on the last 60 credit hours of coursework completed and available at the time of consideration of application for admission. The Graduate Admissions office will calculate the GPA for the last 60 hours (or its equivalent) of your graduate coursework.
- Maintenance of at least a 3.0 (on a 4.0 scale) in all relevant graduate work for which a grade has been awarded.
- TOEFL test score of at least 600 (paper), or 100 (Internet-based test); IELTS test score of 7; or PTE test score of 68 for international students whose native language is not English, and who do not possess an undergraduate or graduate degree from an accredited U.S. institution.

An applicant for graduate study may be admitted without reference to the undergraduate average provided that he or she has maintained either a 3.3 cumulative grade point average in a Master's degree program completed at an accredited institution; or has maintained a 3.5 cumulative grade point average in the last 12 credit hours which are part of a Master's or Doctoral degree program still in progress at such an institution at the time of the evaluation of the application; or in graduate work taken in nondegree status at American University and applicable to the degree program for which he or she is applying.

## **DEADLINES**

American University's College of Arts and Sciences uses a rolling admissions process. Some departments, however, have separate deadlines which are listed on the Requirements Chart.

If you wish to be considered for a merit award, such as a fellowship, assistantship, or study grant, you should apply by **February 1**. Some departments, however, have earlier deadlines for merit award consideration; these deadlines are listed on the Requirements Chart. For federal financial aid for U.S. citizens, it is strongly recommended that you submit your application for admission as well as your FAFSA financial aid application by **February 15**. The FAFSA financial aid application form can be obtained on the FAFSA Web site at [www.fafsa.org](http://www.fafsa.org).

## **FOR ADDITIONAL INFORMATION**

Please contact the College of Arts and Sciences Graduate Admissions Office at [CASGRAD@american.edu](mailto:CASGRAD@american.edu) or by calling 202-885-3620 Monday through Friday between 9:30 a.m. and 5:00 p.m.