American University • Washington, D.C.

SCHOOL OF PUBLIC AFFAIRS APPLICATION

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On-line Application
You are strongly encouraged to apply on-line. The on-line process is easy, secure, and more efficient. For instructions and to apply, go to http://spa.american.edu and pull down the admissions tool bar. Recommendation letters may be submitted on-line or via paper. For the most up-to-date admissions procedures and requirements, please visit the Web: http://spa.american.edu.

“Self-Managed” Application
If you are applying on paper, the application is “self-managed.” This means you must complete and sign the application, assemble all the components, and mail them to Graduate Admissions. 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, School of Public Affairs, American University, 4400 Massachusetts Avenue, NW, Washington, DC 20016-8022.

To ensure timely mail delivery you may wish to use certified mail or some other mail tracking service (Federal Express, UPS, etc.). This can help you confirm receipt of your application. An acknowledgement postcard confirming receipt of your application will be sent by the graduate admissions office.

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. Students who have completed a master’s degree will still need to submit official transcripts of their bachelor’s degree. AU graduates should still request a transcript from the registrar’s office.

Standardized Test Scores
The GRE general test is required for merit award consideration and general admission in all traditional master’s and doctoral programs in the School of Public Affairs. The Department of Justice, Law and Society and the Department of Public Administration will accept valid LSAT scores in place of GRE scores. Note: The GRE may be waived for MPA and MPP students if the applicant graduated with a bachelor’s degree at least eight years ago and has related work experience. The GRE is not required for admission to the Key Executive MPA, the AU-OPM Executive MPA, or MSOD. Have your GRE scores sent to American University as well as to yourself—this will help if you ever need a copy. AU’s CEEB number is 5733. Please include a photocopy of your test scores, if available, with your application materials. Test scores may not be more than five years old.

For further information on the GRE or to request a registration form, please contact:

GRE-ETS
PO Box 6000
Princeton, NJ 08541-6000
Phone: 609-771-7670
Fax: 609-771-7906
Web: www.gre.org

Self-Calculated GPA
for U.S. Institutions
Separate grade point averages for the following work must be calculated:

1) the final 60 credit hours for the baccalaureate degree. You must include in your calculations all credit hours from the semester in which the 60th hour was completed.
2) all credits taken at the graduate level

Grades must be converted to a four-point grading system as explained below. Pass/fail, satisfactory, completed credit, HP, and similar grades are not to be included in the calculations. Multiply quarter hours by 0.66 to get the equivalent semester hours.
International Students
If you attended a non-U.S. institution, one of our evaluators will do an assessment of your undergraduate work. You do not need to compute your GPA.

Undergraduate Credit
Starting with the semester before graduation, count back approximately 60 credit (90 quarter) hours. All of the hours in the semester (quarter) in which the 60th (90th) hour appears should be computed. Refer to the table below in order to find the grade point value of a grade; then, multiply that figure by the number of credits for the course to calculate the quality points (e.g., for a 3-credit B+: 3.3 grade points x 3 credits = 9.9 quality points). Do not average the separate semester (quarter) GPAs because that will not give an accurate GPA. If you repeat a course, count both grades and count the hours twice.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>A</td>
<td>4</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>CD</td>
<td>1.5</td>
</tr>
<tr>
<td>AB</td>
<td>3.5</td>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>DF</td>
<td>0.5</td>
</tr>
<tr>
<td>BC</td>
<td>2.5</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total the number of quality points and total the number of hours. Divide the number of quality points by the number of hours to obtain your GPA. Please record your undergraduate GPA on your application.

Letters of Recommendation
Two letters of recommendation are required and should be in sealed envelopes signed by the recommender. The doctoral program requires three letters.

Statement of Purpose
Your statement of purpose is a very important part of your application. It should be a well-written and carefully crafted essay 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
- ability and commitment to undertake graduate education at this time

Be sure to put your name and Social Security number on each page of your statement of purpose.

Application Fee
The application fee is U.S. $55. All applicants except AU alumni, currently enrolled degree candidates, Florida A & M Feeder Scholars, and PPIA participants must pay the application fee. Your application will not be reviewed if the required fee is not received. You may pay by check or credit card. Please do not send cash. Checks should be made payable to American University.

Résumé
Please include a current résumé with your application.

Application Deadlines
Send us your completed application and supporting materials by the deadline. If you wish to be considered for a merit award, such as a fellowship or an assistantship, you should submit a completed application by February 1.

Reminder: Priority is given to completed applications received by the required deadline.

For Additional Information
Please contact the Graduate Admissions Office in the School of Public Affairs between 9:00 a.m. and 5:00 p.m., Monday through Friday at 202-885-6230, or send e-mail to spagrad@american.edu.

A Complete Application Includes:
Completed application, U.S.$55 application fee, college transcript(s), letters of recommendation, official standardized test scores, statement of purpose, résumé, and the PIIRF (if you need an F-1 or J-1 visa).

*Executive degree students follow a slightly different application procedure. Contact the program of interest directly or see our Web site: spa.american.edu/executivempa.
FINANCING YOUR DEGREE

Merit-Based Assistance
Only full-time students are eligible to receive merit-based assistance, which includes fellowships, assistantships, and study grants. Merit awards are determined by the Admissions Committee (unless otherwise noted). To be considered for merit awards, please check YES for question 23 on the Application for Graduate Admission.

The deadline is February 1 unless otherwise specified.

Assistantships
Graduate assistantships are merit-based awards that provide the recipient with a monetary stipend and tuition remission of 6 to 18 credit hours of degree-related courses. Students selected for a graduate assistantship may elect to work with a faculty member for additional cash. Working with faculty or on campus is optional for graduate assistants.

Graduate Study Grants
Graduate study grants are merit-based awards that provide the recipient with tuition remission for 6 to 18 credit hours of degree-related courses. Students selected for a graduate study grant may elect to work with a faculty member for additional cash. Working with faculty or on campus is optional for graduate study grant recipients.

Designated Awards
These merit awards are granted to students who meet specific criteria. Merit award recipients are selected by the admissions committee. Not all students who are selected for admission are selected to receive a merit award. To be considered for a designated award, please state the name of the award in the space provided for question 23 on the Application for Graduate Admission. The designated awards are:

Hall of Nations Scholarships
These awards are available to international students who do not have permanent resident status or U.S. citizenship. The Hall of Nations Scholarships provide tuition remission.

Special Opportunity Awards
These assistantships and graduate study grants are for U.S.-born minority students.

Massey Foundation Awards
These awards are available only to Canadian citizens (permanent U.S. residents and students with dual citizenship are not eligible). Award amounts range from $5,000 to $10,000 per academic year.

United Methodist Graduate Scholarships
These awards are available to members of the United Methodist Church who have strong academic backgrounds and church or community involvement. The scholarships provide up to $7,500 per year. A separate application is required. To request an application, call Brenda Manley at 202-885-6230 or e-mail bmanley@american.edu.
American University receives many applications each year from all over the world, and we understand the difficulties students may have in communicating with universities in a different country. Our goal is to make the admissions process as smooth as possible. Please do not hesitate to write, call, fax, or e-mail us if you have any questions or concerns while you are completing your application.

The first thing you should consider when applying is your own educational background. Please review the chart on page 6, which lists the level of education an applicant must have in order to be considered for admission to a graduate program at American University.

In addition to reviewing the general application instructions on pages 2–3, you should review the following additional information prior to submitting your application:

- Required educational documents
- TOEFL and English-language requirements
- Financial documentation—the PIIRF

**Required Documents**

If your institution(s) will not release official transcripts directly to you, please arrange to have the required educational documents sent directly to AU. You must submit complete and official records of study leading to the degree(s) you have or plan to receive. If academic records are in a language other than English, a certified English translation must be provided as well. Translations alone will not be accepted.

Official documents are those that have been issued by the institution in a sealed and stamped envelope or copies of your original documents certified by an officer of your institution.

**English-Language Requirements**

All applicants whose first language is not English or who do not hold a degree from an accredited institution in the United States are required to submit scores from the Test of English as a Foreign Language (TOEFL). For further information on the TOEFL or to request a registration form, please contact:

TOEFL Educational Testing Services
PO Box 6155
Princeton, NJ 08541-6155 USA
Phone: 609-771-7100
E-mail: toefl@ets.org
Web: www.toefl.org

**Financial Documentation**

If you are an international student who will require the appropriate document to apply for an F-1 student visa or a J-1 exchange visitor visa from American University, you will need to complete the Personal and Immigration Information Request Form (PIIRF), which is included in this booklet on pages 7–8, along with all other application materials.

It is vital that you demonstrate adequate financial support, since the overall cost of pursuing a degree full time or studying English at AU averages U.S.$40,000 for an academic year.

International students are eligible to apply for university merit awards. Please review the section on financing your degree. To be considered for merit-based financial aid, you must check YES for question 23 on the admission application.

Competition for graduate merit awards is rigorous, and receiving an award cannot be guaranteed. Therefore, you must provide evidence of sufficient private, government, or scholarship support in order to be issued the appropriate immigration document.

You may obtain more information on financial aid for international students from bi-national centers in your home country.

**University Course Load Requirements**

Graduate students holding an F-1 student visa or J-1 exchange visitor visa must enroll in at least 9 credit hours each fall and spring semester. Those enrolled during the summer semester may take 3 or more credit hours.
**Application Fee**
All international students must pay the U.S.$55 nonrefundable application fee. We cannot process your application without the fee.

**International Student Services (ISS)**
AU’s ISS office provides support services for international students, including cultural adjustment assistance; prearrival and arrival orientation; and advising for academic, personal, social, cultural, career, and employment matters. ISS is authorized by the U.S. Immigration and Naturalization Service and the U.S. Information Agency to issue and sign the I-20 or IAP-66 forms. For further information, please contact:

International Student Services
Butler Pavilion, Room 410
American University
4400 Massachusetts Avenue, NW
Washington, DC 20016-8041
Phone: 202-885-3350 or 885-3340
Fax: 202-885-3354
E-mail: iss@american.edu
Web: www.american.edu/other.depts/iss

**Basic Qualifications for Graduate Admission Consideration**

<table>
<thead>
<tr>
<th>COUNTRY or SYSTEM</th>
<th>DEGREE or CERTIFICATE*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AFRICA</strong></td>
<td></td>
</tr>
<tr>
<td>Algeria, Benin, Burkina Faso, Burundi, Cameroon, Chad, Congo, Gabon, Guinea, Ivory Coast, Madagascar, Mali, Mauritania, Morocco, Niger, Rwanda, Senegal, Togo, Tunisia, Zaire</td>
<td>License (4 years or 3 years following the Bacc.); Professional Title; Diploma (Grand Ecole); Maîtrise</td>
</tr>
<tr>
<td>Ethiopia, Ghana, Kenya, Lesotho, Liberia, Malawi, Namibia, Nigeria, Sierra Leone, South Africa, Tanzania, Uganda, Zambia, Zimbabwe</td>
<td>Bachelor</td>
</tr>
<tr>
<td><strong>ASIA</strong></td>
<td></td>
</tr>
<tr>
<td>Afghanistan, China, Japan, Korea (South), Myanmar (Burma), Philippines, Sri Lanka, Taiwan, Thailand</td>
<td>Bachelor (4 years)</td>
</tr>
<tr>
<td>Bangladesh, India, Nepal, Pakistan, Indonesia,</td>
<td>Master, B.Sc.; B.Eng.; MBBS; LLB</td>
</tr>
<tr>
<td>Kampuchea (Cambodia), Vietnam</td>
<td>License</td>
</tr>
<tr>
<td><strong>BRITISH SYSTEMS</strong></td>
<td></td>
</tr>
<tr>
<td>Australia, New Zealand</td>
<td>Bachelor (4 years), Bachelor (honors)</td>
</tr>
<tr>
<td>Canada</td>
<td>Bachelor (4 years); License; Professional Title</td>
</tr>
<tr>
<td>Commonwealth Caribbean, East and West Africa (see above); Hong Kong, Malaysia, Singapore, South Pacific, United Kingdom</td>
<td>Bachelor; Professional Title</td>
</tr>
<tr>
<td>Ireland</td>
<td>Bachelor</td>
</tr>
<tr>
<td><strong>CENTRAL and SOUTH AMERICA</strong></td>
<td></td>
</tr>
<tr>
<td>Argentina, Bolivia, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela</td>
<td>Licenciado; Bachelor (4 years); Professional Title</td>
</tr>
<tr>
<td>Brazil</td>
<td>Bacharel, Licenciado; Professional Title</td>
</tr>
<tr>
<td><strong>MIDDLE EAST</strong></td>
<td></td>
</tr>
<tr>
<td>Bahrain, Egypt, Iraq, Israel, Jordan, Kuwait, Saudi Arabia, United Arab Emirates, Yemen Arab Republic</td>
<td>Bachelor</td>
</tr>
<tr>
<td>Iran, Lebanon</td>
<td>Bachelor; License, Professional Title</td>
</tr>
<tr>
<td><strong>EUROPE and N.I.S.</strong></td>
<td></td>
</tr>
<tr>
<td>Albania, Armenia, Azerbaijan, Bulgaria, Byelarus, Croatia, Bosnia and Herzegovina, Czech Republic, Estonia, FYROM, Georgia, Hungary, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Moldova, Russia, Slovak Republic, Slovenia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan, Yugoslavia</td>
<td>Diploma or Professional Title</td>
</tr>
<tr>
<td>Austria</td>
<td>Diploma, Professional Title (3 or more years)</td>
</tr>
<tr>
<td>Belgium, France, Luxembourg</td>
<td>License (4 years or 3 years following the Bacc.); Maîtrise, Grand Ecole Diploma; Professional Title</td>
</tr>
<tr>
<td>Denmark</td>
<td>Candidatus Philosophiae</td>
</tr>
<tr>
<td>Finland</td>
<td>Lower Level Kandidatti</td>
</tr>
<tr>
<td>Germany</td>
<td>Zwischenprüfung/Verdipлом including 3 years of university study beyond Hochschulreife; Diplom, Magister Artium, Staatsexamen</td>
</tr>
<tr>
<td>Greece and Cyprus</td>
<td>Ptychion from a university</td>
</tr>
<tr>
<td>Iceland</td>
<td>Candidatus</td>
</tr>
<tr>
<td>Italy</td>
<td>Laurea</td>
</tr>
<tr>
<td>Netherlands</td>
<td>Kandidaat; Professional Title</td>
</tr>
<tr>
<td>Norway</td>
<td>Candidatus Magisteri</td>
</tr>
<tr>
<td>Poland</td>
<td>Magister; Professional Title</td>
</tr>
<tr>
<td>Portugal</td>
<td>Licenciado</td>
</tr>
<tr>
<td>Romania</td>
<td>Diplom (Examen de Stat); Licenta; Professional Title</td>
</tr>
<tr>
<td>Spain</td>
<td>Licenciado; Professional Title</td>
</tr>
<tr>
<td>Sweden</td>
<td>Fili, Kandidat; Fil. Magister; Ph.D. Magister; Professional Title</td>
</tr>
<tr>
<td>Switzerland</td>
<td>License, Licentiat; Professional Title; Diploma, Staat-prüfung (4 years)</td>
</tr>
<tr>
<td>Turkey</td>
<td>Lisans, Bachelor, Professional Title</td>
</tr>
</tbody>
</table>

*Applicants for admission to graduate programs must have earned a bachelor's degree or its U.S. equivalent from a recognized college, university, or other institution of higher learning.*
For U.S. Immigration Documents to Apply for F-1 or J-1 Student Visa

International students who plan to attend American University on an F-1 student visa or a J-1 exchange visitor visa must complete this form and return it with their admission application. Applicants holding other visa status are encouraged to complete and return Part I of this form so that information regarding special programs and services for international students may be forwarded.

To avoid processing delays in your immigration documents, be sure to complete sections I, II, and III of this form, attach appropriate financial documentation, and submit it with your application.

Part I (To be completed by student) Please print clearly. This information will appear on your immigration documents

Name(Mr./Ms) ________________________________________________________________________________________________

as it appears on your passport (last) (first) (middle)

Birthplace: ______/______/______ Birth country: _________________________________ Birth city: __________________________

month       day          year

Country of citizenship: ___________________________________________ Student ID # ___________________________________

(filled in by AU Admissions Officer if unknown)

Address information: To receive your immigration documents:

Will you: ❏ pick them up at American University OR ❏ should we mail them to you?

If you prefer mail, should they be mailed to your:

❏ Permanent address (below) OR ❏ Current address (below)?

Permanent Address Outside (required) ________________________________________________________________

(street) telephone: ___________________________

(city) (province/state) (postal code) (country)

Fax: ________________________________________ E-mail: ________________________________________________

Current address (if different from permanent address above): valid until (date): ______/______/______

month       day        year

(street) (city) telephone: ___________________________

(city) (province/state) (postal code) (country)

Fax: ________________________________________ E-mail: ________________________________________________

Part II: Indicate the type of visa you will be on when studying at American University (completed by student)

Study as an F-1 Student Visa Holder

❏ I am outside the U.S. and need to obtain an F-1 student visa.

❏ I currently hold an F-1 student visa because I am currently studying at a U.S. institution.

Name and location of U.S. school most recently attended ____________________________________________________

Dates of attendance __________________________ (Please submit copy of current I-20 and AU Transfer Form)

❏ I am in the U.S. on another visa, and I want to change to an F-1 student visa.

Specify current visa type __________________________

Study as a J-1 Exchange Visitor

❏ My financial sponsor requires that I study on a J-1 visa. I will need a DS-2019 from American University.

Name of financial sponsor: ____________________________________________________________

My current job title (or student status) in my home country: _________________________________

❏ I currently hold a J-1 exchange visitor visa and will transfer to a DS-2019 from American University. (Please submit a copy of your current DS-2019).

Sponsor of current DS-2019: ____________________________________________________________

❏ I will be sponsored by another J-1 exchange visitor program who will issue my DS-2019:

I will not need a DS-2019 from American University. (Name of Organization)

Other Visa Category

❏ I am currently on a _____ visa. I plan to study on this visa, and will not need immigration documents from American
Part III

All students must be able to demonstrate financial ability to pay for their academic and living expenses before being issued an immigration document. See ISS web site at www.american.edu/iss and click on “Prospective Students” for program costs.

All financial documents must show available funds and must be dated within the past three months in order to be considered valid. Appropriate documents reflecting financial ability include, but are not limited to the following:

- Official Bank Statement, stamped and signed by a bank official (no more than 3 months old)
- Account summary or summary of liquid assets (no more than 3 months old)
- An individual sponsor who is a U.S. citizen or U.S. Permanent Resident must submit an I-134 Affidavit of Support (at www.immigration.gov, under Forms) with financial documents
- An individual sponsor who is not a US citizen or U.S. Permanent Resident must submit a notarized letter of sponsorship (including duration, amount, and nature of sponsorship) with financial documents
- Scholarship letter from sponsoring organization outlining dates, amount, and terms of sponsorship
- American University scholarship or graduate merit award letter

Dependent Information:
If you will be accompanied by your spouse and/or child on an F-2 or J-2 dependent visa, you are required to demonstrate your financial ability to support them. The university estimates the additional cost of supporting a spouse is U.S.$5,500 per year and the additional cost for each child is U.S.$4,000. Children can be claimed as dependents until they are 21 years of age. Please provide us with the information below regarding your dependents:

<table>
<thead>
<tr>
<th>Dependent Name: Last, First</th>
<th>Date of Birth (mm/dd/year)</th>
<th>Country of Birth</th>
<th>City of birth (for J-2 only):</th>
<th>Citizenship</th>
<th>Relationship (husband/wife/son/daughter)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Please specify below how you intend to finance your education:

<table>
<thead>
<tr>
<th>Type of Funding</th>
<th>Amount Per Year in U.S. Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Personal funds</td>
<td></td>
</tr>
<tr>
<td>☐ Full funding from parents or sponsor</td>
<td></td>
</tr>
<tr>
<td>☐ Financial assistance from American University</td>
<td></td>
</tr>
<tr>
<td>☐ Government funding</td>
<td></td>
</tr>
<tr>
<td>☐ Private organization/employer</td>
<td></td>
</tr>
<tr>
<td>☐ Other (please specify)</td>
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</tr>
</tbody>
</table>

TOTAL:

Questions? Contact International Student Services at 202-885-3350 or ISS@american.edu

Part IV (To be completed by an Admissions Officer at American University)

1. Admitted for: Fall/Spring/Summer (circle one) 200___
2. ☐ Bachelor’s ☐ Master’s ☐ MBA ☐ PhD ☐ LLM ☐ JD ☐ SJD ☐ Certificate

3. College/School

4. Previously/Presently (circle one) enrolled at AU? Yes ☐ No ☐
5. AU Student ID # ________________
6. English language proficiency test and score:
   ☐ Native English Speaker
   ☐ TOEFL________ SAT I (verbal)________ IELTS________ ELPT________
   ☐ Ritsumeikan and Sookmyung Univ. only: Kansas
   ☐ Attended US based institution:
   ☐ Other/Comments:

In accordance with the U.S. Immigration Act 8CFR 214.3(k), I certify that the applicant described in Part I of this form has demonstrated, via appropriate documentation, the academic and linguistic qualifications required of all applicants for admission to the program recorded herein.

AU Admissions Officer: __________________________ Date: __________________________
APPLICATION FOR SCHOOL OF PUBLIC AFFAIRS
GRADUATE ADMISSION

Please type or print legibly to minimize delays in processing your application and include the U.S.$55 nonrefundable application fee. Please make sure you answer all questions.

PERSONAL INFORMATION

1. Name ________________________________ 2. Sex □ Male □ Female
   (last) (first) (middle initial)

3. Former last names, if any (e.g., maiden) __________________________________________

4. U.S. Social Security number or American University student number____________________
   (used as your applicant ID)

5. Permanent address______________________________________________________________
   (street) .................................................................................................................
   (city) (state) (zip) (country)

6. Preferred mailing address _________________________________________________________
   (street) .................................................................................................................
   (city) (state) (zip) (country)
   (valid until __________)

7. Telephone ________________________________ ________________________________
   (permanent) (current)
   (local work) (e-mail address)

8. Date of birth ______/______/______
   month day year

Answering question 9 is optional and will not affect your admission to American University.

9. Do you wish to identify yourself as a member of any of the following groups? □ Yes □ No
   If yes, which group? □ African American/Black □ American Indian/Alaska Native □ Asian
   □ Caucasian/White (non-Hispanic) □ Hispanic (including Puerto Rican and Mexican American)
   □ Native Hawaiian/Other Pacific Islander □ International (Visa students only)
   □ Other (specify) ______________________________________________________________________

10. Is English your first language? □ Yes □ No

11. Are you a U.S. citizen? □ Yes □ No

12. If no, state your country of citizenship ____________________________________________

Questions 13 through 17 are to be answered by non-U.S. citizens only.

13. City and country of birth _________________________________________________________

14. Visa type _________________________________________________________________

15. Are you a permanent U.S. resident? □ Yes □ No

16. What type of immigration status do you plan to hold while at AU?____________________

17. Will you request □ an I-20 for an F-1 visa or □ an IAP-66 for a J-1 visa from American University? If yes, you must complete the PIIRF and attach the appropriate financial documents.

ENROLLMENT INFORMATION

18. Degree you plan to pursue □ MA–Political Science □ MPA–Key Executive
   □ Master of Public Administration □ MS–Justice, Law & Society
   □ Master of Public Policy □ MS–Organization
   □ MPA–AU/OPM □ MS–Organization
   □ PhD □ Public Administration Development
   □ Political Science □ Justice, Law & Society
19. Year and term you are applying for
   - Fall (September–December)
   - Spring (January–May)
   - Summer (May–June; June–August)

20. Status you are applying for
   - Full time (9 or more credits per semester)
   - Part time (8 or fewer credits per semester)

21. Have you applied for admission to American University before?
   - Yes
   - No

22. Have you ever enrolled at American University?
   - Yes
   - No

23. DO YOU WANT TO BE CONSIDERED FOR MERIT AWARDS?
   - Yes
   - No

24. Work Experience: Number of years of full–time work experience (if applicable) ________ (include résumé)

PREVIOUS UNDERGRADUATE AND GRADUATE STUDY
Please list chronologically every college, university, professional school, or other postsecondary institution at which you have studied. Attach additional sheets, if necessary. All institutions must be reported.

<table>
<thead>
<tr>
<th>Undergraduate:</th>
<th>Name of College and Location</th>
<th>Date Begun</th>
<th>Date Ended</th>
<th>Degree Awarded and Major</th>
<th>Date Awarded</th>
<th>CEEB Code</th>
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25. Undergraduate GPA for the last 60 hours (see instructions on page 2) ________________________________

<table>
<thead>
<tr>
<th>Graduate:</th>
<th>Name of College and Location</th>
<th>Date Begun</th>
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</table>

26. Graduate GPA (see pages 2-3 for instructions) __________________________ number of credit hours __________________

TEST RESULTS
GRE  Date taken or to be taken: ________ Score: Verbal _____ Quantitative _____ Analytic _____
LSAT Date taken or to be taken: ________ Score:________
GMAT Date taken or to be taken: ________ Score:________
TOEFL Date taken or to be taken: ________ Score:________

SIGNATURE
I hereby apply for admission to American University. If admitted, I agree to abide by its regulations. I certify that the foregoing information is true and complete to the best of my knowledge and fully realize that omission or falsification of information will be considered sufficient reason for rejection of this application or for dismissal.

(signature of applicant) ___________________________________________ (date) ____________________________

Application Fee

- I am enclosing a check or money order.
- I authorize American University to charge an application fee of U.S.$55 to the credit card checked below.

<table>
<thead>
<tr>
<th>Visa</th>
<th>MasterCard</th>
<th>American Express</th>
<th>Discover</th>
</tr>
</thead>
</table>

account number __________________ expiration date (month/year) ___________

name on credit card ________________ signature ____________________ date ___________
**RECOMMENDATION FOR GRADUATE STUDY**

**TO THE APPLICANT:**
Please complete the section below and ask your recommender to return this form and the letter of recommendation to you in the enclosed envelope.

Name __________________________ (last) (first) (middle initial)  
Degree and academic program for which you are applying __________________________________________________________  
U.S. Social Security number or American University student number ___________________________________________________  
Under the Family Education Rights and Privacy Act of 1974, you have the right to review your official university student records. **You may waive that right, specifically for this recommendation, by signing here. Your waiver will in no way affect your admission to the university.**

_______________________________________________________________  
(signature)  
(date)  

**TO THE RECOMMENDER:**
Please write a letter of recommendation on a separate sheet and attach it to this form. **Please include the student's name and Social Security number or AU student number on the letter.**

In your letter of reference please assess the applicant's potential as a graduate student. You should consider previous accomplishments, intellectual independence, capacity for analytical thinking, ability to work with others, ability to organize and express ideas clearly, and drive and motivation. Please explain in what capacity you have known the applicant and for what time period.

This form should be returned to the applicant with your letter of reference. The applicant will return the sealed envelope with his or her completed application to Graduate Admissions.

Please rate the applicant in the following areas:

<table>
<thead>
<tr>
<th>Area</th>
<th>Outstanding</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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<tr>
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Please check one: ☐ Returned to student in sealed envelope ☐ Will mail directly to American University

_______________________________________________________________  
(signature)  
(date)  

_________________________  
(print name)  
(name of institution or organization)

If not returning to student, send to: Graduate Admissions, School of Public Affairs, American University, 4400 Massachusetts Avenue, NW, Washington, DC 20016-8022
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