



SCHOOL *of* PUBLIC AFFAIRS
AMERICAN UNIVERSITY ★ WASHINGTON, D.C.

APPLICATION FOR GRADUATE STUDY

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GRADUATE APPLICATION PROCESS

Online Application

You are strongly encouraged to apply online. The online process is easy, secure, and more efficient. For instructions and to apply, go to www.american.edu and pull down the admissions toolbar. Recommendation letters may be submitted online or by mail. For the most up-to-date admissions procedures and requirements, please visit the Web: www.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. 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 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: 866-473-4373
Fax: 610-290-8975
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.

Standard Deadlines

Preferred Deadline and Graduate Merit Awards for Fall. Received by February 1

(fellowships, assistantships, and graduate study grants)

Final Application Deadline for Fall. June 1*

Preferred Deadline for Spring November 1

Summer Enrollment Final Deadline May 1

*Final deadline. International students should submit a completed application by May 1 for fall admission.



International Students

If you attended a non-U.S. institution, one of our evaluators will assess 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.

Grade	Value	Grade	Value
A+	4	C	2
A	4	C-	1.7
A-	3.7	CD	1.5
AB	3.5	D+	1.3
B+	3.3	D	1
B	3	D-	0.7
B-	2.7	DF	0.5
BC	2.5	F	0
C+	2.3		

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. 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.

The application fee will be waived for AU alumni, currently enrolled degree candidates, and applicants participating in the following programs: Florida A & M Feeder Scholars, McNair Scholars, PPIA, Teach for America, AmeriCorps, and Peace Corps.

Writing Sample (required for Executive Programs)

Two brief samples of your written work are required for application to the AU/NTL MSOD program

and the Key Executive Leadership program. Writing samples can be reports produced, memoranda, articles or portions thereof. Please limit writing samples to a total of six (6) pages. Be sure to put your name on each page of your writing sample.

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 e-mail spagrad@american.edu.

NOTE: Executive degree students follow a slightly different application procedure. Contact the program directly or visit www.american.edu/key.

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).



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 compensation. Working with faculty or on campus is required for first year PhD students.

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 compensation. 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:

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.

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 are assistantships and graduate study grants.

Special Opportunity Awards

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



INTERNATIONAL STUDENT INFORMATION

American University's School of Public Affairs 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's School of Public Affairs.

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 register, please visit www.toefl.org.

The English Language requirement may also be satisfied by submitting a Kansas Test score. The Kansas Test is administered at AU only for those applicants already in the U.S. For information, call AU's International Student and Scholar Service (ISSS) at 202-885-3350.

The IELTS (International English Language Testing System) is also accepted. A minimum IELTS score of seven is required for admission. Information is available at www.ielts.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; the overall cost of pursuing a degree full time at AU averages U.S. \$49,000 per 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 binational 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 and Scholar Services (ISSS)

AU's ISSS 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. AU's ISSS 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 and Scholar 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/oci/iss

Basic Qualifications for Graduate Admission Consideration

COUNTRY or SYSTEM	DEGREE or CERTIFICATE*
AFRICA	
Algeria, Benin, Burkina Faso, Burundi, Cameroon, Chad, Congo, Gabon, Guinea, Ivory Coast, Madagascar, Mali, Mauritania, Morocco, Niger, Rwanda, Senegal, Togo, Tunisia, Zaire	License (4 years or 3 years following the Bacc.); Professional Title; Diploma (Grand Ecole); Maitrise
Ethiopia, Ghana, Kenya, Lesotho, Liberia, Malawi, Namibia, Nigeria, Sierra Leone, South Africa, Tanzania, Uganda, Zambia, Zimbabwe	Bachelor
ASIA	
Afghanistan, China, Japan, Korea (South), Myanmar (Burma), Philippines, Sri Lanka, Taiwan, Thailand	Bachelor (4 years)
Bangladesh, India, Nepal, Pakistan,	Master; B.Tech.; B.Eng.; MBBS; LLB
Indonesia	Sarjana; Doktorandus; Professional Title
Kampuchea (Cambodia), Vietnam	License
BRITISH SYSTEMS	
Australia, New Zealand	Bachelor (4 years), Bachelor (honors)
Canada	Bachelor (4 years); License; Professional Title
Commonwealth Caribbean, East and West Africa (<i>see above</i>), Hong Kong, Malaysia, Singapore, South Pacific, United Kingdom	Bachelor; Professional Title
Ireland	Bachelor
CENTRAL and SOUTH AMERICA	
Argentina, Bolivia, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela	Licenciado; Bachelor (4 years); Professional Title
Brazil	Bacharel, Licenciado; Professional Title
MIDDLE EAST	
Bahrain, Egypt, Iraq, Israel, Jordan, Kuwait, Saudi Arabia, United Arab Emirates, Yemen Arab Republic	Bachelor
Iran, Lebanon	Bachelor, License, Professional Title
EUROPE and N.I.S.	
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	Diploma or Professional Title
Austria	Diploma, Professional Title (3 or more years)
Belgium, France, Luxembourg	License (4 years or 3 years following the Bacc.); Maitrise, Grand Ecole Diplome; Professional Title
Denmark	Candidatus Philosophiae
Finland	Lower Level Kandidaati
Germany	Zwischenprüfung/Vordiplom including 3 years of university study beyond Hochschulreife Diplom, Magister Artium, Staatsexamen
Greece and Cyprus	Ptychion from a university
Iceland	Candidatus
Italy	Laurea
Netherlands	Kandidaat; Professional Title
Norway	Candidatus Magisterii
Poland	Magister; Professional Title
Portugal	Licenciado
Romania	Diplom (Examen de Stat); Licenta; Professional Title
Spain	Licenciado; Professional Title
Sweden	Fil. Kandidat; Fil. Magister; Pol. Magister; Professional Title
Switzerland	License; Lizentiat; Professional Title; Diploma; Staat-profung (4 years)
Turkey	Lisans, Bachelor, Professional Title
*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.	



PIIRF
PERSONAL AND IMMIGRATION INFORMATION REQUEST FORM

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.

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 with your application.

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

Name (Mr./Mrs./Ms.) as it appears on your passport (last) (first) (middle)

Date of birth: month/day/year Country of birth: City of birth:

Country of citizenship: Student ID # (if unknown, AU admissions officer will provide)

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 U.S. (required) (street) (city) (province/state) (postal code) (country) telephone:

Fax: E-mail:

Current address (if different from permanent address above): valid until (date): month/day/year (street) (city) (province/state) (postal code) (country) telephone:

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 University

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:

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

Please specify below how you intend to finance your education:

Type of Funding	Amount Per Year in U.S. Dollars
<input type="checkbox"/> Personal funds	
<input type="checkbox"/> Full funding from parents or sponsor	
<input type="checkbox"/> Financial assistance from American University	
<input type="checkbox"/> Government funding	
<input type="checkbox"/> Private organization/employer	
<input type="checkbox"/> Other (please specify)	
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 _____ Major _____
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: _____

For office use only

___GRE waiver requested
___Application fee waiver requested



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For office use only

T/Y _____
D _____

APPLICATION FOR 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) (apartment number)

(city) (state) (zip) (country)
6. Preferred mailing address _____
(street) (apartment number)

(city) (state) (zip) (country) (valid until) (date)
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 the School of Public Affairs.

9. Do you wish to identify yourself as a member of any of the following groups? Yes No
 Are you of Hispanic/Latino Descent? Yes No
 Please select any of the following that apply to your background:
 Alaska Native/American Indian Hispanic White
 Asian Native Hawaiian International (Visa students only)
 Black or African American Pacific Islander

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 PhD
 Master of Public Administration Comparative Politics MS–Justice, Law & Society Public Administration
 Master of Public Policy American Politics MS–Organization Development Political Science
 Applied Politics 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
 If yes, for what semester _____ year _____
22. Have you ever enrolled at American University? Yes No If yes, please check the appropriate box(es)
 Undergraduate Graduate Nondegree Certificate Program
 For what semester _____ year _____
23. DO YOU WANT TO BE CONSIDERED FOR MERIT AWARDS? Yes No (GRE scores are required)
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.

Undergraduate: Name of College and Location	Date Begun	Date Ended	Degree Awarded and Major	Date Awarded	CEEB Code

25. Undergraduate GPA for the last 60 hours (see instructions on page 2) _____

Graduate: Name of College and Location	Date Begun	Date Ended	Degree Awarded and Major	Date Awarded	CEEB Code

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: _____
 IELTS 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

name (last) _____ (first) _____ (middle initial) _____ U.S. Social Security number or AU I.D. _____

I am enclosing a check or money order. Fee waived (see instructions for eligibility)

I authorize American University to charge an application fee of U.S.\$55 to the credit card checked below.

___ Visa ___ MasterCard ___ American Express ___ Discover

account number _____
expiration date (month/year)

name on credit card _____
signature _____
date



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