



## Yale University Graduate School of Arts and Sciences

Instructions for the online application for

### Special Students

<http://gsas.yale.edu/admissions/application-process/non-degree-programs-division-special-registration>

#### Application for Admission

Before beginning your application, we urge you to read each of the instructions below. If you are looking for a particular item, click on “Edit”, “Find” or “Advanced Search”

**Please note: Any document deficiencies may result in your submitted application being reclassified as Not Submitted, in order for you to make corrections. Such action will delay the processing of your application. It may also delay the processing of any required immigration materials and the receipt of a U.S. Visa.**

**ALL MATERIALS MUST BE IN ENGLISH**

All materials required or considered essential in support of your application must be "uploaded" to your application. For international applicants, **all documents uploaded must be in English (this includes transcripts and financial documents/statements if applicable)**. Do not mail such materials into us or to your program of affiliation as we are unable to accommodate them and if received, they will be discarded.

You should submit your application as early as possible so that you can determine if Letters of Recommendation and your Standardized Test Scores (if required) have been received and associated with your application.

Fields marked with a **red asterisk (\*)** are required for all applicants. Additional fields will be required based on your answers to previous questions. You will be alerted to these required fields in one of two ways; either when you click the “Save” or “Save and Continue” button at the end of each page or during the final submission process. Remember to click the "Save" or "Save and Continue" button before moving to the next section, or your answers will be not be saved.

The deadline for submitting a Non-Degree Special Student Application is July 1 for the fall term and November 1 for the Spring Term.

## **Personal Information**

**Name:** Required. Your name must be your legal name as it appears on your passport. **Do not use all upper case characters.** If you have a middle name DO NOT abbreviate it. If the first character of your first or last name has an accent symbol, please eliminate the symbol. Do not use “nicknames”. If you have ever used an "Other" last name such a maiden name, please enter that name. This is especially critical in the matching of Standardized Scores to your application.

**You must use your full legal name as it appears on your Passport. Do not use nicknames. If you do not use your full legal name as it appears on your passport this may delay the process for obtaining your Visa.**

**Preferred First Name: Optional.**

If you wish to designate a preferred first name to be used in informal communications such as email you may do so. Used this field only for a Preferred First Name that is different from your legal First (Given) Name.

**Citizenship:** Required. Non U.S. Citizens or U.S. Permanent Residents need to complete a supplemental form. If you are a U.S. Citizen you should have a U.S. assigned Social Security Number and will need to provide it as indicated. If you do not have a U.S. assigned Social Security Number but are a U.S. Citizen you will need to contact the Office of Graduate Admissions as indicated above.

**Do You Have A U.S. Social Security Number:** Required. Answer this question Yes, if you have an assigned U.S. Social Security Number. Answer No if you do not. Social Security numbers are assigned only by the Social Security Administration, a department of the U.S. government.

**Social Security Number (SSN):** Required. If you are a U.S. Citizen you will be required to enter your U.S. Social Security (SSN) number. If you answered **NO** to the above question (you do not have a U.S. Social Security Number), and you are a U.S. Citizen, please contact Graduate Admissions at [graduate.admissions@yale.edu](mailto:graduate.admissions@yale.edu) and put the words **Reply Required - No SSN** in the subject line of your email. Use of all zeroes or other generic forms of the SSN will result in delays in the processing of your application. **Please note that for security purposes your SSN will not be displayed on your copy of the application when you print nor will it appear on the digital copy reviewed by your designated program after you submit your application.** If you are not a U.S. Citizen and answered **NO** to the above question, do not enter anything in this field. If you are a Canadian Citizen do not enter your Canadian Insurance Number. **Do not use numbers assigned by other countries or organizations such as testing organizations.**

**Date of Birth:** Required. Please note that for security purposes your **birth year will not be displayed** on your copy of the application when you print it nor will it appear on the digital copy reviewed by your designated program after you submit your application.

**Gender:** Optional. This field cannot be deselected once selected.

**Ethnicity/Race:** Optional. Yale University seeks to attract qualified students of diverse backgrounds. If you wish to identify yourself as a member of one of the groups listed, please click on the appropriate selection.

You also have the option of selecting a geographic area corresponding to the Ethnicity/Race you have marked.

Definitions:

- **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Black or African American:** A person having origins in any of the black racial groups of Africa.
- **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), who maintains cultural identification through tribal affiliation or community attachment.
- **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Aggregated non-personally identifiable information is used for federal reporting purposes.

## **Contact Information**

**Email Address:** Required. The email address you provide in this section is how the Office of Graduate Admissions will be in contact with you; therefore it is essential that your entry is a valid and correct email address. The email address used when you created your account should be the same - if not, you should update that email address now by clicking "Update Profile" above.

**Address:** Required. Pull down selections are available for **State/Province/Districts or Territories** for the **United States, Australia, Canada, China, India and Mexico**. For all other countries having a State, Province, Territory or Prefecture for which we do not have a drop down selection box, please type that information in address line 3. Do not repeat other address information or enter anything which is not a State, Province, Territory or Prefecture name.

**City:** Required.

**Telephone Number:** Required for U.S. or Canadian addresses. Do not put dashes in any phone number field. U.S. and Canadian residents please complete your phone and cell/mobile numbers if available, with the area code in the provided boxes. **Do not repeat either of these numbers in the field labeled "Daytime Number (Required for all other countries)".**

For international numbers please enter the entire telephone number **only in the field labeled "Daytime Number (Required for addresses in all other countries)"** starting with your country code (**do not use "+" or your "country exit code" or " International Dialing Prefix"**). Use no dashes or spaces. Do not place this number in the fields for U.S. and Canadian numbers.

## **Department/Program Affiliation**

**Department/Program Affiliation:** Required. This is the Department/Program with which you will be affiliated. Make your selection from the choices displayed in the drop down box. For a complete description of all the Departments and Programs [please click here](#).

**Degree:** Required and the default value of Non-Degree is displayed.

**Proposed Term(s) of Attendance:** Required. Please identify the term(s) you will be at Yale. **Please note that international applicants may be admitted only as full-time Special Students. If you are applying for the fall term your application must be submitted on or before July 1<sup>st</sup>. If you are applying for the spring term your application must be submitted on or before November 1<sup>st</sup>.**

**Proposed Year of Attendance:** Please select the year in which your term occurs; i.e., fall term would be the current year, spring term, the following year.

**Note:** You must have permission from the department to apply before submitting your application.

Please upload (in the Supplemental Material section of the application) any correspondence indicating that the department or program has been notified of your intent to apply as a Special Student.

If, in addition to taking courses, you plan on conducting research, you will need to describe your research project and identify a Yale faculty member(s) who will act as your advisor.

Please upload (in the Supplemental Material section of the application) a description of your research project and identify a Yale faculty member who will act as your advisor.

## **Personal Statement**

**Personal Statement of Purpose:** Required.

If you have not already done so, you should prepare your Personal Statement and save the file so you can upload (attach) it in response to the upload button.

Your Personal Statement should be 500-1,000 words concerning your past work, preparation for the intended field of study, relevant background and interests, academic plans, and career objectives. Please describe your reasons for applying to the particular Yale department or program. This may assist the admissions committee in evaluating your aptitude and motivation for graduate study. **Do not upload your resume to satisfy this requirement.**

**You must use a margin of 1 inch at the top of every page to allow room for the application system to automatically print your name and Applicant ID in that space.**

**Do not mail in a revised copy as it cannot be accommodated and will be discarded.**

## **Current & Prior Study**

**Bachelor Degree Granting Institution:** Required.

Please complete this information **starting with the institution from which the Bachelor's degree, or its foreign/international equivalent, was/will be received.** Thereafter, list, in chronological order, every institution of higher (post secondary) education attended. **DO NOT BEGIN THIS LIST WITH YOUR HIGHEST DEGREE GRANTING INSTITUTION.**

**School Code and Institution Name:** Required

**You must use the *Look up* button to place your college or university code and name into the online system.** Please follow the instructions provided after clicking "look up". The online application will not allow you to manually enter a school code.

If an institution is not found, click the *Search* button again and type the word UNKNOWN into the *School Name* field. Then click on the entry entitled *000000\_/\_Unknown* and **replace "unknown" by typing the name of your institution in the institution field.** Leaving the name of your institution as "unknown" will cause delays in the processing of your application. Our list of institutions contains over 9,000 entries. Please make every effort to locate your school using the lookup system.

**Campus, City, State or Country:** Required. This information will be pre-filled once you identify your institutions. If your institution could not be found please complete.

**Graduation Date:** Required

Please enter the date of your degree (or the expected date of your degree). If you do not know the degree date you can enter your graduation date. If you do not know the day, in either case, please use "01". Enter a date here **only if you have actually received your degree or will receive it prior to your matriculation at Yale** should you be offered admission.

**Attended From and Attended To dates:** (for additional college/university entries)

Enter the dates you attended this institution. If you are still enrolled then enter the anticipated date of the completion of your program. **If you have or will graduate prior to matriculation at Yale then enter your graduation date or expected graduation date in the Graduation Date field and do not enter dates of attendance in the Attended From and Attended To fields.**

**Degree:** Required

Degree choices for your "Bachelor's degree-granting institution" (your first entry in the Prior Study section) are restricted to bachelor degrees only. **If you have or will earn two different degrees at the same institution you should list that institution twice.** You will also need to upload a copy of your transcript/academic record for each entry. Degree choices for other degree awarding institutions are also restricted to advanced degrees only.

**Major:** Required

If you are pursuing a double major **do not list your institution twice** - please select your primary major. Entering your institution twice to reflect a "double major" may cause a delay in the processing of your application.

**GPA:** Applicants who have attended institutions where the GPA is not calculated on a 4.00 scale should convert it as closely as possible. Since this is a 4 position text field, if you cannot convert your GPA, then enter an expression which best conveys your achievement, or enter N/A.

**Additional College/University:** If applicable follow the instructions above.

## **Transcripts**

A transcript or academic record is required from each college or university attended and listed in the Prior Study section of your application.

**You must upload (attach), a scanned copy of your transcript or a copy of your academic record from your institutions SIS portal, to your application prior to submitting it** (see "Uploading a Transcript" instructions).

**Do not mail in, or otherwise have sent to us or to your program, a paper copy of your transcript or academic record as we are unable to accommodate such documents and, if received, they will be discarded.**

**Do not upload a "place holder" page in lieu of a transcript. Doing so will only delay the review of your application and cause it to be reclassified as not submitted.**

**Applicants who have attended non-English speaking institutions must upload their transcripts along with English translations.**



## Uploading a Transcript

You must “upload” a scanned copy of your transcript or academic record to your online application prior to submitting the application. Please refer to the details below before proceeding.

**Do not mail in or otherwise have sent to us, a copy of a transcript or academic record as we are unable to accommodate those documents and they will be discarded.**

**Do not upload a "place holder" page in lieu of a transcript. Doing so will only delay the review of your application and cause it to be reclassified as not submitted.**

**Only if you are offered admission and accept that offer** do you need to provide an Official Transcript (sent to us directly from the institution), or a Final Official Transcript if it is in support of a Prior Study institution reflecting the award of a degree (also sent to us directly from the institution). Your offer of admission will be contingent upon the receipt and verification of your “Official or Final Official Transcripts” received from your issuing institution showing the award of degrees (baccalaureate/bachelor's and graduate).

**Transcripts that are in a language other than English should be translated into English. The translation must be certified to be an accurate translation of the original and be notarized or otherwise authenticated. Both non-English and translated transcript should be uploaded.**

### **Uploading a scanned copy of your transcript or academic record**

Below are some suggestions on how to proceed with uploading a transcript.

- Please scan a copy of a transcript that you may have and that is current, at the lowest dpi that results in a legible document (we recommend to use under 200 dpi whenever possible).
- You must ensure that the institution name and other identifying marks are not missed during the scanning process and that your scanned copy is clearly legible and can print on letter size paper (8 ½" x 11")
- You will want to ensure that you also include the transcript legend (back page in most cases).
- **You will want to be certain that your document is saved as a PDF file.**
- You will want to ensure that its size is less than 2000kb (2mb). Scanning in “gray scale” or black and white may produce the best results.
- If the scanned file is too large then you may want to make a photocopy first (experiment with different settings until you find one that results in the smallest file size) then scan the photocopy.
- Do not be concerned if "Void" appears on your scanned copy as long as your coursework and grades are legible.
- Please remember, if you cannot read your uploaded document the faculty will not be able to read it either.
- You may upload an institutional web based transcript/academic record.

## **Standardized Tests**

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Official score reports must be provided to us from the testing agency for all required standardized examinations prior to the deadline for the program to which you are applying. In addition you may also self-report your scores in your online application

Arrange for the Education Testing Service (ETS), or IELTS to release scores directly to Yale Graduate School of Arts and Sciences. **The institution code for GRE and TOEFL scores is 3987.** There is no institution code required for IELTS. **Scores released to other Schools of Yale University cannot be transferred or used.**

In order for your scores to be official you must "release" them to Yale University Graduate School of Arts & Sciences (institution code 3987). Paper copies of score reports issued to you which you might have uploaded to your application are not, and will not, be considered official.

The scores you provide to us in your application (self-reported) are considered "unofficial" and will be verified when your official scores are received electronically directly from ETS or IELTS.

**The Graduate Records Examination (GRE) General Test:** Required. We strongly encourage you to take the GRE as soon as possible to ensure that your test scores are transmitted to the Office of Graduate Admissions when the review of your application begins.

For information if you are reporting results of the GRE General Test administered prior to August 2011 the allowable score ranges for Verbal and Quantitative are 200-800. For the GRE Revised General Test administered beginning August 1, 2011 the allowable score ranges for Verbal Quantitative are 130-170.

**Test Date:** The format of this item is mm/dd/yyyy. Use 01 for test day (dd) if you do not know your exact test day.

**Results:** The score range for the GRE General Test administered prior to August 1, 2011 is 200-800 for Verbal, Quantitative and Analytical. The score range for the GRE General Test administered on or after August 1, 2011 is 130-170 for the Verbal and Quantitative sections. Scores outside these ranges are not acceptable. The score range for Analytical Writing is 0.0 to 6.0.

### **English Speaking Test**

**The TOEFL:** The TOEFL is required from all whose native language is not English. The TOEFL may be waived if you have graduated, at the baccalaureate degree level, from an institution whose primary language of instruction is English and you were in residence in that institution for three years or more. There is no formal waiver process or form required.

**International English Language Testing System (IELTS):** May be substituted for the TOEFL and TSE if required. If applicable, complete the appropriate section.

### **Living Expenses/Tuition Costs and Income Sources**

**This section is displayed and applicable to Non-US and Canadian citizens only.**

It is important that you pay particular attention to the information requested in this section. When entering the dollar amount please make sure you format your information as xx,xxx (no special characters, no period (.), no dollar sign (\$)).

**Estimated Living Expenses:**

The Living Expense field is pre-filled and is calculated by the number of terms you will be in attendance at Yale once the **Department/Program Affiliation** section has been saved (the estimated cost of living can be found [here](#)). Do not change this amount as the system will re-populate the living expenses. It is anticipated that the tuition and living expenses will be increased in subsequent years.

Please Note: For international students, the visa requirements do not allow students to enter the U.S. supported solely by personal funds. Some portion of your support must come from your home institution, an outside fellowship, or your advisor at Yale.

**Income Sources**

External Non-Personal, Non-Family Income Sources

You must list the sources of income you will have at your disposal to support the total living expenses. The “Subtotal” will automatically be calculated once you save this page. **You must upload documents (bank statements, etc.) to support the sources you list using the upload facility provided and those documents must be in English. If your bank statement is not in English, a letter from your bank (in English) attesting to the funds in your account (in \$US) will be sufficient.**

Personal and/or Family Income Sources

If you are receiving any income from family or personal sources, you must list those sources here. The “Subtotal” will automatically be calculated once you save this page. **You must upload documents (bank statements, etc.) to support the sources you list using the upload facility provided and those documents must be in English. If your bank statement is not in English, a letter from your bank (in English) attesting to the funds in your account (in \$US) will be sufficient.**

Funding provided by Yale-Affiliated Entity or Person

If your Yale Faculty Advisor will be providing financial assistance you must list those sources here. Please list, in the field labeled Yale Income Source, the name of your Advisor and the amount in the amount field. You will need to upload the Faculty Invitation Verification Form once this information has been verified by your Advisor.

Total of all sources:

The **Total of all sources** will automatically be calculated from the “Subtotals” in this section once you save this page.

The total from all sources has to be equal to or greater than the Living Expenses. If this is not the case please go back to your calculations for each income source.

## **Tuition Costs:**

The Tuition Cost is pre-filled and is calculated by the number of terms you will be in attendance at Yale once the **Department/Program Affiliation** section has been saved. The cost of tuition can be found [here](#).

## **Income Sources:**

### External Non-Personal, Non-Family Income Sources

You must list the sources of income you will have at your disposal to support the total Tuition Costs. The “Subtotal” will automatically be calculated once you save this page. **You must upload documents (bank statements, etc.) to support the sources you list using the upload facility provided and those documents must be in English. If your bank statement is not in English, a letter from your bank (in English) attesting to the funds in your account (in \$US) will be sufficient.**

### Personal and/or Family Income Sources

If you are receiving any income from family or personal sources, you must list those sources here. The “Subtotal” will automatically be calculated once you save this page. **You must upload documents (bank statements, etc.) to support the sources you list using the upload facility provided and those documents must be in English. If your bank statement is not in English, a letter from your bank (in English) attesting to the funds in your account (in \$US) will be sufficient.**

### Funding provided by Yale-Affiliated Entity or Person

If your Yale Faculty Advisor will be providing financial assistance you must list those sources here. Please list, in the field labeled Yale Income Source, the name of your Advisor and the amount in the amount field. You will need to upload the Faculty Invitation Verification Form once this information has been verified by your Advisor.

### **Total of all sources:**

The **Total of all sources** will automatically be calculated from the “Subtotals” in this section once you save this page.

The total from all sources has to be equal to or greater than the Living Expenses. If this is not the case please go back to your calculations for each income source.

## **Other Information**

This section of the application relates to language, previous application or enrollment information and questions regarding criminal or disciplinary charges. As applicable or required please answer all providing Department/Program and Term or dates where asked.

**Native Language:** Required. For the purpose of this question, native language is the language that a person has spoken from earliest childhood. If you used two languages during your upbringing, please select one.

**Primary Language of Instruction:** Required. Answer "Yes" if the language of instruction at your **baccalaureate** degree granting college or university is English. Answer "No" if the language of instruction at your **baccalaureate** degree granting college or university is a language other than English. You should also answer "No" to this question even if you received a **graduate** degree from an institution where English is the primary language of instruction.

**Previously Applied:** Required. If you answer yes, and you applied (as a degree or non-degree applicant) we may combine your entire application package with your current application if requested by the program you will be affiliated with. You will however still need to submit a completely new application including the personal statement of purpose, all required transcripts, letters of recommendation and any other materials required or desired to support your application even if those materials are part of your previous year's application.

**Previously Enrolled:** You need to indicate if you were a previously enrolled student, the beginning and ending year you were enrolled and the program in which you were previously enrolled.

If you previously attended the Graduate School and seek readmission to the same department you must submit a new application, and, when appropriate, a financial statement. The application fee is not required.

While we maintain prior year applications/materials, images of which may be combined with your current year electronic application if requested by the program you must still submit a new application and all related materials such as the Statement of Purpose, Transcripts and Letters of Recommendation even if they were part of your prior year application.

**Are you a Yale Employee:** Yes or No

**The following information is required to be answered but does not appear on your application and is not shared with the program evaluating your application for admission.**

**Criminal Charges/Disciplinary Sanctions:** Required. You must answer each of the questions. If your response to either question or to both questions is "Yes" you will need to enter an explanation in the text box below the questions.

The length of your explanation is limited but you should provide as much detail as possible. If additional information is required, it will be requested. Your answers to these questions are not shared with your program reviewing your application and you will not see your answers once you submit your application.

**Academic Sanctions:** Required. You must answer this question. If your response is "Yes" you will need to prepare an explanation and "upload" it to your application. Your answers to this question is not shared with

your program reviewing your application and you will not see your answers once you submit your application.

**Breaks in Educational/Professional Experience:** Required. You must answer this question. If your response is "Yes" you will need to prepare an explanation and "upload" it to your application. You should explain any breaks (leaves of absence) of any period longer than 4 months in your education or in your professional experience even if you have referenced those breaks elsewhere in your application.

**Do you have Health Insurance:** Required. If you answer Yes to the question, please identify your coverage provider and upload supporting documentation using the upload facility for that purpose. If you have checked No you will need to indicate your plans to obtain such coverage and upload documentation to support those plans.

**Supplemental / Optional Forms**

## **Non-U.S. Citizens**

This supplemental form **must** be completed (in whole or in part as indicated) by applicants who are not U.S. Citizens, including U.S. Permanent Residents.

**Country of Citizenship:** Required. If you maintain dual citizenship, you must select one (1) country of citizenship, i.e., the country whose passport you will use to enter the U.S. If you selected U.S. Permanent Resident you **must** enter your Alien ID Number in the field below.

**If you are not a U.S. Citizen or Permanent Resident**, but have applied for Permanent Residency and have an Alien Registration Number (A#) you should enter that number in the field below. You may find your A# on your filing receipt (Form I-797). You must also complete the balance of the form.

**The next part of the form is to be completed only by applicants who are neither U.S. Citizens nor Permanent Residents.**

**Country of Birth:** Required

**City of Birth:** Required

**Country of Legal Permanent Residence:** Required. This is the country where you currently reside or maintain your primary residence. It need not be your country of birth or citizenship or your permanent address country.

**Address:** Required. All non-immigrant students must have a foreign address even if they are currently in the United States. If you no longer have an address you would refer to as your "home address" you may use the address of a relative or friend.

## **Resume**

You may if you wish upload a copy of your resume/curriculum vitae. Do not upload other document to this section.

## **Supplemental Materials**

This section allows you to upload materials you deem desirable to support your application.

You may upload documents such as book reviews, portfolios, abstracts, etc. Uploading these documents is a simple process. To begin, your document should be prepared in advance. The system is able to accommodate 4 different documents, or four parts of the same document. Since some programs may require the submission of long (i.e., 10+ pages) writing samples as an example, in which case you should divide your writing sample into parts. Each Upload button allows a document of 20000kb (20mb) ONLY. (A 10 page writing sample without graphics or foreign characters will probably be under 20000kb (20mb). Check the properties of your document to determine its size). Long writing samples must be divided into 20000kb (20mb) portions. The multiple upload buttons are to accommodate the submission of long writing samples; we recommend that you name each uploaded portion of a long writing sample as: Title of your writing sample - Part 1, or Part 2, etc.

**The system is not designed to allow you to "cut and paste" in a document.**

We are unable to accommodate the submission of any materials in hard copy form as these are not able to be included in your electronic file and therefore can't be reviewed by the faculty of the program you are applying to. We recommend that you extract a sample to upload to your application.

**You must use a margin of 1 inch at the top of every page to allow room for the application system to automatically print your name and Applicant ID in that space.**

**Do not upload transcripts or certificates to this section. Transcripts are to be uploaded in the Prior Study Section associated with the institutional entry for which the transcript is applicable. Certificates are to be uploaded in the Certificates section.**



## **Certificates**

This section allows you to upload Certificates, awards or similar documents.

Do not upload any materials such as writing samples, abstracts, book reviews, etc. as those documents must be uploaded in the Supplemental Materials section.

**You must use a margin of 1 inch at the top of every page to allow room for the application system to automatically print your name and Applicant ID in that space.**

**Do not upload transcripts to this section. Transcripts are to be uploaded in the Prior Study Section associated with the institutional entry for which the transcript is applicable.**

## **Letters of Recommendations**

Two letters of recommendation are required in support of your application. To have your Recommender submit a letter on your behalf, you should first contact the recommender to establish a willingness to do so.

The submission of letters of recommendation is **an entirely online process** since our program faculty will be reviewing your file online only.

**We do not accept nor are we able to accommodate letters of recommendation sent to us by email or in paper form.**

You designate your Recommenders in the Recommendation module accessed via the blue navigational bar within your application **after you have completed the Personal Information section and identified your Program of Study.**

**Required Questions:** Recommender information. Please complete all lines of information.

**Do you wish to waive your right to examine this letter of recommendations:** You should answer Yes to this question. If you answer No some recommenders may not be willing to write a letter for you. Your answer to this question cannot be changed. As a matter of policy we do not release letters written on your behalf. If you wish to have a copy of a letter of recommendation you will want to contact the letter provider.

**Personal Note:** If you wish to highlight any special information which may be helpful to your recommender.

Once listed in your online application, an email is automatically sent to each recommender you list. This email provides your recommender with the necessary information to access the online system and your recommendation form.

Recommendations are submitted electronically and are immediately recorded as received within your application when submitted, even though you have not submitted your application.

**Be certain to inform your Recommender that they will receive an email request for a letter from "Yale Graduate School of Arts and Sciences" [support@hobsons.com] and that they should add [support@hobsons.com] to their list of acceptable email addresses if they are using any spam blocking software. We are unable to accept letters of recommendation submitted by any other means.**

If your recommender reports having difficulty accessing the online system, they should use the email address listed within the email notification they received.

If, after you have submitted your application, you discover a designated recommender did not submit a recommendation for you, you may add additional recommenders by returning to the application form and adding the necessary information.

## Payment Information

All applicants must pay the US \$100.00 application fee (the application fee for international applicants is US \$125.00). The application fee is due upon submission of the application; this is the final step of the online application process. Your application cannot be submitted unless the nonrefundable application fee has been received and processed within the online application.

Visa and MasterCard are the only credit cards accepted. Debit cards that require a PIN are not accepted. Wire transfers of any type and credit card authorization forms or any other form of payment are not acceptable.

Please note that we only support the US-English character set. In order to ensure that your transaction is processed correctly, please refrain from using international characters.

Applicants who do not have a credit card or applicants having trouble with a credit card will need to obtain access to a credit card as that is the only payment method.

If your Yale Faculty Advisor/Sponsor has agreed to pay your application fee then you will want to contact us prior to submission of your application.

**Check Your Application:** Before proceeding to the submission of your application click on **Check Your Application** link and make any necessary corrections.

**Application Status: Ready for Submission.** You can preview a copy of your application and print a copy for your records if you wish.

**Step 1: Confirmation.** Please review your application carefully and when satisfied check the box acknowledging you have read and understand the information contained in this section.

**Payment Information / Application Fee:** You will be prompted for your Credit Card Information, Your Name (of that name on the credit card you are using)\*, address of the card holder, credit card number, expiration date and security code. **When the transaction is approved you must return to your application using the link provided (DO NOT USE THE “BACK BUTTON” OR EXIT YOUR BROWSER).**

\*If you are using someone else’s credit card (a parent for instance) be certain you have their permission and that they are aware that their statement will show an entry of **Yale University Graduate School or Arts and Sciences (“Yale University Grad Adm”)**

**Final Step:** Signature Page and Certification Statement: You must type your full legal name; verify the date before you submit your application.

**I am submitting this application online and hereby certify that the information provided herein by me is complete and accurate. I understand that any falsification and misrepresentation contained herein and supplied by me may be cause for denying or rescinding admission to the Graduate School of Arts and Sciences. I agree to inform the Office of Admissions immediately in writing of any disciplinary sanctions and/or criminal charges that may arise against me between the date of submission of this application and the date of my matriculation, if accepted for admission to the Graduate School, and I understand that failure to comply with this condition may be cause for denying or rescinding admission to the Graduate School. I understand that the Graduate School may confirm the authenticity, accuracy and originality of my application and supporting documentation and I hereby authorize the Graduate School to do so.**