



## Yale University Graduate School of Arts and Sciences

Instructions for the online application for

### PhD and Master's Level Degree Candidates

[https://www.yale.edu/graduateschool/admissions/apply\\_online.html](https://www.yale.edu/graduateschool/admissions/apply_online.html)

#### Application for Admission

**Before beginning your application, we urge you to read each of the instructions below.**

All materials required or considered essential in support of your application must be "uploaded" to your application. You should not mail such materials into us as we are unable to accommodate them.

You should submit your application as early as possible so that you can determine if Letters of Recommendation and your standardized test scores have been received and associated with your application.

Please note that there may be additional requirements for your particular program. Please [click here](#) to view the requirements for your program before beginning your online 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 an application to **African American Studies (combined with Psychology)**, **Biological and Biomedical Sciences (BBS)** and **Psychology** is midnight, December 1, 2016. For **African American Studies (combined with History or Political Science)**, **Astronomy**, **Chemistry**, **Ecology and Evolutionary Biology**, **Economics**, **History**, **Law**, **Linguistics**, **Political Science**, **Public Health** and **Renaissance Studies (combined with History)** the deadline is midnight, December 15, 2016. The deadline for all other programs (including **African American Studies** combined with other programs **except History and Political Science**) is January 2, 2017 at midnight. All times are Eastern Standard Time.

## Application Type

Select the type of application you are submitting

## 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(s). 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.**

**Please note:** In English, names appear as **First Name (given name)** followed by **Last Name (surname), or Last Name (surname), first name (given name).** The “, “**between** two names always means **Last Name** followed by **First Name.**

**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 are a U.S. Citizen, please contact [Graduate Admissions](#). 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 it, 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 date of 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. The selection of More Options provides a text field that you may choose to use if you do not wish to select Female or Male.

**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 "Profile" at the top of the online application.

### 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 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.

### Contact Information After May 15: **Required.**

You must answer "yes" or "no". If your contact information will remain the same after May 15, 2017 please check the appropriate box and do not enter any information. The fields will populate with your "before May 15th" address upon "Save" or "Save and continue". No other date alternatives can be designated.

## Program of Study

### Step 1: Proposed Program of Study: **Required.**

Make your selection from the choices displayed in the drop down box. Application may be made to only one department or program at the Graduate School as the proposed Program of Study. Some Programs can be combined with other Programs at the Graduate School, but need not be. For a complete description of all the available Programs of Study and special admission requirements [please click here](#).

Students applying to the following programs, please note:

**African American Studies**  
**Film and Media Studies**  
**Renaissance Studies**

If you choose one of the **above** listed Programs of Study in Step 1 as your proposed Program of Study you **must** select a participating Combined Degree Program in Step 3. Your application will be provided to each of the designated programs.

### Step 2: Degree: **Required.**

Please select the degree you will be pursuing. If only one degree is available in the drop down box then that is the only degree offered for the program you have selected.

### Step 3: Additional Program Information: **Required**

For programs in Step 1 that can be combined with another program this is where you identify the other program. For programs requiring you to select a subfield of study, track or concentration, this is where you make that selection. The second field under this step is offered to enable you to select a second subfield of study, track or concentration if offered by the program you identified in Step 1.

### Step 4: Attendance Status: **Required.**

Your allowable choices will be displayed depending on the degree you indicate in Step 2.

### **Joint Degree Applicants:** Optional.

The default for this question is "No Joint Degree" which will be applicable for 99% of PhD candidates. If you wish to pursue a Joint Degree, you should indicate your preference by making a selection from the drop down box. The choices offered to you are only those which appear and are based on the Program selected in Step 1 and the Degree indicated in Step 2.

If you apply as a Joint Degree candidate, you must submit separate applications to both the professional school you select and the Graduate School of Arts and Sciences. **All departments/programs at the PhD level offer Joint Degree Programs with either the School of Law or the School of Management** (there is no selection to make in Step 3). African Studies, Global Affairs and European and Russian Studies at the MA level offer a Joint Degree Program with the School of Management, School of Law, School of Public Health or the School of Forestry and Environmental Studies.

International Developmental Economics at the MA level offers a Joint Degree with the School of Forestry and Environmental Studies, or the School of Public Health. East Asian Studies at the MA level offers a Joint Degree Program with the School of Law, School of Public Health or the School of Forestry and Environmental Studies.

## **Personal Statement - 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.**

**If you need to revise your Personal Statement after submission of your application, you may do so until December 15<sup>th</sup>. Just return to your online application and upload a revised version.**

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



## 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 approximately 6,000 entries - Please make every effort to locate your school using the lookup system.

### Campus, City, State or Country: **Required**

If you found the college code for your university then the Campus, City, State or Country field will automatically be filled in. If you did not find the college code, then you will need to type the location of your institution in the Campus, City, State or Country field.

### 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 the day "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.

**If you have marked a Prior Study Institution as a Study Abroad/Summer Abroad institution, then you should select None / No Degree Awarded** from the choice box. Do not select the degree expected from your primary institution.

**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: Required.**

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.

**Is this a Study Abroad/Summer Abroad Course of Study?**

Check "Yes" if the coursework taken is part of a Study Abroad/Summer Abroad Program **and is reflected on your primary institutions' transcript**. You will not need to provide a transcript and the Transcript Status will be marked as "Waived". If the coursework is not on the transcript of your primary institution, then check "No" or leave blank - a transcript is required in this case.

**Additional College/University:**

If applicable, follow the instructions above.

**Additional College History:**

If you have attended more than three prior colleges or universities, please compose a list consisting of the same information required above in a word document, copies of your transcripts or a copy of your academic record from your institutions SIS portal and click the *Upload Document* button below to attach it to your application.

**Transcripts: Required.**

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**

**If you are uploading a copy of your academic record from your institution’s SIS portal, be certain that it contains the name of the institution, course names and grades and any academic comments that would be part of an official transcript. If not, then you need to upload of copy of your official transcript.**

**If you are uploading an *electronic (protected) transcript* please ensure that you first open it, print it, scan it and save it as a PDF, uploading the PDF file. Failure to do so may preclude the faculty from seeing it.**

If you have taken coursework at one institution which was accepted and is reflected on the transcript of another institution, you **must** still upload a transcript or academic record from the institution where you took the coursework.

If you participated in a **Study/Summer Abroad** program and you listed your Study/Summer Abroad institution in the Prior Study section of the application and checked the Study/Summer Abroad box, you will not need to "upload" your Study/Summer Abroad transcript if the coursework taken is on the transcript of your primary institution. If your coursework is not listed on the transcript of your primary institution, you will have to upload the transcript from your Study/Summer Abroad institution. **In this situation, you should “not” check the Study Abroad box or check "No".**

If you have obtained **two degrees** (whether both at the bachelor's level or one at the bachelor's level and one at the graduate level) **from the same institution** and have listed that institution twice in the Prior Study section, you must upload the transcript or academic record for both instances of the institution.

**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 or any other institution you have listed from which you have received a degree (also sent to us directly from the institution).

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 20000kb (20mb). 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.

## **Uploading an *electronic (protected) transcript***

**If you are uploading an *electronic (protected) transcript* please ensure that you first open it, print it, scan it and save it as a PDF, uploading the PDF file. Failure to do so may preclude the faculty from seeing it.**

**Standardized Tests:** **Required** as noted below.

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. **All score reports are made available to us by the testing agency electronically** – we do not accept score reports by paper or by email.

Arrange for the Education Testing Service (ETS), Pearson VUE or IELTS to release scores directly to Yale Graduate School of Arts and Sciences. **The institution code for GRE and TOEFL scores is 3987. The institution code for the GMAT is 3JT-30-78.** There is no institution code required for **IELTS (you must indicate Yale University Graduate School of Arts & Sciences or the Office of Graduate Admissions)**. **Scores released to other Schools of Yale University cannot be transferred or used.** If you are applying for the PhD program in Forestry and Environmental Studies, Epidemiology and Public Health, Religious Studies, or Nursing you **must** send your scores to the Graduate School of Arts and Sciences using the institutional code noted above.

In order for your scores to be official you must "release" them to Yale University Graduate School of Arts & Sciences. 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 are considered “unofficial” and will be verified when your official scores are received electronically directly from ETS or IELTS.

If you have taken the GRE, TOEFL, the TSE or IELTS multiple times, please complete this page with only your most recent scores. Do not, mixed scores from multiple test examinations. When your scores are received electronically from ETS or IELTS, all test scores are made available to your program as part of your electronic application file. Remember, standardized test scores are but one of many criteria used to evaluate an applicant.

**The Graduate Records Examination (GRE) General Test is required of all applicants (with the exception of Investigative Medicine, Management, Law, and Ph.D. and MS applicants to Public Health (Chronic Disease Epidemiology)).** We strongly encourage you to take the GRE (or the Revised GRE) no later than October to ensure that your test scores are transmitted to the Office of Graduate Admissions as early as possible and available when review of your application begins.

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 and Quantitative are 130-170.

When reporting your GRE scores, you may not mix scores from one administration with scores from another administration.

In addition, please refer to the relevant department or program’s [special admissions requirements](#). Please note that the Graduate School does not require department level score reports. If you are applying to a program which will accept GMAT Test Scores in lieu of the GRE or one that requires the LSAT, you should enter this test and scores in the respective area in the application. If you are applying to

programs that accept the MCAT (in lieu of the GRE) or you have scores from another test type, you should enter that information on the line for "**Other Test**". In the case of the MCAT, you must upload your verifiable MCAT Score Report.

You must have your GMAT scores released to Yale University Graduate School (Institution Code **3JT-30-78**). GMAT scores released to other Schools of the University cannot be transferred to the Graduate School.

**The TOEFL is required of all applicants whose native language is not English.** This requirement is waived only for applicants who **will have received a baccalaureate degree**, or its foreign equivalent, prior to matriculation at Yale, from a college or university where English is the primary language of instruction. Applicants must have studied in residence at the baccalaureate institution for at least three (3) years to receive the waiver. There is no formal waiver process or form required. **The requirement to take the TOEFL is not waived on the basis of a degree at the master's level or higher regardless of the language of instruction.**

The TOEFL should be taken no later than November and no earlier than eighteen months prior to applying to the Graduate School. All applicants who accept offers of admission to Ph.D. programs and whose native language is not English are strongly encouraged to present Test of Spoken English (TSE) scores by the time of enrollment in the fall. Students who do not demonstrate sufficient proficiency in English may be retested and/or asked to take English courses. A high level of proficiency is required for students to serve as teaching fellows. The IELTS may be substituted for the TOEFL.

**GRE General Test:** **Required** for Most Programs.

**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.

**GRE Subject Test:** **Required** for some Programs.

Complete if available

**Test of English as a Foreign Language (TOEFL):** May be required if your native language is not English.

There are two test score reporting sections; one for reporting scores for the paper-based test (PBT), and a second section for reporting scores on the internet-based (iBT) TOEFL. Please record your scores in the appropriate test sections. If you are unsure of which version of the TOEFL you have taken, please consult the Educational Testing Service by clicking [here](#).

**International English Language Testing System (IELTS):** May be substituted for the TOEFL and TSE if required.

If applicable, complete the appropriate section.

**Other Test:**

Use this area to report test results other than the GRE, TOEFL, GMAT, the IELTS or LSAT, such as the MCAT or USMLE, as may be required or acceptable to the program you are applying to. If submitting an MCAT Score Report, it must be uploaded to your application and be verifiable.

## Languages

### 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.**

### Languages #1, #2 and #3:

Many programs at the Graduate School require proficiency in one or more foreign languages. To determine if your program requires any foreign languages please visit Special Admissions Requirements under [Graduate Degree Programs](#). If you are not currently prepared to meet the language requirements of the department you should provide an explanation in the test field provided. You should also indicate other languages you have studied. Any questions about the language requirement should be directed to the program to which you are applying.

### Other Information

This section of the application relates to previous application or enrollment information, fellowships, and questions regarding criminal or disciplinary charges. As applicable or required, please answer all questions providing department/program and term or dates.

### Previously Applied: **Required.**

If you answer yes and you applied within the last two years, we will, at the request of your program, combine your entire application package with your current application. 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 your 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.

**Applying for an Outside Fellowship:**

If applicable, please provide the name/s of the fellowship you have or are applying for.

**Are you a US Veteran:**

Please answer Yes or No to this question. Your answer to this question does not influence the review/evaluation of your application.

**Category/Campaign:**

If you answered **Yes**, please select one of the choices in the drop down box. Click on the link to determine if you are [Yellow Ribbon](#) eligible. If you are offered admission and accept that offer you may have access to some financial assistance.

**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 are not shared with the program reviewing your application and you will not see your answer 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.

## Supplemental Materials

Many programs at the Graduate School require a **writing sample, a book review, portfolio or supplemental statement** that the admissions committee will carefully consider as part of your application. We categorize these items as Supplemental Materials. This part of the online application is flexible in that you can include required items or items you desire to include. To determine if your program requires any of these materials, along with any special content or length requirements please visit the Special Requirements/Special Admissions Requirements areas under [Graduate Degree Programs](#). After selecting your program, you will want to follow the link to the **bulletin**.

**Do not upload scanned images of transcripts, transcript guides, certificates or awards in this section. These types of documents must be uploaded to the Certificates section.**

Any questions about the content of any of these materials should be directed to the program.

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). Check the properties of your document to determine its size. Long writing samples must be divided into 20000kb 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.**

**Below this margin you should identify the type of supplemental material you have uploaded; for example, "Writing Sample", Book Review", etc.**

Repeating from above, do not upload transcripts, certificates or awards 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 and Award documents are to be uploaded in the Certificates section of the application.

If any supplemental materials (writing samples, etc.) must be revised after submission of your application you may do so prior to the deadline of your program or December 15th, whichever occurs first, by returning to your application and uploading a revised copy.

**Do not mail any of these materials to us as they cannot be accommodated and will be discarded.**

## 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.

## Financial Statement

**All Ph.D. applicants are automatically considered for financial assistance and should not complete this section. However, applicants are encouraged to apply for external fellowships which can be used at Yale.** A list of fellowships available to applicants and other resources to identify possible fellowships may be found on the [Graduate School Financial Aid](#) site. These fellowships are often more generous than those awarded by the University and convey unique distinction on students who win them. The Graduate School permits students to hold outside awards in conjunction with Yale University Fellowships up to combined levels that are higher than the standard departmental stipend.

**Most students in terminal master's programs are self-supported and must complete the Financial Statement, whether or not financial aid is requested.**

Applicants submitting the financial statement should complete all sections of the form. International applicants who do not receive sufficient financial assistance to cover all expenses may be requested to provide official documentation of financial resources in order to obtain entry visa documentation from Yale. Applicants wishing to receive loans should not initiate loan applications until after they have been admitted. See the [Graduate School Financial Aid](#) site for details regarding available fellowships and student loans.

**For reasons of confidentiality information provided on your Financial Statement is not shared (it is "masked") so the faculty reviewing your application will not see it, nor will you see it after you submit your application.**

**Financial Assistance: Required**

**Restrictions on the transfer of funds: Required**

**Marital Status: Required**

**Dependent Children: Required**

**Number of Family Members accompanying you to Yale: Required**

**Income Sources: Required.** Indicate the source in the first field for each category of income or earnings. Provide estimated income (or earnings) for the academic years listed.

**Assets expected as of September 1, 2017: Required**

**Liabilities: Required**

## **Joint Program Statement**

If you expressed a desire to pursue a Joint Program with another School at Yale University, you will be prompted to upload a short statement. Your statement should not exceed one page.

Please compose your statement offline (use a margin of 1 inch at the top of the page to allow room for the application system to automatically print your name and Applicant ID in that space) and click the Upload Document button to attach it to your application.

## **Diversity Statement**

The Yale Graduate School is strongly committed to attracting qualified students of diverse backgrounds to its community of scholars.

Applicants are invited, if they wish, to include with their application, a statement on how their background and life experience would contribute to diversity within the Graduate School community and to the School's interest in training students who will be prepared for leadership roles in an increasingly diverse society.

Submitted statements will be forwarded to the admissions committee.

Please compose your statement (250 - 300 words) offline (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) and click the Upload Document button below to attach it to your application.

## Summary of Science Grades

Only applicants to Chemistry or the Biological and Biomedical Sciences (BBS) Programs are required to submit the Summary of Science Grades Form listing all biology, chemistry, physics, and mathematics courses taken.

## **Fall Term Grade Report**

From within your online application, whether submitted or unsubmitted, you may fill in your fall term classes which are in progress using the Fall Term Grade Report located under "Forms".

Upon receipt of your fall term grades you may re-enter the online application and record your grades or make course changes.

Once you have posted your grades, you should then access the Fall Term Grade Report under "Downloadable Forms" and verify your entries. Proceed to upload this form to your application (even if submitted).

To do this go to "Important Links" in the navigational bar to your left, select "Downloadable Forms" Click on the "Fall Term Grade Report" and save this form to your desk top. Go back to "Fall Term Grade Report" in your online application and at the bottom click "Upload Document" and browse for the form saved on your desktop to upload the Fall Term Grade Report. Once this is completed your Fall Term Grade Report will automatically become part of your online application.



## **Payment Information**

All applicants must pay the US\$105.00 application fee upon submission of the application, except as noted in the Fee Waiver Eligibility and Instructions and Request Form. 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 and credit card authorization forms are not acceptable. Your credit card statement will reflect a charge of \$105.00 from "YALE UNIVERSITY-GRAD ADM"

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 credit card will need to obtain access to a credit card as that is the only payment method.

## **Requests for a Waiver or Refund of the Application Fee**

Only U.S. citizens and U.S. Permanent Resident Visa Holders with a valid alien registration number are eligible to request a waiver or refund of the \$105.00 application fee. These requests may be made on the basis of participation in a number of sponsored grant and fellowship programs, a Yale sponsored recruitment event, or significant financial hardship.

Detailed information, requirements and the necessary forms [can be found here](#). **Fee Waiver Requests must be submitted before December 1, 2016 and prior to the submission of your application in order for your fee to be waived if approved.**

**Requests received on or before December 1, 2016 but after the submission of an application, will not be eligible for a refund of the application fee.**

**International students (non-U.S. Citizens) are not eligible for a waiver or deferral of the application fee and should not submit a Fee Waiver Request form.**

## **Resume**

This section is optional for most applicants, but some programs do require a resume. To determine if your program requires a resume, please visit Special Admissions Requirements under [Graduate Degree Programs](#).

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

In your resume you should account for all periods of time during your Professional Experience.

Should you need to change or update your Resume after you submit your application you may do so until December 15<sup>th</sup>.

## **Optional Forms**

The forms in this section are optional for all applicants. If you wish submit either of them with your application, they will be reviewed by the Admissions Committee. However, if you opt not to include them, it will not affect your admissions decision.

## Recommendations

**Three** letters of recommendation are required in support of your application. Although not necessary, you may include additional recommendations should you desire. To have your recommender submit a letter on your behalf, you should first contact the recommender to establish a willingness to do so. If you choose to list additional recommenders, you may do so however, you will see only four recommendation provider names on your printed copy of the application. Also, those who are listed will be listed in alphabetical order, not in the order you entered them.

The submission of letters of recommendation is **an entirely online process** since our program faculty will be reviewing your file online only. There is no alternative to the receipt of letters of recommendation.

**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 navigational bar to the left 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 (not you) should contact us by email using the email address listed in the request for recommendation email they received.

If, after you have submitted your application, you discover a designated recommender did not submit a recommendation or is unable to submit a recommendation for you, you may delete that recommender if you wish or add additional recommenders by returning to the application form and adding the necessary information

### **Peace Corps Fellowship**

To be considered for Fellows status, Returned Peace Corps Fellows applying to the Global Affairs program must submit a statement indicating how the Peace Corps Fellowship fits into their academic and professional plans. The statement should not exceed 500 words.

Please compose your statement offline (use a margin of 1inch at the top of the page to leave room for the application system to automatically print your name and Applicant ID in that space) and click the Upload Document button to attach it to your application.

### **Yale Biomedical Engineering**

Only applicants that are applying to the Biomedical Engineering subfield must complete this form.

## **Portfolio or Media Uploads**

If you are applying to a program requiring you to submit audio or video based materials in support of your application, you may upload that material by clicking on the first upload button. Do not use this section to upload audio or video material not expressly required by your program. If such material is uploaded it will be deleted.

If you are applying to a program requiring you to submit a portfolio in support of your application, you may upload that material (PDF format preferred) by clicking on the second upload button. Do not attempt to upload any other documents in this area.

Upload limits are 25000kb (25mb)

## Certificates

You may upload certificates, awards or similar documents in this section. Do NOT upload any materials such as a writing sample, abstract, book review, portfolio, etc., as those documents must be uploaded in the **Supplemental Materials** section. DO NOT upload transcripts to this section as those must be uploaded in the Prior Study section.

**Check Your Application:** Before proceeding to the submission of your application, click on the **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:

**This is the final step in the  
application submission process.**

Once you have read the Certification Statement (shown below), as well as the Yale University's Nondiscrimination/Title IX and Security 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.**

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**Yale University's Nondiscrimination/Title IX Statements**

The University is committed to basing judgments concerning the admission, education, and employment of individuals upon their qualifications and abilities and affirmatively seeks to attract to its faculty, staff, and student body qualified persons of diverse backgrounds. In accordance with this policy and as delineated by federal and Connecticut law, Yale does not discriminate in admissions, educational programs, or employment against any individual on account of that individual's sex, race, color, religion, age, disability, status as a protected veteran, or national or ethnic origin; nor does Yale discriminate on the basis of sexual orientation or gender identity or expression.

University policy is committed to affirmative action under law in employment of women, minority group members, individuals with disabilities, and protected veterans.

Inquiries concerning these policies may be referred to Valarie Stanley, Director of the Office for Equal Opportunity Programs, 221 Whitney Avenue, 3rd Floor, 203.432.0849. For additional information, see [www.yale.edu/equalopportunity](http://www.yale.edu/equalopportunity).

Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Questions regarding Title

IX may be referred to the University's Title IX Coordinator, Stephanie Spangler, at 203.432.4446 or at [titleix@yale.edu](mailto:titleix@yale.edu), or to the U.S. Department of Education, Office for Civil Rights, 8th Floor, Five Post Office Square, Boston MA 02109-3921. Telephone: 617.289.0111, Fax: 617.289.0150, TDD: 800.877.8339, or Email: [ocr.boston@ed.gov](mailto:ocr.boston@ed.gov).


### Statement on Security

In accordance with federal and state law, the University maintains information on security policies and procedures and prepares an annual campus security and fire safety report containing three years' worth of campus crime statistics and security policy statements, fire safety information, and a description of where students, faculty, and staff should go to report crimes. The fire safety section of the annual report contains information on current fire safety practices and any fires that occurred within on-campus student housing facilities. Upon request to the Office of the Deputy Vice President for Human Resources and Administration, PO Box 208322, 2 Whitney Avenue, Suite 810, New Haven CT 06520-8322, 203.432.8049, the University will provide this information to any applicant for admission, or prospective students and employees may visit <http://publicsafety.yale.edu>.

## My Application

### Application for Admission

**Application Status:** Submitted  or not submitted

**Submitted Date:** 12/16/2016 9:11:00 AM EST 

*All submitted applications are made available to your Program of Study after the deadline of your Program of Study, whether complete or incomplete.*

**Your application is incomplete (or was completed on date completed)**

*The day after you submit your application it will marked as complete is we have received all three of your recommendations and required Standardized Tests – it will be marked as “incomplete” if either of these items are marked as Not Received.*

**Application Fee:** Received

**Recommendations:** Not Received (or Complete)

Name of Recommender 1 (Online): Submitted on 8/26/2016

Name of Recommender 2 (Online): Started on 11/3/2014

Name of Recommender 3 (Online): Notified on 9/9/2014

*You are urged to re-notify recommenders who have not submitted a letter for you by the deadline of your Program of Study. While letters can arrive late it is always best to have them in your file by the time faculty begins their review.*

**Transcripts:**

XYZ University 1: Received

XYZ University 2: Received

XYZ University 3: Waived

*A transcript is waived if you marked the institution as a Study/Summer abroad institution (please refer to page 9 of these instructions)*

**Test Scores:**

GRE: Received

TOEFL: Received or Waived

GMAT: (Received or Not Received if applicable)

IELTS: (Received or Not Received if applicable)

**Decision Status:** Your application decision is now available online (if a decision has been reached)

*When a decision has been made on your application you will receive an email directing you to your online application. The above link will then take you to your online application. After logging into your application you will be able to click on the [“Your application decision is now available online”](#)*

*A decision letter will be displayed which you should print as no “hard copy letter” is sent.*