



## Yale University Graduate School of Arts and Sciences

Instructions for the online application for

### Visiting Assistant in Research Program

[Application Instructions for Non-Degree \(Visiting Assistant in Research\) Applicants](#)

#### 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 and may require changes to your arrival date and your Advisor Invitation Verification Form. 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 uploaded documents 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 not be saved.

The deadline for submitting a Non-Degree Visiting Assistant in Research Application is 60 days (90 days for Engineering and Applied Science) prior to the start of your period of study at Yale. For example: if you have identified a start date of August 15<sup>th</sup> your application must be submitted and complete prior to June 15<sup>th</sup> of the same year.

## **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 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 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.

**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**

**E-Mail 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.

**Daytime Phone 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.

## **Department/Program Affiliation**

**Department/Program Affiliation:** Required. This is the Department/Program you will be affiliated with. 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 Period of Attendance (at Yale):** Required. Please identify the dates you plan on being at Yale. **For international applicants you will not be able to submit your application if it is 60 days or less before your proposed start date. For domestic applicants you will not be able to submit your application if it is 30 days or less before your proposed start date.** You should confer with your advisor regarding this entry.\*

**Number of Months:** Once you have entered your “Proposed Period of Attendance” the system will automatically generate the number of months once you save the page.

The number of months you will be in attendance at Yale includes any portion of a month; i.e., if your period of attendance runs from April 28 through August 2, the number of months in attendance would be 5 months. If your period of attendance runs from May 1 through July 31<sup>st</sup>, the number of months in attendance would be 3 months or if you period of attendance runs less than a month i.e. February 2 through February 20 the number of months in attendance would be 1 month. DSR tuition is charged on a monthly basis.

If you are planning to start during the last couple of days of a month or ending during the first couple of days of a month you may want to adjust your start and end dates accordingly.

**\*The Proposed Period of Attendance (at Yale) are the only fields in this section that can be updated. Keep in mind if this field is updated then your Advisor Invitation Verification Form has to be revised and re-approved by your advisor and re-uploaded.**

## **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 Enrollment & Prior Study**

**Currently enrolled institution:** Required. In order to attend Yale as a Visiting Assistant in Research you must be concurrently enrolled in a graduate degree (PhD or Master's) program at another institution. If you are enrolled in a PhD program and have obtained your Master's degree, enter only the institution that you are enrolled at. Do not enter your Master's degree institution.

**Bachelor Degree Granting Institution:** Required. This must be your baccalaureate degree granting institution.

Please complete the information in this section starting with the institution you currently enrolled at.

**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.

For your currently enrolled institution please enter the expected date of your graduate degree. If you do not know the day, please use "01".

For your Bachelor Degree Institution enter your graduation date.

**Degree:** Required

Degree choices for your currently enrolled institution are restricted to advanced degrees only. Degree choices for your Bachelor Degree granting institution are restricted to bachelor degrees only. **If you earned two different degrees at the same institution you select only one degree.**

**Major:** Required

For both your currently enrolled institution and your Bachelor degree granting institution and you are/have pursued a double major please select your primary major.

**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.

## Transcripts

A transcript or academic record is required from your currently enrolled institution and your Bachelor Degree Institution.

**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.

**Transcripts that are in a language other than English must 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 must 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.



### **Yale Faculty Advisor/Sponsor**

You must have permission from the department you wish to affiliate with before you can submit an application. To obtain that permission you should contact the program with which you will be affiliated, identify a faculty member serving as your Advisor/Sponsor and then complete the following information in your online application. Your faculty Advisor/Sponsor must have an appointment through one of the Departments/Programs of the Graduate School.

Before proceeding you must have completed the Personal Information section and the Department/Program Affiliation section of the application.

**Last Name:** Required. You must identify the Yale Graduate School faculty member who has agreed to act as your advisor.

**First Name:** Required. You must identify the Yale Graduate School faculty member who has agreed to act as your advisor.

**Title/Rank:** Required. Please enter your advisors' title (Professor, Associate Professor or Assistant Professor)

**E-Mail Address and telephone:** Required.

**Telephone:** Required

**Department:** Required. Your faculty Advisor/Sponsor must have an appointment through one of the Departments/Programs of the Graduate School.

**Monetary Support:** If your advisor has agreed to provide monetary support please check **Yes** (or No if no support will be provided by your advisor). Please indicate your advisor's name and the amount of support provided on the line for Yale Income Source on the [Living Expenses/Tuition Costs and Income Sources](#) page for Living Expenses (Income Sources) or Tuition Cost (Income Sources) as appropriate. This data will be used to pre-populate the Faculty Invitation Verification Form.

**Purpose of your Visit:** Required. Please indicate, in brief, the purpose of your study at Yale. The information you provide here will be pre-filled to the Invitation Verification Form and could be modified by your advisor. You should confer with your advisor regarding this item.

**Will your Advisor provide space for you to work?** You should ask your advisor regarding this item.

**Faculty Invitation Verification Form:** Required. Go to downloadable forms click on the “**Advisor Invitation Verification Form**” and complete the form by transferring information you entered in your online application to the respective areas in the verification form (do not mark any of the “Check if info changed” boxes. For the **Purpose of Students Visit** box please copy your statement from your application and paste it here. Once you have entered the information on the verification form, please save the form and then send it (via e-mail) to your advisor to be verified, corrected or modified as necessary.

Once your advisor verifies the information it must be returned to you so that you can upload the form using the upload facility under “**Advisor Invitation Verification Form**” in the Yale Faculty Advisor/Sponsor – VAR section in your online application.

If your advisor has changed any information (i.e., has checked one or more of the “Check in info Changed” boxes, please ensure you make the necessary changes in your online application.

**If you are using a Mac computer, we recommend having Adobe Reader installed as your default viewer for PDF files. Or, after you’ve filled out the PDF form in Preview, choose Print from the File menu and then use the dialog box’s PDF option to save it as a PDF.**

## **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 a SECURE LINK 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.

## 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.**

### **Estimated Living Expenses**

The Living expense field is pre-filled and is calculated by using the number of months 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.**

*The number of months you will be in attendance at Yale includes any portion of a month; i.e., if your period of attendance runs from April 28 through August 2, the number of months in attendance would be 5 months. If your period of attendance runs from May 1 through July 31<sup>st</sup>, the number of months in attendance would be 3 months. It is anticipated that the tuition and living expenses will be increased in subsequent years.*

Please Note: For international students, 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 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 must upload the Faculty Invitation Verification Form once this form is received back from your Advisor verifying information you have entered.**

### **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 **must 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 months you will be in attendance at Yale once the **Department/Program Affiliation** section has been saved. If you will be at Yale less than one month the tuition cost is waived. For the period of September 1, 2014 through August 30, 2015 the monthly tuition cost is \$392.00.

### 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 **must be equal to or greater** than Tuition Cost. If this is not the case please go back to your calculations for each income source.

## **Standardized Tests**

**The Graduate Records Examination (GRE) General Test:** Not Required.

**The Test of English as a Foreign Language (TOEFL), or the International English Language Testing System (IELTS), may be required.**

**Please see the next page regarding Assessment of English Language Proficiency**

## **Other Information**

This section of the application relates to 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.

### **Assessment of English Language Proficiency:**

If your Native Language is **NOT English** and you answered “No” to the question that you did not graduate, at the baccalaureate degree level, from an institution where English was primary language of instruction and you have not taken the TOEFL/IELTS (or have not uploaded the official results of either of those tests) then you must download the **ASSESSMENT OF ENGLISH LANGUAGE PROFICIENCY FORM** found under “Downloadable Forms section within your online application.

You also must have your faculty advisor complete the form, return it to you signed, and upload it to your online application in the **Other Information Section** under **Assessment of English Language proficiency** section.

**If you took and have the Official results of a TOEFL/IELTS test**, please upload a copy of your TOEFL/IELTS Score Report in the Supplemental Materials section of your application. In this case you do not have to upload the Assessment of English Language Proficiency Form.

**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.

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.

**The following information is required to be answered but 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 them 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 these questions are not shared with your program reviewing your application and you will not see them 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 (in English) using the upload facility for that purpose. If you have checked no you will need to indicate your plans to obtaining such coverage and upload documentation to support those plans.

**Verification of Academic Standing:** Required. You must upload a letter (in English) from your home institution (your University Registrar) indicating that you are in good academic standing **and will be enrolled as a full-time, degree seeking student at your home institution during your time at Yale.**



## **Supplemental Materials**

This section allows you to upload materials you deem desirable to support your application. **All documents uploaded must be in English.**

Any questions about the content of any of these materials should be directed to your Faculty Advisor/Sponsor.

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 and 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.**

## **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 remainder 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.

## **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 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.

**Failure to ensure that your application is complete and that all required materials have been uploaded and all documents (including transcripts and financial documents) are in English will result in your application being reclassified as Not Submitted until such time as you are able to submit a complete application.**

**Such action will delay the processing of your application and may require changes to your arrival date and your Advisor Invitation Verification Form. It may also delay the processing of any required immigration materials and the receipt of a U.S. Visa.**

**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.**