



PROCEDURES FOR MAKING APPLICATION TO GRADUATE STUDIES - LIBERAL ARTS & SCIENCES

PLEASE TYPE OR PRINT

In order to be officially considered for admission to the Villanova University Graduate Studies, Liberal Arts & Sciences, you must provide all necessary information and records:

1. Complete and return to the Graduate Studies Office, Liberal Arts & Sciences, all pages of the application form.
2. Application requires a non-returnable fee of fifty dollars (\$50.00) payable in U.S. funds when application is submitted. Check or money order should be made to Villanova University. The application fee is waived for individuals who have earned a degree at Villanova University.
3. Applicants must have official transcripts (DUPLICATE COPIES) of all previous college work (both undergraduate and graduate where applicable) sent **directly** to the Graduate Studies Office, Liberal Arts & Sciences, Villanova University, **BY THE REGISTRAR OF THE COLLEGES OR UNIVERSITIES INVOLVED.**
4. Request three persons well acquainted with your academic work to furnish the Department Chairperson or Program Director with letters of recommendation. **Recommendations are to be forwarded directly to the Department or Program Director to which you are applying.**
5. For those departments requiring the Graduate Record Examination (GRE), the student should take the general test, and the subject matter test where applicable and instruct the Education Testing Service to forward the results to the Graduate Studies Office, Liberal Arts & Sciences, Villanova University, Villanova PA 19085-1688. Application blanks and instructions are available from the Educational Testing Service, Princeton, NJ 08540. Please consult the Graduate Studies Catalog for program GRE requirements.
6. Master's degrees are offered in the following areas: Applied Statistics, Biology, Chemistry, Classical Studies, Computer Science, Counseling and Human Relations (Community, School), Criminology, Law, and Society, Education (Elementary, Secondary, Educational Leadership, Secondary Teacher Certification), English, Hispanic Studies, History, Human Resource Development, Liberal Studies, Mathematics, Political Science, Psychology, Public Administration, Software Engineering, Theatre, and Theology. Doctoral degrees are offered in the area of Philosophy only.
7. International applicants must take the TOEFL examination (Test of applicants - proficiency in spoken and written English). This examination can be obtained from TOEFL, Educational Testing Service, Princeton, NJ 08540, U.S.A. The minimum acceptable scores are: paper-based 550, computer-based 213, and internet-based 80. TOEFL scores are valid for **two years** from the test date. **International students must be registered on a full-time basis.**
8. Graduate Application Deadlines*:
 - **For the doctoral program in Philosophy:** Completed applications must be submitted by February 1 for fall admission.
 - **For all master's programs and all graduate certificate programs in the College of Liberal Arts and Sciences:**
 - **Fall:** For priority consideration, particularly regarding financial aid determination, completed applications should be submitted by March 1 for fall admission. Applications will be considered until August 1.
 - **Spring:** For priority consideration, completed applications should be submitted by November 15 for spring admission. Applications will be considered until December 1.
 - **Summer:** Completed applications should be submitted by May 1 for summer admission.

Whether or not you apply for financial assistance from Villanova, you must supply 3 letters of recommendation for admittance to the program. All recommendation letters should be mailed directly to your program of interest.

GENERAL INFORMATION

Admissions are administered by the Graduate Studies Office, Liberal Arts & Sciences, and are subject to the approval of the Dean of Graduate Studies, Liberal Arts & Sciences. Information relating to specific departmental requirements or prerequisites, course of study, graduate assistantships, tuition scholarships, fellowships, transfer credits, etc. may be acquired by referring to the Graduate Studies Catalog. Questions concerning admissions requirements should be addressed to: **Villanova University, Graduate Studies Office, College of Liberal Arts and Sciences, 800 Lancaster Avenue, Villanova, PA 19085-1688, (610) 519-7090.**

The most recent Annual Security Report containing information about Villanova University's security policies and procedures, and crime statistics for the three most recent calendar years is available at: <http://publicsafety.villanova.edu/crimestats.html>. A hard copy is also available upon request through Villanova's Department of Human Resources; contact us at 610-519-7900 if you would like to request a copy.

Please visit our World Wide Web site to download a copy of this form or for further information at: <http://www.gradartsci.villanova.edu>

You can also contact the Graduate Studies Office through the Internet at this E-mail address: gradinformation@villanova.edu

* International students should additionally consider local U.S. Consulate visa wait times when submitting documentation.



GRADUATE STUDIES, LIBERAL ARTS AND SCIENCES

Application for Admission

Application to Graduate Studies, Liberal Arts and Sciences requires a Fee (non-returnable) of \$50.00, payable in U.S. funds when application is submitted. Application will be returned if fee is not enclosed.

PLEASE TYPE OR PRINT ALL INFORMATION IN BLACK INK.

Social Security No. _____ Applying for: Full Time Part Time

Term you wish to enter: _____ FALL SPRING SUMMER

PERSONAL INFORMATION:

Name _____
(Last) (Family Name) (First) (Given Name) (Middle) (Maiden)

Mailing Address effective until _____ E-Mail Address _____

No., Street _____

City, State, Zip _____ Phone () _____

Home Address

No., Street _____

City, State, Zip _____ Phone () _____

Place of Employment _____ Phone () _____

Place of Birth _____ Date of Birth _____ Sex: Male Female
Month-Day-Year

Citizen of U.S.? Yes No If no, what country? _____ Permanent Resident of U.S.? Yes No

If you currently hold a Visa, what type do you have? _____

Name of nearest living relative _____
(Last) (First) (Middle) (Relationship)

Address _____ Phone () _____
(No.) (Street)

(City)

(State)

(Zip)

Ethnic Group. Villanova University must provide information on ethnic diversity to various agencies including the Office for Civil Rights, U.S. Department of Education. These data are used for reporting purposes only. Responding to this inquiry is entirely voluntary. Failure to respond will have no adverse effect on the evaluation of your qualification for admission. Please circle one:

- I** = American Indian or Alaskan Native – Persons of the original people of North America and who maintain cultural identification through tribal affiliation or community recognition.
- O** = Asian of Pacific Islander – Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- A** = African American, not of Hispanic Origin – Persons having origins in any of the Black racial groups of Africa.
- H** = Hispanic – Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin.
- W** = White, not of Hispanic Origin – Persons having origins in any of the original peoples of North America, Europe, North Africa, or the Middle East.

Do you plan to earn a degree at Villanova University? Yes No

Do you plan to earn a Certificate at Villanova University? Yes No

How did you learn about Villanova? _____

Field in which you plan to study (check only one):

Applied Statistics

- Master of Science

Biology

- Master of Arts
 Master of Science
 Certificate of Graduate Study in Cell, Molecular and Developmental Biology (Pre-Master's)
 Certificate of Advanced Graduate Study in Cell, Molecular, and Developmental Biology (Post-Master's)
 Certificate of Graduate Study in Ecology, Evolution, and Organismal Biology (Pre-Master's)
 Certificate of Advanced Graduate Study in Ecology, Evolution, and Organismal Biology (Post-Master's)

Chemistry

- Master of Science

Classical Studies

- Master of Arts

Communication

- Master of Arts
 Certificate in Advertising/Media Production
 Certificate in Leadership and Communication
 Certificate in Organizational/Corporate Communication
 Certificate in Public Relations/Journalism
 Certificate in Strategic Communication

Computing Sciences

- Master of Science in Computer Science
 Master of Science in Software Engineering
 Certificate in Knowledge-Based Systems
 Certificate in Networks
 Certificate in System Programming
 Certificate in Web-Based Technology and Commerce

Counseling and Human Relations

- Master of Science (Community Counseling)
 Master of Science (Elementary School Counseling)
 Master of Science (Secondary School Counseling)
 Post-Master's Certificate in Counseling

Criminology, Law, and Society

- Master of Arts

Education

- Master of Arts (Elementary Graduate Teacher Education)
 Master of Arts (Secondary Graduate Teacher Education)
 Master of Arts (Graduate Secondary Teacher Certification)
 Master of Arts (Educational Leadership)
 Post-Master's Principal's Certificate Program
 Post-Master's Certificate in Teacher Leadership

English

- Master of Arts (Language and Literature)
 Certificate of Advanced Graduate Study in English (Post-Master's)

Hispanic Studies

- Master of Arts
 Certificate of Graduate Study in Hispanic Cultural Studies
 Certificate of Graduate Study in Hispanic Literature
 Certificate of Graduate Study in Spanish Language Pedagogy
 Certificate of Advanced Graduate Study in Hispanic Cultural Studies (Post-Master's)
 Certificate of Advanced Graduate Study in Hispanic Literature (Post-Master's)

History

- Master of Arts
 Certificate of Advanced Graduate Study in History (Post-Master's)
 Certificate of Advanced Graduate Study in American History (Post-Master's)
 Certificate of Advanced Graduate Study in European History before 1789 (Post-Master's)
 Certificate of Advanced Graduate Study in Modern European History (1789 – Present) (Post-Master's)
 Certificate of Advanced Graduate Study in World History (Post-Master's)

Human Resource Development

- Master of Science
 Pre-Master's Certificate in Human Resource Applications
 Post-Master's Certificate in Advanced Human Resource Applications

Liberal Studies

- Master of Arts
 Certificate of Graduate Study in "Great Books"
 Post-Master's Certificate in Interdisciplinary Studies

Mathematics

- Master of Arts
 Certificate of Graduate Study in the Teaching of Secondary School Mathematics

Philosophy

- Doctor of Philosophy

Political Science

- Master of Arts
 Certificate in International Relations and Comparative Government
 Certificate in Politics and American Government

Psychology

- Master of Science

Public Administration

- Master of Public Administration
 Certificate of Graduate Study in City Management
 Certificate of Graduate Study in Public Administration

Theatre

- Master of Arts (Comprehensive Program with Specialty)
 Master of Arts (Graduate Theatre and Education Program)
 Graduate Certificate in Practical Theatre

Theology

- Master of Arts

List all Colleges you have attended and/or are currently attending, including Villanova University: (attach a separate sheet if more space is needed)

Name and Location

Dates Attended

Major

Degree and Date

**Any requests for transfer of graduate courses must be made at the time of application.
(Maximum of six approved credits can be transferred.)**

EXPERIENCE: Occupational, military, professional (Last two positions held)

Employer

Location

Title or Nature of Position

Dates

BRIEF STATEMENT OF GOALS: _____

I confirm that all of the information supplied on this application is correct.

Signature

Date

***Whether or not you apply for financial assistance from Villanova University,
you must supply 3 letters of recommendation for admittance to the program.***

Villanova University

Graduate Studies, Liberal Arts & Sciences

Villanova, PA 19085-1688

1. The Graduate Studies Office, Liberal Arts and Sciences of Villanova University offers assistantships on a competitive basis in some twenty programs for students wishing to work for their Master's degree.
2. The assistantship provides a stipend of \$13,100.00 for the academic year, payable in nine installments. Graduate assistants who are in good standing may enroll for summer study with a waiver of tuition. However, there are no summer stipends for graduate assistants.
3. All students who receive a GRADUATE ASSISTANTSHIP also receive a Tuition Scholarship. The assistantship is a service appointment requiring the student to give the department or program in which he/she is enrolled, twenty hours of work per week under the supervision of the Chairperson or Program Director. The tuition scholarship aspect of the Graduate Assistantship is an outright grant of full remission of tuition and academic fees. When attached to a Graduate Assistantship, there is no additional service requirement above the 20 hours associated with the tuition scholarship award.
4. For priority consideration, application for graduate assistantships or scholarships should be filed in the Office of Graduate Studies along with the completed application for admission as follows:
 - **For the doctoral program in Philosophy:** Completed applications must be submitted by February 1 for fall admission.
 - **For all master's programs and all graduate certificate programs in the College of Liberal Arts and Sciences:**
 - **Fall:** For priority consideration, particularly regarding financial aid determination, completed applications should be submitted by March 1 for fall admission.
 - **Spring:** For priority consideration, completed applications should be submitted by November 15 for spring admission.
5. A student receiving a graduate assistantship would expect to spend a maximum of two years in the Master's Program, or four years in the Doctoral Program. The student, provided he/she is in good standing, is expected to remain at the University until the degree is completed. If a student needs a leave of absence from his/her studies, the request should be submitted in writing to the Dean.
6. Full Graduate Assistants may not take additional employment either on campus or elsewhere during the school year.
7. TUITION SCHOLARS receive a waiver of tuition and academic fees and are expected to service the department seven hours a week.
8. There are also graduate research assistantships provided by government and industry. Complete details are available by writing directly to the Department Chairperson or Program Director.

IF YOU WOULD LIKE TO APPLY FOR AN ASSISTANTSHIP, PLEASE COMPLETE THE FOLLOWING INFORMATION.

Please Note: Whether or not you apply for financial assistance from Villanova, you must supply 3 letters of recommendation for admittance to the program.

REFERENCES: Forms will be submitted by the following three persons.

	NAME	TITLE	ADDRESS
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

TYPE OF APPOINTMENT SOUGHT Graduate Assistantship Research Assistantship Scholarship

CURRENT STATUS (*check one*)

- Application for Admission filed on _____
- Admitted to Graduate Studies to start _____
- Currently enrolled in Graduate Studies _____

FOREIGN LANGUAGE(S) of which you have reading knowledge: _____

Honor Societies, Professional Organizations, Scholarship Prizes, Professional Licenses:

Papers published in professional journals:

Name: _____ **Social Security No.:** _____
(Please Print)

Department or Program to which you are applying _____

Signature

Date

Mail to: Villanova University
Graduate Studies
College of Liberal Arts and Sciences
800 Lancaster Avenue
Villanova, PA 19085-1688



GRADUATE STUDIES, LIBERAL ARTS AND SCIENCES LETTER OF RECOMMENDATION

College of
Liberal Arts and Sciences
VILLANOVA
UNIVERSITY

PLEASE RETURN THIS EVALUATION FORM TO:

DEPARTMENT OF: _____
VILLANOVA UNIVERSITY
800 Lancaster Avenue
Villanova, PA 19085

TO BE COMPLETED BY APPLICANT

Name _____ Proposed Department or Program _____
(Please Print)

Address _____ Telephone Number _____

_____ E-Mail Address _____

Name of Respondent *(please print)* _____

I do, do not wish to waive my right of access to this letter of recommendation as conferred by the Family Education Rights and Privacy Act of 1974.

Social Security of Applicant (Optional) _____

Signature of Applicant _____

TO THE RESPONDENT: Would you kindly comment below on the qualifications of the applicant for graduate study. Please comment on academic strengths and weaknesses, emotional maturity, teaching potential, ability to work independently, creativity and aptitude for advanced study. How long have you known the applicant and in what capacity? Do not hesitate to supply us with any other information which you think is pertinent to this application. Please use the other side of this page if you need more space.

Rate the applicant in comparison with other students whom you have known in recent years.

	Unable to judge	Lowest 50%	Top 50%	Top 25%	Top 10%	Top 5%
Academic Performance						
Intellectual Potential						
Motivation						
Emotional Maturity						
Written Expression						
Oral Expression						
Overall Evaluation						

Signature of Respondent _____ Date _____

Position _____ Institution _____

Mailing Address _____

E-Mail Address _____



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Villanova, PA 19085

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Signature of Respondent _____ Date _____

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Mailing Address _____

E-Mail Address _____



College of
Liberal Arts and Sciences
VILLANOVA
UNIVERSITY

**GRADUATE STUDIES, LIBERAL ARTS AND SCIENCES
LETTER OF RECOMMENDATION**

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VILLANOVA UNIVERSITY
800 Lancaster Avenue
Villanova, PA 19085

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(Please Print)

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E-Mail Address _____

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Signature of Applicant

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Intellectual Potential						
Motivation						
Emotional Maturity						
Written Expression						
Oral Expression						
Overall Evaluation						

Signature of Respondent _____ Date _____

Position _____ Institution _____

Mailing Address _____

E-Mail Address _____