



## **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), Criminal Justice, Education (Elementary, Secondary and Educational Leadership), English, Hispanic Studies, History, Human Resource Development, Liberal Studies, Mathematics, Political Science, Psychology, Public Administration, 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 registration.
  - **For all master's programs and all graduate certificate programs in the College of Liberal Arts and Sciences:**
    - **Fall Registration:** For priority consideration, particularly regarding financial aid determination, completed applications should be submitted by March 1 for fall registration. Applications will be considered until August 1.
    - **Spring Registration:** For priority consideration, completed applications should be submitted by November 15 for spring registration. Applications will be considered until December 1.
    - **Summer Registration:** Completed applications should be submitted by May 1 for summer registration.

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.**

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](mailto: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

**Computer Science**

- Master of Science
- Certificate in Knowledge-Based Systems
- Certificate in Networks
- Certificate in Software Engineering
- 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

**Criminal Justice**

- 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 Supervisory Certificate Program

**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

Colleges attended, **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 \$12,165.00 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 no later than **March 15** for most programs. Some exceptions are as follows: Computing Sciences by April 15, Education by March 1, English by April 1, History by March 1, Philosophy by February 1.
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.

	<b>NAME</b>	<b>TITLE</b>	<b>ADDRESS</b>
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 \_\_\_\_\_



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

**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 \_\_\_\_\_



College of  
Liberal Arts and Sciences  
**VILLANOVA**  
UNIVERSITY

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

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 \_\_\_\_\_