



Dear Applicant:

Thank you for your interest in graduate study at Tufts University. The following instructions provide information that will help you complete your application and ensure that it is processed in a timely manner. Please note that:

- All application materials should be submitted online, and there is no need to submit a duplicate hard copy.
- Application deadlines and program requirements vary. Please refer to <http://asegrad.tufts.edu/explore-graduate-programs#1> for your specific program information.
- All required materials must be received before your application can be reviewed. The account you create should be used to check on the status of your application to ensure that outside materials (such as test scores and recommendations) have been received. The email address you use to create your account will also be the email we use to contact you with more information regarding admission.
- Materials and supporting documents become the confidential property of Tufts University and cannot be returned to you or sent to anyone outside the university. Please be sure to retain a copy of your application for your records.

While deadlines for our programs vary, it is to your advantage to apply early and ensure that all required materials are received by the deadline. Departments are able to review applications received after a published deadline only if spaces remain. Please also note that financial aid for late applications is very limited.

We appreciate your interest in Tufts University and look forward to receiving your application. If you have any questions about the process, please contact the Office of Graduate Admissions at (617) 627-3395 or at [gradadmissions@tufts.edu](mailto:gradadmissions@tufts.edu).

Sincerely,

A handwritten signature in black ink, appearing to read "Roxana Q. Woudstra".

Roxana Q. Woudstra  
Director of Graduate Admissions  
Bendetson Hall  
Medford, MA 02155

## APPLICATION REQUIREMENTS

All applicants must submit the following materials:

### 1.) Online Application for Admission

### 2.) Application fee of \$85

The application fee is payable through the online application by credit card or e-check (drawn on a US bank). The application fee is not refundable. Your credit card or e-check statement is your receipt. Applications cannot be reviewed until this fee has been received.

The application fee is waived for current Tufts students (undergraduate, graduate and certificate students applying to a graduate program); Project 1000 applicants; AmeriCorps and Peace Corps volunteers and alumni; City Year and Teach for America Corps volunteers and alumni; GEM fellows; and IRT, Leadership Alliance, and McNair Scholars. Gordon Institute M.S.E.M. or M.S.I.M. applicants who have attended an admissions event will be granted a fee waiver. If the application fee will present a financial hardship, please contact the Office of Graduate Admissions.

### 3.) Academic Records

Applicants will be required to upload a copy of transcripts received from each college or university attended where credit was earned toward an undergraduate, graduate or professional degree. Transcripts for study abroad or transfer programs are not required if the course titles, grades, and credit hours are included on the transcript of the degree-granting institution. If the transcript is in a language other than English, please provide an official translation. If you are offered admission and decide to matriculate, you will be required to request that official hard copy transcripts from all of your degree granting institutions be sent directly to Tufts.

### 4.) Letters of Recommendation

Most programs will require three letters of recommendation. Current Tufts students, Tufts certificate students applying for a degree program and applicants to the engineering management program and the innovation and management program are only required to submit two letters. One letter of recommendation is required for most certificate programs.

Letters of recommendation should be submitted through the online system. If that is not possible, you may print the online recommender form and have your recommenders submit the form with their letters to the *Office of Graduate Admissions, Bendetson Hall, Tufts University, Medford, MA 02155*.

### 5.) Personal Statement

You are required to upload a personal statement describing your reasons for wanting to pursue graduate study at Tufts. Please limit your personal statement to a maximum of five pages (2,500 words). Refer to the Requirements and Deadlines document to determine if the program to which you are applying has specific prompts.

### 6.) Résumé / CV

Your current résumé or CV that includes information about and dates of your educational history, employment, academic honors, scholarships, publications and other activities should be uploaded as part of your completed application.

## **ADDITIONAL REQUIREMENTS**

Most degree programs require supplemental materials such as Graduate Record Examination (GRE) scores and/or a writing sample be provided. For more information, please refer to the admissions requirements for the program to which you are applying:

<http://asegrad.tufts.edu/explore-graduate-programs#1>

### **Graduate Record Examination (GRE)**

The majority of our degree programs will require the GRE. You can register online at [www.gre.org](http://www.gre.org), and the Tufts University code number is 3901. Student copies or photocopies of GRE scores are not accepted, so please remember to designate Tufts as one of your score recipients. To ensure timely score reporting, we suggest that you take the GRE at least one month prior to the application deadline for your program.

### **Evidence of English Proficiency for Non-Native Speakers of English**

Applicants who are not native speakers of English are required to take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). A minimum TOEFL score of 550 points on the paper based test or 90 on the internet based exam is required. The minimum IELTS scores is 6.5. Please note: student copies or photocopies of TOEFL/IELTS scores are not accepted.

If an applicant satisfies one of more of the following conditions, s/he is not required to provide a TOEFL or IELTS score:

- Citizenship of Australia, Canada (except Quebec), Great Britain, Ireland, New Zealand, Guyana, an Anglophone country of Africa, or an English-speaking country of the Caribbean;
- A college or university degree earned in the United States or in one of the countries listed above prior to submission of this application;
- Current enrollment as a full-time student in a degree-granting program in the United States or at an English-speaking school in one of the countries listed above. The student must have successfully completed two consecutive full time academic years of college or university work prior to the date of anticipated enrollment at Tufts University.

Please contact Meg Delory in the Office of Graduate Admissions at [Margaret.Delory@tufts.edu](mailto:Margaret.Delory@tufts.edu) with any questions regarding the TOEFL or IELTS requirement

### **Writing Sample**

If your program requires a writing sample, please upload the document in the appropriate section of the online application. Refer to the Requirements and Deadlines document to determine if the program to which you are applying has specific prompts.

## **Digital Portfolio**

### **Art Education (MAT) applicants**

If you are applying to the MAT in Art Education, you are **required** to submit an electronic art portfolio of your most recent artwork. Please see the online application for more detailed instructions on what to include in your portfolio.

### **Engineering (MS, PhD, and MS/PhD) applicants**

If you are applying to a degree program within the School of Engineering, you may upload a video presentation (2 minutes maximum) of your own design, product or research conducted, to demonstrate to the admissions committee your interest and skill sets. This video essay is **optional, but recommended**. Non-native English speakers are encouraged to submit a digital portfolio to demonstrate English language skills.

### **Music (MA) applicants**

If you are applying to the MA in Music, you may upload an **optional** audio file component with a maximum size of 100MB.

### **Studio Art (MFA) applicants**

If you are applying to the MFA in Studio Art, you are **required** to use Slideroom at **tufts-smfaattufts.slideroom.com** (secure link) to submit artwork. Please see the online application for more detailed instructions on Slideroom requirements.

## **NOTIFICATION AND DECISIONS**

You should log back into our application account to track the receipt of your credentials. Only completed applications will be reviewed by academic departments/committees. Communications about the status of your application will be sent by email, so be sure to regularly check the email account you have listed on your application. When decisions are made, they will be available on the secure admissions website.

Decisions on admission to degree programs are normally made in late March/early April for Fall admission and in November for Spring admission. Applicants to certificate programs are usually notified of a decision within four weeks of receipt of a completed application. Offers of admission are official only when made in writing and signed by the Dean of the Graduate School of Arts and Sciences, or the Associate Dean for Graduate Education in the School of Engineering.

An offer of admission for graduate study at Tufts is dependent on a student maintaining a high standard of academic achievement before enrolling. All matriculating students will be required to request final, official transcripts and academic records from their degree granting institution(s) sent to Tufts prior to enrollment. Offers of admission are also dependent on a student's continued demonstration of character and high standards for personal conduct. Lapses in either area can be grounds for rescinding an offer of admission.

All students who intend to enroll will be required to send a deposit of \$300 (for degree programs) or \$100 (for certificate programs) which will be applied to the first semester's tuition. All deposits are non-refundable.

### **International Students**

International students must confirm enrollment and pay the \$300 deposit by December 1 for Spring admission, or April 15 for Fall admission. An International Student Information form and Estimate of Expenses will be sent to all international students with the official letter of acceptance. The International Student Information form must be completed and returned to the International Center at Tufts.

You will be asked to verify that you are financially able to cover your educational and living expenses. Living expenses are estimated at \$20,000 per year. Tuition charges vary by program. If you have not been awarded financial assistance, you will be required to demonstrate your ability to support yourself while at Tufts and cover the travel expenses to and from the U.S. before Tufts will grant you official admission into your program. Please note that financial assistance is not available for students entering certificate programs.

International students who need visa assistance are admitted to Tufts University only as full time students. The Tufts International Center will issue your form I-20 or form IAP-66 and will offer assistance while you attend Tufts.

## **Retention of Materials**

If you are granted admission but decline the offer, or if you are not offered admission, your materials will be kept for one year. You may reactivate your application for the next term within that time by submitting a new application form and fee. Deferring your admission is not an option.

Reapplication must occur by the deadline dates provided for new applicants. We encourage students to update their application with new materials when appropriate.

All materials submitted in support of an application become the property of Tufts University and neither originals nor copies of this material will be returned or sent to a third party. Credentials received without an application form and fee are retained for just three months from the date of receipt.

## **Financial and Scholarship Aid**

If you are interested in being considered for departmental financial assistance (scholarships, fellowships, and assistantships), you must complete the scholarship aid section of the online application. Certificate students are not eligible for these awards. The deadline for applying for departmental financial awards is the same as the application deadline for your program.

Tuition scholarships are available in most masters and doctoral programs to help defray tuition costs. Teaching assistantships, offered by many departments, are positions for twenty hours a week of teaching-related activity. Research assistantships are generally available in the science and engineering programs. Fellowships that require no service are offered to students who demonstrate outstanding records of achievement and a well-articulated plan of study. Award notification is sent to the mailing address on your application either with the acceptance letter or shortly thereafter. Award offers are official only when made in writing and when signed by the Dean of the Graduate School of Arts and Sciences or the Associate Dean for Graduate Education in the School of Engineering.

Low-interest Federal Direct Loans, Federal Perkins Loans, and Federal Work Study programs are administered by Tufts Student Financial Services which maintains information on all federal programs as well as alternative forms of financing such as non-need based loans. Federal aid is available for U.S. citizens and permanent residents only. To apply for Federal Direct loans and/or Federal Work Study, complete the Free Application for Federal Student Aid (FAFSA). The form is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), and the Tufts University Institution code is 002219. We recommend that you file the FAFSA by December 1 for spring admission and by March 1 for fall admission.