



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 our [website](#) and the requirements and deadlines [document](#) for your specific program information.
- All required materials must be received before your application can be reviewed. The application account you create should be used to check on the status of your application to ensure that external materials (such as test scores and recommendations) have been received. The email address you use to create your application 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 own 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 scholarship 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.

Sincerely,

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

Roxana Q. Woudstra, A'04, AG'14
Director of Graduate Admissions
Bendetson Hall | Tufts University
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. Check our [website](#) to see if you are eligible for a fee waiver.

3.) Academic Records

Applicants are required to upload a copy of transcripts received from each accredited 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, you are required to provide a certified, official translation into English. If you are admitted and decide to enroll, you will be required to request the official hard copy transcripts from all of your degree granting institutions be sent directly to our Office of Graduate Admissions, from that institution, before you can matriculate.

4.) Letters of Recommendation

Most programs will require three letters of recommendation. Current Tufts students, Tufts certificate students applying to a degree program, applicants to the Engineering Management (M.S.E.M) program and the Innovation and Management (M.S.I.M.) 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 application system. If that is not possible, you may print the online recommender form, and have your recommenders mail the form with their letters to the *Office of Graduate Admissions, Bendetson Hall, Tufts University, Medford, MA 02155.*

5.) Personal Statement

Applicants are required to upload a personal statement describing your reasons for wanting to pursue graduate study at Tufts in the program to which you are applying. 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

A current résumé or CV that includes information about, and dates of your educational history, employment, academic honors, scholarships, publications and other activities is required to 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.

Graduate Record Examination (GRE)

The majority of our degree programs will require the GRE. You can register online at www.gre.org, and our **code number is 3901**. Student copies or photocopies of GRE scores are not accepted, so please remember to designate Tufts University 3901 as one of your score recipients. Do not select a department code. 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 90 or 100 (depending on program) on the internet based exam is required. The minimum IELTS scores is 6.5 or 7 (depending on the program). 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 the Office of Graduate Admissions at gradadmissions@tufts.edu or +1 (617) 627-3395 with any questions regarding the TOEFL or IELTS requirements.

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. A portfolio (representative scores and recordings, as available) is required for the Composition concentration. An uploaded 10-15 minute video of a rehearsal is required and a 10-15 minute video of a performance excerpt is encouraged for the Conducting concentration

Studio Art (MFA) applicants

Applicants to the MFA in Studio Art are required to submit a portfolio through the Tufts Slide Room portal: tufts-smfaatttufts.slideroom.com. Please note, there is a \$12 charge to submit your portfolio through Slide Room. The portfolio should consist of 10-20 images and/or up to 10 minutes of time-based work that demonstrates artistic maturity and readiness for the MFA program. We encourage you to submit work that you believe to be the strongest representation of your skills, experiences, and interests, regardless of media.

NOTIFICATION AND DECISIONS

You should log back into your online 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 through your account.

Decisions on admission to degree programs are typically made in late March/early April for Fall admission and in November/December for spring admission. Applicants to certificate programs are typically 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 Dean for Graduate Education in the School of Engineering.** Offer letters from an academic department are not considered official.

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, noting degree conferral, from their degree granting institution(s), and standardized test scores, sent to Tufts prior to matriculation. 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. 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 I-20 form or IAP-66 form, and will serve as a resource while you attend Tufts.

Retention of Materials

If you are granted admission but decline the offer, or if you are not offered admission, your hardcopy 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. 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.

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, however applicants to the Post-Baccalaureate Studio Art are considered for merit awards. The deadline for applying for departmental financial awards is the same as the application deadline for your program.

Tuition scholarships are available for master's programs in the Graduate School of Arts and Sciences, and doctoral programs in both Schools. 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 posted with an offer of admittance through the online application system, and 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 signed by the Dean of the Graduate School of Arts and Sciences or the Dean for Graduate Education in the School of Engineering.** Offer letters from an academic department are not considered official.

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, 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.