

INSTRUCTIONS for the Tulane University School of Science and Engineering graduate application.
Your application package must be complete before you mail it to the School of Science and Engineering. It should include all of the following items:

*An official transcript from each institution, submitted in a *sealed* envelope and signed across the back by the registrar. The college or university should mail the transcripts directly to you, to be submitted *unopened* with the application. For transcripts in a language other than English, please provide a certified English translation with an explanation of the grading system.

*Recommendations from **three** professors, preferably in your major field, should be submitted in a *sealed* envelope and signed across the back by the recommender. Ask each recommender to return the form to you to be submitted *unopened* with your application.

*A completed application form. Please note that the application for admission also serves as the application for merit-based financial awards.

*A statement of purpose including the disciplinary aspect or area of study in which you are most interested, and your plans concerning your career in the field.

*The acknowledgement sheet with your name and address filled in.

Remember that you should take the Graduate Record Exam (GRE) in the fall. We cannot complete our review of your application without your official GRE scores taken within 5 years of enrollment.

International students must also take the Test of Spoken English (TSE) or the Test of English as a Foreign Language (TOEFL).

You must ask the Educational Testing Service (ETS) to send your *official* GRE and TOEFL test scores directly to Tulane.

All application materials, with the exception of the GRE and TOEFL score reports, should be mailed in one envelope (9"X12") to:

**Office of the Dean
School of Science and Engineering
201 Boggs
Tulane University
New Orleans, LA 70118**

Materials submitted in support of an application are not released for other purposes and cannot be returned to the applicant.

TULANE UNIVERSITY THE SCHOOL OF SCIENCE AND ENGINEERING

GRADUATE APPLICATION

Deadline: February 1

Please submit with this application three (3) recommendations and all undergraduate and graduate transcripts as well as a statement of purpose. **All transcripts and letters of recommendation must be submitted in sealed, signed, and unopened envelopes.**

Application for: Fall _____ Spring _____ Year _____ Master's degree _____ Ph.D. _____

Special/Non-Degree _____ Part-time _____ Full-time _____ Joint degree _____

Department _____ Area of Specialization _____

Identification

Name _____
Last First Middle

Any variation of your name used on official records _____

U.S. Social Security Number _____ Sex: M _____ F _____

Present telephone _____ Office telephone _____

Present e-mail address _____ until _____

Present address _____ until _____
Number and Street

City State Postal Zip Code Country

Permanent address _____
Number and Street

City State Postal Zip Code Country

Required Tests

All applicants must have taken the Graduate Record Examination (GRE) within five (5) years of enrollment. International applicants whose native language is not English must also take the TSE (preferred) or the TOEFL. Official test scores must be requested from ETS and sent directly to Tulane.

GRE: Date _____ Self-reported score: Verbal _____ Quantitative _____ Analytical _____

TSE or TOEFL: Date _____ Self-reported score _____

Grade Point Average

All undergraduate courses _____ Courses in your major _____ Courses for graduate credit _____

Transcripts

Collect and submit with your application official transcripts for all of your undergraduate and graduate coursework. List below all colleges and universities you have attended, indicating the current or most recent one first.

Name of college (branch)	Dates (month/year to month/year)	Degrees pursued	Earned (yes/no)
1.			
2.			
3.			
4.			

In the order of your preference, please list all the graduate and professional schools to which you are applying, including Tulane School of Science and Engineering.

- 1. _____ 3. _____
- 2. _____ 4. _____

What source of information prompted you to apply to Tulane?

Financial Support

Do you wish to be considered for financial aid awarded by Tulane on the basis of academic merit?

Yes _____ No _____

Are you currently in a teaching position? Yes _____ No _____

If yes, what institution? _____

Have you held a teaching assistantship in the past? Yes _____ No _____

If yes, what institution? _____

Year assistantship awarded:

Biographical Information

Date of Birth _____ Place of Birth _____
Month/day/year City/state/country

Citizenship: U.S. _____ Other _____
Country

If not a U.S. citizen, specify visa type _____

If permanent resident, give registration number _____

Native language _____ Other languages studied _____

U.S. Citizens and Permanent Residents Only

The U.S. Department of Education requires universities to report on the ethnic composition of their student body. This information is confidential and is used only for statistical purposes. The information will be used in a nondiscriminatory manner, consistent with applicable civil rights laws. It has no effect on the admissions process. Self-identification is voluntary.

_____ American Indian or Alaskan Native

_____ Hispanic

_____ Asian or Pacific Islander

_____ Puerto Rican

_____ Black, Non-Hispanic

_____ White, Non-Hispanic

_____ Chicano/Mexican-American

_____ Other

I certify that the information contained in this application, in the statement of purpose, and in the supporting documents is complete and accurate, and I understand that the submission of inaccurate information or the omission of information may be sufficient cause for denial of admission or termination of enrollment.

Signature

Date

Tulane University is an Affirmative Action/Equal Employment Opportunity institution, and consequently its policy of non-discrimination includes recruitment, employment, retention, and promotion of the most qualified students, faculty and staff, regardless of an individual's race, sex, color, religion, national/ethnic origin, citizenship, marital status, sexual orientation, handicap, or veteran status. Tulane University does not discriminate in its provision of services and benefits and in its treatment of students, parents and employees. The Affirmative Action Office monitors on an ongoing basis, compliance with all University policy concerned with affirmative action/equal employment opportunity. Inquiries regarding this policy may be referred to the Affirmative Action Officer (Gibson Hall).

Statement of Purpose

Proposed field _____ Degree

Please type or print. Submit this form with other application materials.

Name _____
Last (family) First Middle

U.S. Social Security Number

Describe your purpose in undertaking graduate work. Include an explanation of your research and study interests, indicating how they related to your undergraduate program and to your professional goals. If you expect to do any of your graduate work in part-time study, give details of your plan of study.

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Letter of Recommendation (Page 1 of 2)

Applicant: You must submit with your application letters from three (3) of your professors, preferably in your major field. Complete this section. Please type or print. Give this form and a self-addressed, stamped envelope to the person whom you have asked to recommend you. When that person returns the sealed envelope to you, include it with your other application materials. In order for the recommendation to be valid, it must be submitted in a *sealed, signed, and unopened* envelope.

Name _____
Last (family) First Middle

U.S. Social Security Number _____

Proposed field and degree program _____

Term and year of admission _____ Recommender's name _____

In accordance with the Family Education Rights and Privacy Act of 1974, you may waive your right to inspect this recommendation by signing the statement below. Should you decide not to waive the right, you will have access to the recommendation if you enroll in the School of Science and Engineering at Tulane University. **Note: Your signature below indicates that you wish to waive your right to inspect this recommendation.**

Signature _____ Date _____

Recommender: Please type or print. This recommendation will remain confidential during the admission process and will be used by the School of Science and Engineering only in its procedures relative to admission and merit-based aid. If the student has not waived the right of access to the recommendation it will become accessible to the student only if he or she enrolls in the School of Science and Engineering.

When you have completed the recommendation, enclose it in an envelope. Seal it, sign it across the seal and return it to the applicant.

How long and in what capacity have you known the applicant? _____

Please write candidly and analytically about the student's qualifications and potential to carry on advanced study in the field specified, as well as about his or her promise of professional success. In describing such attributes as motivation, intellect, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations. If possible, please compare the applicant with others you have recommended who have attended or are attending Tulane University. You may use the other side of this form, or if you prefer, you may attach a separate letter. If you write a separate letter, it is important that you include the information requested on this form.



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Letter of Recommendation (Page 2 of 2)

Applicant name: _____

Please compare the applicant with others in your department who have gone on to graduate study.

	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%
Scholarship	_____	_____	_____	_____	_____
Emotional stability	_____	_____	_____	_____	_____
Writing ability	_____	_____	_____	_____	_____
Skill in oral discussion/presentation	_____	_____	_____	_____	_____

Signature _____ Date _____

Name _____ Title _____

Please print or type

Institution _____
Name Address

Recommender's e-mail address _____

Tulane

Applicant: _____
(Please print your name)

Application Acknowledgment

(For office use only)

The School of Science and Engineering of Tulane University has received your application.

Date Received: _____

Tulane

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(Applicant, please address to yourself)
