Thank you for your interest in The Fletcher School and our Doctor of Philosophy (PhD) program. These instructions pertain only to the PhD program application. If you would like to apply to a different program at Fletcher, please use the application instruction sheet for the appropriate degree program. These instructions provide essential information to enable you to complete your application accurately and thoroughly. Please read this document carefully and print it out so you may refer to it as you complete your application.

Each year, The Fletcher School enrolls a very small number of students directly into the PhD program. These students must have a master’s degree in a field that is relevant to international relations, and directly related to their proposed PhD studies. Their master’s degree must come from a program that required at least one and a half to two years of full-time study and at least 12 to 16 semester-long courses, not including credit for internships or thesis writing or research. There is a minimum GPA requirement of 3.6 (on a 4.0 scale) or equivalent.

If you are interested in pursuing a PhD at Fletcher but do not yet have a master’s degree, please apply for admission to the two-year MALD program. During the second year of studies, MALD candidates may apply to the PhD program. If you decide to apply to the MALD program, please use the instruction sheet for that program. PhD applicants who are currently enrolled in the MALD program or who have previously been awarded the MALD degree must contact the Director of the PhD Program for alternate application instructions.

Please note:
♦ The Committee on PhD Admissions and Scholarships cannot review your application until all required materials are received.
♦ With the exception of standardized test scores and your Master’s degree thesis, please use the online application to submit all information.
♦ Refer to the Dates and Deadlines section below for specific deadlines.
♦ You should not submit a duplicate hard copy of your online application. Duplicate materials may cause processing errors and delays in handling.
♦ Application materials and supporting documents become the confidential property of The Fletcher School and cannot be returned to you. We suggest that you retain a copy of your application for your records and make a copy of those documents that are not confidential.
♦ Once your application has been submitted, you should wait 10 business days after you receive the confirmation email before contacting the Office of Admissions and Financial Aid about your application status. We will be unable to accurately inform you of your application status before this time.

We appreciate your interest in The Fletcher School and look forward to receiving your application. If you have any questions about the admissions process or The Fletcher School, please contact the Office of Admissions and Financial Aid at 617-627-3040 or fletcheradmissions@tufts.edu.
DATES AND DEADLINES

The deadline for all PhD applications is December 20, 2012 for enrollment in Fall 2013. The application and supplemental materials must be received by December 20. Late applications will not be accepted for the PhD program. Applicants will be notified of the Admissions Committee’s decision by April 1, 2013.

Please note that PhD applicants may only apply for entrance in the Fall semester. There is no PhD enrollment in the Spring semester. Additionally, PhD applicants are not reviewed during the Early Notification process.

PLEASE NOTE: Application materials and supporting documents become the confidential property of The Fletcher School and cannot be returned. We suggest that, for your own records, you retain a copy of the application and make a copy of those documents that are not confidential.

It is the longstanding policy of Tufts University and The Fletcher School to actively support equality of opportunity for all persons and no individual shall be denied admission or be otherwise discriminated against because of race, color, sex, sexual orientation, age, marital or veteran status, religion, national or ethnic origin, or disability.

APPLICATION REQUIREMENTS

All PhD applicants must submit the following materials.

□ Online Application for Admission
   Please refer to the Application Instructions section below for information on completing your application correctly and thoroughly.

□ Application Fee of $70
   The application fee is payable through the online application by credit card or e-check (drawn on a U.S. bank). You may also mail a check or money order to the Office of Admissions and Financial Aid (address below). Checks must be made payable in U.S. dollars to the Trustees of Tufts College and must be drawn on a U.S. bank.

□ Academic Transcripts (Grade Reports) from all colleges and universities attended
   Transcripts from all academic work that contributed directly toward your degree(s) are required. You may submit scanned copies of official transcripts with your online application or mail the original, official transcripts directly to the Admissions Office. Upon enrolling at Fletcher, you will be required to submit original copies of all transcripts.

   Course names and grades from study abroad programs must either be listed on your undergraduate transcript or provided in a separate transcript from the host institution.

   If your degree includes credits transferred from another institution (e.g. study abroad, summer school, or transfer credit), the courses and grades associated with those credits must be listed on your degree transcript, or provided in a separate transcript from the original institution.

   While not required, we encourage you to submit documentation of additional academic work or qualifications (such as certificate programs or continuing education courses) that you believe will enhance your application.

   Transcripts not in English must be accompanied by a certified English translation. Transcripts should show the name of each course taken and the grade received, as well as the year/term in which it was taken.

   If your college or university does not use a traditional 4.0 grading scale, please provide (in the Additional Information section of the application) an explanation of the grading system, including systems of designation for honors and distinction.

   Please do not submit any high school transcripts or records.
□ **Three Letters of Recommendation**
We suggest that two letters come from faculty members, academic deans, or advisors familiar with your academic performance in your master’s degree program. The academic recommendations should reflect on your ability to research and write a doctoral dissertation. The third letter could come from a professional supervisor, mentor, or colleague. A third academic recommendation would also be acceptable.

We prefer that you use the online recommendation system included with our online application. Please instruct your recommenders to set any spam filters to allow all emails from notification@smtp.embark.com, as this address will be used to communicate with them throughout the recommendation process.

Though we strongly prefer use of the online recommendation system, you may also print recommendation forms from the Supplemental Forms section of the online application and have your recommenders submit their letters in hard copy.

□ **Essay 1: Personal Statement** (*600-800 words, single-spaced, Times New Roman 12 point font*)
Fletcher’s Committee on Admissions seeks to ensure that there is a good match between each admitted student and the School. Please tell us your goals for graduate study at Fletcher and for your career. Why is The Fletcher School the right place to pursue your academic objectives and to prepare you to meet your professional goals? Why have you selected the degree program to which you are applying?

□ **Additional Essays** *(Each essay should be 500 words (maximum), single-spaced, Times New Roman 12 point font)*
All PhD applicants must answer two supplemental essay questions.

- **ESSAY 2**: Choose one of the following:
  - Share something about yourself to help the Committee on Admissions develop a more complete picture of who you are.
  - Tell us more about how you first became interested in international affairs, or in pursuing an international career.
  - Describe the elements of your personal, professional, and/or academic background that have prepared you for your chosen career path.

- **ESSAY 3**: All PhD applicants must answer the following question:
  Please explain why you believe a Ph.D. from a multidisciplinary program in international affairs at a professional school, as compared with a doctorate from a conventional program in a single academic discipline, advances your intellectual and professional ambitions.

□ **PhD proposal** *(1500 words, single-spaced, Times New Roman 12 point font) which must include:*
- A title
- A researchable topic: what question do you propose to study and what evidence are you bringing to bear?
- A brief overview of the literature of the field
- A short description of the proposed methodology for research: how does your research question fit into the existing body of scholarship? How do you propose to answer your research question? What methodologies do you propose to use?

Your PhD proposal should be uploaded in the Additional Information section of the application.

□ **A list of other PhD programs**, if any, to which you are applying. This information should be included in your PhD proposal document in the Additional Information section of the application.

□ **The name of the Fletcher professor or professors** with whom you have been in contact about your application to the Fletcher PhD program (if applicable). Please indicate, for each professor, whether your contact was by email, by telephone, or during a visit. This information should be included in your PhD proposal document in the Additional Information section of the application. If possible, include copies of email correspondence in the packet when you send your master’s thesis by mail to the Office of Admissions and Financial Aid.

□ **MA Thesis, or a writing sample of approximately 40 pages (in English)**
Please mail a paper copy of your thesis, ensuring it reaches the Office of Admissions by December 20. The mailing address is listed below. If your master’s program did not require the writing of a thesis, you can provide a substantial writing sample as a substitute, so long as you are the sole author.
□ Résumé / Curriculum Vitae (CV)
Provide a current résumé or curriculum vitae that includes information on, and dates of, your educational history, employment, academic honors and awards, international travel, scholarships, publications, and extracurricular, community, and volunteer activities. Please account for any gaps in employment. If you feel that this information is inappropriate for your résumé, please explain gaps in employment in the Additional Information section of the application.

□ Official Test Score Reports (please read carefully for requirements)
All applicants are required to take either the Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT). Subject tests of the GRE are not required.

If your native language is not English and you have not earned a university degree (undergraduate degree or graduate degree lasting two or more years) where English was the language of instruction, you are required to take either the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or the Pearson Test of English (PTE). A score of 100 on the Internet-based TOEFL (600 on the paper-based TOEFL), with subscores of 25 on each of the four components (reading, writing, listening, speaking) is generally considered evidence of sufficient English language ability for graduate study at The Fletcher School. Equivalent scores of 7 on the IELTS (with subscores of 7), or 68 on the PTE are also considered indication of sufficient ability.

Applicants must contact the testing service to have their official score reports sent to The Fletcher School. For the GRE or TOEFL, the institutional code is 3399. For the GMAT, the institutional code is 7JB-L3-70. No department codes are required.

To ensure timely score reporting, we suggest that you take the required standardized test at least one month prior to the admissions deadline.

□ Evaluative Interview (optional but strongly recommended for PhD applicants)
An on-campus evaluative interview is an excellent way for you to share information about yourself and to learn how The Fletcher School will meet your academic and career goals. For PhD applicants, the interview is highly recommended, but not required. To schedule an interview, please contact the Office of Admissions and Financial Aid at fletcheradmissions@tufts.edu or 617-627-3040 well in advance of your requested interview date. Interviews are held throughout the fall semester, and availability is limited.

□ Scholarship Application (if applicable)
To apply for scholarship aid from Fletcher, you must complete the Scholarship Application included with the online application. U.S. students and permanent residents intending to apply for federal student loans must include a Social Security Number on the Application for Admissions and complete The Free Application for Federal Student Aid (FAFSA). If you would like to receive information about your eligibility for federal student loans before making an enrollment decision, we strongly recommend that you complete and submit the FAFSA by February 15.

APPLICATION INSTRUCTIONS

This section outlines portions of the application or questions that merit special attention. Please refer to the guide below when completing your application.

Page 1: Personal Information
• Other Name: Use this field to inform us of any surnames you have used in addition to the name listed under Legal Last/Surname. This includes names such as maiden names or secondary family names. If any alternate names or spellings are listed on your transcripts or official documents, please list them here.
• U.S. citizens and permanent residents intending to apply for federal student loans must include a Social Security Number on the Application for Admissions and complete The Free Application for Federal Student Aid (FAFSA). Without this number we are unable to review your eligibility for U.S. Government loans.

Page 1: Contact Information
• Valid until: Please provide the date through which your mailing address is valid. After this date, all correspondence will be sent to the address provided in the permanent address section.

Page 1: Recommendation Information
• Providing your recommenders’ contact information is required. Please complete this section thoroughly for each recommender.
Page 2: The Fletcher School
- Degree Program: Please note that PhD applicants must have a master's degree in a field that is relevant to international relations, and directly related to your proposed PhD studies. Your master’s degree must come from a program that required at least one and a half to two years of full-time study and at least 12 to 16 semester-long courses. There is a minimum GPA requirement of 3.6 (on a 4.0 scale) or equivalent.
- Term/Year applying for: Please note that the PhD does NOT accept applications for Spring enrollment.
- Early Notification: The PhD program does not participate in the Early Notification program.
- Joint Degree: Applicants to the PhD program may not pursue a joint degree.

Page 2: Intended Fields of Study
- PhD applicants must choose two proposed fields of study. The first field you indicate will be considered your primary field, and will be the basis for the assignment of your faculty advisor. The second field you select is non-binding, and upon enrollment you will be offered the option of making a different field selection.

Page 2: Countries of Residence
- Please list countries where you have lived for six months or longer. Study abroad and exchange programs should not be listed in this section, regardless of length of stay. They should be listed in the “International Travel and Study Abroad” section of the application.

Page 3: Post-Secondary Education
- Primary Undergraduate Degree Institution: Use this section for the school from which you received your undergraduate degree.
- Other Post-Secondary Institutions from which you earned/will earn a degree: Use this section to list all other degrees, most recent school first. This includes your Master’s degree and Associate degrees (if applicable). Please do not list high school education.
- Other Post-Secondary Institutions attended: Use this section to list all other post-secondary schools attended including study abroad, certificate, and exchange programs. Please note that transcripts/records must be provided for institutions listed in this section. For study abroad or exchange programs that are not listed on your university’s transcript, a separate transcript must be provided.

Page 4: Language Proficiency
- Foreign Languages: It is not necessary to repeat the native language and primary language spoken at home in this section.

Page 5: Previous Educational Financial Aid
- Scholarship Aid Received: Please provide the total amount of scholarship aid received during your time at the institution listed, regardless of source (private scholarship, institutional scholarship).

Page 5: Applicant’s (and Spouse’s) Assets and Liabilities
- Please estimate total assets and liabilities as thoroughly as possible. This section is intended to give the Committee a full sense of your financial need.

Page 6: Academic Year Financial Plan
- Resources: This section gives the Committee an understanding of your plans to fund your graduate school education. Please list all resources that will be allocated to graduate school. The sum of resources listed should equal or exceed the sum of expenses in the right hand column.
- Expenses: Estimated 2013-2014 PhD tuition ($39,618) and fees ($695) are standard for all PhD students during the years they take classes. PhD students who have completed their coursework pay the Enrollment Fee ($3,522) instead of tuition. Please see the Tuition and Expenses section for estimates for the other categories. The sum of expenses listed should be equal to or less than the sum of resources in the left hand column.

Page 7: Personal Statement
- Use this section to upload your personal statement. The personal statement should be between 600 and 800 words. Please use the following format: single-spaced, Times New Roman 12 point font.

Page 8: Essay 2
- Use this section to upload your answer to one of the three essay questions provided. Your essay should be no more than 500 words. Please use the following format: single-spaced, Times New Roman 12 point font. Please include the question you are answering at the top of the document.

Page 9: Essay 3
- Use this section to upload a single document with your answer to the specific question for PhD applicants. The essay should be no more than 500 words. Please use the following format: single-spaced, Times New Roman 12 point font.
**Page 11: Additional Information**

- Please use this section to upload a single document containing your PhD proposal, a list of other schools to which you are applying, and the names of the Fletcher professors with whom you have been in contact. Do not use this section to upload your master’s thesis (or writing sample), which should be sent by mail to the Office of Admissions at the address on the last page of this document.
- Additionally, please use this section to provide answers to questions that did not fit in the application form.

**Page 12: Transcripts/Academic Records**

- Scanned copies of transcripts from each college or university attended where credit was earned towards an undergraduate, graduate, or professional degree are required. Transcripts for study abroad programs or transfer programs are not required if the course titles, grades, and credit hours are all included on the transcript of the degree-granting institution. If the original document is not in English, also provide an official, exact (literal) English translation.

  - Scan all pages of each transcript. If the reverse side of the transcript page provides information on the university’s grading policies, please scan and submit one example.
  - All transcripts should be scanned into a single document. PDF files preferred, but additional formats (.doc, .jpg, .gif, .tiff, .bmp) are accepted.
  - Ensure file size does not exceed 2 MB.
  - Scanned documents must be clearly legible and able to be printed on standard U.S. 8.5” x 11” paper.
  - Tips for reducing file size:
    - Scan as a low resolution image, or in black and white only.
    - Make a low-resolution black and white photocopy of your transcripts and scan each photocopy.

**APPLICATION PROCESSING**

The Office of Admissions and Financial Aid strives to compile and evaluate each application as quickly as possible. Please read the information below to understand how your application is processed once you submit it electronically.

1. **Recommendations**: Once your online application has been submitted, the system will match your application with any recommendation letters that have been submitted online. If one of your registered recommenders has not yet submitted a recommendation letter, your application will not be forwarded to the next step. Please ensure that all recommenders submit their letters on time to avoid a delay in processing.

2. **Confirmation email**: After all letters of recommendation from your registered recommenders have been submitted, your application will be uploaded by the Office of Admissions and Financial Aid for processing. At this point, you will receive an email confirming receipt of your online application. This email will include a username and password to the Tufts Graduate Admissions Management System (GAMS) that will allow you to check the status of your application and ultimately your admissions decision. Please keep this email for your records.

3. **Please note**: It takes several business days to match your electronic application with paper documents sent by mail, and GAMS is not updated until we are able to do this (see step 4). As such: **PLEASE WAIT 10 BUSINESS DAYS AFTER YOU RECEIVE THE CONFIRMATION EMAIL BEFORE CONTACTING THE OFFICE OF ADMISSIONS AND FINANCIAL AID ABOUT YOUR APPLICATION STATUS. WE WILL BE UNABLE TO ACCURATELY INFORM YOU OF YOUR APPLICATION STATUS BEFORE THIS TIME.** If you check GAMS immediately after receiving the confirmation email, you will see that many of your application credentials are listed as “missing.”

4. **Paper Documents**: After we receive your online application and recommendations, we will match them with the paper materials received in the office, including transcripts, test scores, and paper recommendations. At this time we will update your GAMS account with the appropriate information. We will email you if any of your credentials are missing.

5. **Decision Notification**: Once all required credentials have been received, your application will be evaluated by our Committee on Admissions. All applicants will receive an email from The Office of Admissions and Financial Aid when an admissions decision has been reached. Please be aware that we do not have a rolling admissions process. Please refer to the Dates and Deadlines chart on our website for notification dates.
The cost of a Fletcher education is similar to comparable institutions, especially in light of the financial aid resources available to students. The cost of living varies widely depending on students’ needs and preferences. Below are estimated costs, subject to change, for the 2013-2014 academic year. Tuition and fees normally increase 3 to 5 percent annually.

<table>
<thead>
<tr>
<th>Cost</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$39,618</td>
</tr>
<tr>
<td>Health Service Fee (mandatory)</td>
<td>$695</td>
</tr>
<tr>
<td>On-campus Room &amp; Board</td>
<td>$9,000 (Blakeley Hall and 10 meals per week)</td>
</tr>
<tr>
<td>Off-campus Room &amp; Board</td>
<td>$14,400</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$2,250</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$1,000</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$1,878 (Waived with proof of other coverage)</td>
</tr>
</tbody>
</table>

**APPLYING FOR SCHOLARSHIP AID**

A Fletcher education is a significant investment, and it is essential that you formulate a plan to finance your education as early as possible by exploring all potential sources of funding including personal savings, family contributions, outside scholarships, and educational loans. The Fletcher School is committed to providing scholarship assistance to as many students as possible; however, our resources are limited. Therefore, your plan for paying for tuition and other expenses should not rely solely on financial assistance from Fletcher.

A variety of financial aid resources are available to Fletcher students, including scholarship aid, on-campus employment, loans guaranteed by the U.S. federal government, and private educational loans. Many Fletcher students find it necessary to borrow educational loans to finance their graduate studies.

All applicants who complete the Fletcher Scholarship Application by December 20 are eligible for scholarship aid consideration. Completing the scholarship application thoroughly and accurately will ensure that the Committee is able to evaluate your request for scholarship aid. Please see the Application Instructions above for notes on completing the application thoroughly.

The Fletcher School awards over $6 million in scholarship aid annually. Fletcher scholarship awards are calculated based on a combination of merit and need. Financial need is determined through an evaluation of an applicant’s resources, which includes income and asset information. No distinction is made between domestic and international students in awarding scholarship funds. Applicants to the PhD program should be aware that The Fletcher School offers scholarship assistance toward the cost of tuition, but not all scholarships cover the entire tuition fee. A limited number of small stipends are occasionally available, and students can arrange teaching or research assistantships once they have enrolled. While nearly all PhD candidates requesting scholarship aid receive at least partial tuition funding, Fletcher students need to formulate a financial plan that does not rely solely on Fletcher scholarship aid.

Applicants are also strongly encouraged to research outside sources of scholarships as early as possible. The deadlines for many scholarships sponsored by private organizations are often in October or November of the year before a student intends to matriculate. Applicants from the United States are urged to consult their undergraduate placement, counseling, and financial aid offices regarding fellowship programs that may support graduate study. International students should apply for awards offered by their governments or by governmental and private agencies in the United States or elsewhere.

In order to apply for financial assistance from The Fletcher School, applicants must complete the following procedures:

1. All applicants seeking Fletcher scholarship aid must submit the Fletcher Scholarship Application with their Application for Admission. By completing the scholarship application, applicants are eligible for all Fletcher scholarships.

2. All U.S. citizens and permanent residents applying for federal loan programs and Federal Work-Study must also complete the Free Application for Federal Student Aid (FAFSA). You may obtain this form on the web at http://www.fafsa.ed.gov. We recommend that you submit the FAFSA by February 15. Estimated income and tax information is allowable. If you plan to apply for loans from the U.S. Government, please be sure enter your Social Security Number on the Fletcher Application for Admission.
Please collect and send all paper materials (writing sample or master’s thesis, transcripts, hard copy letters of recommendation, fee check, etc.) in one large envelope. Application materials and supporting documents become the confidential property of The Fletcher School and cannot be returned to you. We suggest that you retain a copy of your application for your records and make a copy of those documents that are not confidential.

If paying by check or money order, payment must be made to the Trustees of Tufts College in the amount of $70 (U.S.). If paying by personal check, funds must be drawn on a U.S. bank, or a foreign bank with a U.S. branch. Please write your full name, as it appears on your application, on your check.

Mail all documents to:

The Fletcher School
Office of Admissions and Financial Aid
160 Packard Avenue
Tufts University
Medford, MA 02155
Phone: 617-627-3040, Fax: 617-627-2929
Email: fletcheradmissions@tufts.edu
Web site: http://fletcher.tufts.edu

Other Important Addresses

Tufts University Student Financial Services
Dowling Hall Student Services Center
Tufts University
419 Boston Avenue
Medford, MA 02155
Phone: 617-627-2000, Fax: 617-627-4691
Email: StudentServices@ase.tufts.edu
Web: http://uss.tufts.edu/finaid/gradaid

Free Application for Federal Student Aid (FAFSA)
Institutional Code Number: 002219
Phone: 800-433-3243
Web: http://www.fafsa.ed.gov

Graduate Record Examination (GRE)
Institutional Code: 3399
Email: gre-info@ets.org
Phone: 609-771-7670
Web: http://www.ets.org

Graduate Management Admissions Test (GMAT)
Institutional Code: 7JB-L3-70
Phone: 800-717-4628
Email: gmat@ets.org
Web: http://www.gmat.org

Test of English as a Foreign Language (TOEFL)
Institutional Code: 3399
Phone: 609-771-7100
Email: toefl@ets.org
Web: http://www.ets.org

International English Language Testing System (IELTS)
Email: ielts@ieltsintl.org
Web: http://www.ielts.org

Pearson Test of English (PTE)
Phone: +44 845 543 0243
Web: http://pearsonpte.com/TestMe/Pages/TestMe.aspx