



THE FLETCHER SCHOOL  
TUFTS UNIVERSITY

**DOCTOR OF PHILOSOPHY (PHD)  
APPLICATION INSTRUCTIONS**

Dear PhD Applicant:

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 approximately 12 to 16 semester-long courses. There is a minimum GPA requirement of 3.6.

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.

Note that:

- ◆ The Committee on PhD Admissions and Scholarships cannot review your application until **all** required materials are received.
- ◆ With the exception of standardized test scores, transcripts, 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.
- ◆ Please do 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.

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 at 617-627-3040 or [fletcheradmissions@tufts.edu](mailto:fletcheradmissions@tufts.edu).

Sincerely,  
Office of Admissions and Financial Aid  
The Fletcher School

## DATES AND DEADLINES

The deadline for all PhD applications is January 1, 2010 for enrollment in Fall 2010. The application and supplemental materials must be received by January 1. **Late applications will not be accepted for the PhD program.** Applicants will be notified of the Admissions Committee's decision by April 1, 2010.

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.

*It is the long standing 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 (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.
- **Official Academic Transcripts (Grade Reports) from all previously attended colleges and universities**  
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/semester in which it was taken.

If you participated in a study abroad program and those grades are not listed on your transcript, you must submit an official transcript with grades from the host institution(s).

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.

- **Three Letters of Recommendation**  
We suggest that two letters come from faculty members, academic deans, or advisors familiar with your academic performance. One letter should come from a professional supervisor, mentor, or colleague.

We prefer that you use the online recommendation system included with our online application. Please instruct your recommenders to set any spam filtering software 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** recommend use of the online recommendation system, you may also print recommender forms from the Supplemental Forms section of the online application and have your recommenders submit their letters in hard copy.

- **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?
- **Supplemental Essay** (500 words (maximum), single-spaced, Times New Roman 12 point font)  
Choose one of the following:
  - Share something about yourself to help the Admissions Committee 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.
- **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 may 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.
- ***MA Thesis or a writing sample of approximately 40 pages (in English)***  
Please mail a paper copy of your thesis separately, ensuring it reaches the Office of Admissions by January 1. The mailing address is listed below.
- ***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.
- ***Official Test Score Reports (please read carefully for requirements)***  
**GRE/GMAT**  
All PhD applicants (U.S. citizens, permanent residents, and international students) must submit either GRE or GMAT scores. Subject tests of the GRE are not required. Applicants must contact the testing service to have official score reports sent to The Fletcher School. The Fletcher School's institutional code for the GRE 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.

#### **TOEFL/IELTS**

**If your native language is not English and you have not earned a university degree where English was the language of instruction**, you are required to take either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) in addition to the GRE. A score of 600 on the standard TOEFL, 250 on the Computer-Based TOEFL (CBT), 100 on the Internet-based TOEFL (iBT), or 7 on the IELTS is generally considered evidence of sufficient English language ability for graduate study at The Fletcher School. The Fletcher School's institutional code for the TOEFL is **3399**

Applicants must contact the testing service to have their official score reports sent to The Fletcher School. The Fletcher School's institutional code is **3399**.

If your native language is English or you have earned an undergraduate or graduate degree in which English was the language of instruction, you are not required to take the TOEFL or IELTS.

- ***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 at [fletcheradmissions@tufts.edu](mailto: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)***  
If you plan 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 also complete The Free Application for Federal Student Aid (FAFSA).

**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.

## APPLICATION INSTRUCTIONS

This section outlines sections 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.

### *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: 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 also Associate degrees. 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 official 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 3: Language Proficiency*

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

### *Page 4: 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 approximately 12 to 16 semester-long courses. There is a minimum GPA requirement of 3.6.
- Term/Year applying for: Please note that the PhD does NOT accept applications for Spring enrollment. Only the MALD program accepts 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 4: Intended Fields of Study*

- PhD applicants must choose two proposed fields of study. The fields of study indicated in the application are non-binding, and upon enrollment you will be offered the option of pursuing three fields, or two in great depth.

### *Page 4: 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 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 2010-2011 PhD Tuition (\$36,960) and fees (\$632) are standard for all PhD students during the years they take classes. PhD students who have completed their coursework pay the Enrollment Fee (\$3,450) 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 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 in length. Please use the following format: single-spaced, Times New Roman 12 point font.

**Page 8: Essay Questions**

- Use this section to upload your answer to one of the three essay questions provided. Your essay should be no more than 500 words in length. Please use the following format: single-spaced, Times New Roman 12 point font.

**Page 10: 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.

## APPLICATION PROCESSING

Note that your application cannot be processed or reviewed until your registered on-line recommenders have also submitted their recommendations online. Once your online application and recommendations have been received, The Fletcher School Admissions Office will send you an email confirming receipt. 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 supplemental materials. Once we have received your online application, we will match it with the paper materials you have submitted, including transcripts, test scores, and paper recommendations.

**PLEASE WAIT TEN (10) BUSINESS DAYS AFTER YOUR APPLICATION, INCLUDING RECOMMENDATIONS, HAS BEEN RECEIVED BEFORE CONTACTING THE OFFICE OF ADMISSIONS ABOUT YOUR APPLICATION STATUS. WE WILL BE UNABLE TO ACCURATELY INFORM YOU OF YOUR APPLICATION STATUS BEFORE THIS TIME.**

## TUITION AND EXPENSES (2010-2011 ACADEMIC YEAR)

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 2010-2011 academic year. Tuition and fees normally increase four to six percent annually.

Tuition	\$36,960
PhD Enrollment Fee*	\$3,450
Health Service Fee (mandatory)	\$622
On Campus Room and Board**	\$4,750 (Blakeley Hall on-campus housing) + \$4,800
Off-campus Room and Board	\$12,000-\$14,500 (estimated)
Personal Expenses	\$1,200 (estimated)
Books and Supplies	\$1,000 (estimated)
Health Insurance***	\$1,505

\* In lieu of tuition once coursework is complete

\*\*Several meal plans are available – this fee reflects 14 meals/week for one academic year

\*\*\*Waived with proof of other coverage

## 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 January 1 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 \$4 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 1. Estimated income and tax information is allowable.

## MAILING/CHECK PAYMENT ADDRESS

Please collect and send all paper materials (writing sample or master's thesis, official 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 put your full name and Social Security Number (if applicable) 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: 617-627-3712  
Email: [fletcheradmissions@tufts.edu](mailto: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: 617-627-3848  
Email: [StudentServices@ase.tufts.edu](mailto:StudentServices@ase.tufts.edu)  
Web site: <http://uss.tufts.edu/finaid/gradaid>

### **Free Application for Federal Student Aid (FAFSA)**

Institutional Code Number: 002219  
Phone: 800-433-3243  
Web site: <http://www.fafsa.ed.gov>

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

Institutional Code: 3399  
Phone: 609-771-7670  
Email: [gre-info@ets.org](mailto:gre-info@ets.org)  
Web site: <http://www.ets.org>

### **Graduate Management Admissions Test (GMAT)**

Institutional Code: 7JB-L3-70  
Phone: 800-717-4628  
Email: [gmat@ets.org](mailto:gmat@ets.org)  
Web site: <http://www.gmat.org>

### **Test of English as a Foreign Language (TOEFL)**

Institutional Code: 3399  
Phone: 609-771-7100  
Email: [toefl@ets.org](mailto:toefl@ets.org)  
Web site: <http://www.ets.org>

### **International English Language Testing System (IELTS)**

Email: [ielts@ieltsintl.org](mailto:ielts@ieltsintl.org)  
Web site: <http://www.ielts.org>