Thank you for your interest in The Fletcher School and the one-year, mid-career Master of Arts (MA) degree program. The MA program is generally limited to mid-career officials of governments, international organizations, or private institutions who have an educational sabbatical to pursue graduate study. These students usually have at least eight years of related professional experience. If you are not a mid-career candidate, you should consider applying for the two-year Master of Arts in Law and Diplomacy (MALD) degree program.

These instructions pertain only to the one-year MA degree program. 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 that you may refer to it as you complete your application.

Please note:
♦ The Committee on Admissions and Scholarships cannot review your application until all required materials are received.
♦ With the exception of standardized test scores, 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 is 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.

Fletcher offers an Early Notification option for enrollment in the fall term. The Early Notification process provides applicants with an opportunity to receive an admissions decision by January 1 for enrollment the following September. Through the Early Notification process, the Committee on Admissions will make an offer of admission, deny admission, or defer the application for further review with Regular Deadline applicants. If deferred, the applicant will be notified of an admission decision in late March. Early Notification applicants who are denied admission will not be eligible to reapply for the Regular or Final Deadline of the same year. Early Notification is not binding, and Early Notification applicants may apply to other graduate programs.

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

<table>
<thead>
<tr>
<th>Enrollment Option</th>
<th>Application Deadline</th>
<th>Notification by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2014 Enrollment – Early Notification</td>
<td>November 15, 2013</td>
<td>January 1, 2014</td>
</tr>
<tr>
<td>Fall 2014 Enrollment – Regular Deadline</td>
<td>January 10, 2014</td>
<td>April 1, 2014</td>
</tr>
<tr>
<td>Fall 2014 Enrollment – Final Deadline (NO SCHOLARSHIP AID CONSIDERATION)</td>
<td>February 10, 2014</td>
<td>April 1, 2014</td>
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Under the Early Notification process, all required materials, including transcripts, test scores, and recommendations must be received by November 15. If all application materials are not received by November 15, the application will be held to be reviewed during the regular deadline process.

Applications for Fall enrollment will be accepted until February 10. However, preference in awarding scholarships will be given to applicants who meet the January 10 deadline.

**Please note that there is no Spring enrollment option for the mid-career MA program.**

### Application Requirements

All MA 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 $80**
  
  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.

  Fee waivers are available to applicants who are affiliated with the following academic and service programs: McNair Scholars, Starting Bloc, Truman Scholars, Harambe Entrepreneurship Alliance, IIPP, PPIA, Pickering Fellows, Charles B. Rangel International Affairs Summer Enrichment Program, Americorps (currently serving), Peace Corps (currently serving), and Teach for America (currently serving).

- **Academic Transcripts (Grade Reports) from all previously attended colleges and universities**
  
  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 grades for additional courses taken outside of a degree program.

  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 at least one letter come from a faculty member, academic dean, or an advisor familiar with your academic performance. At least 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 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. Describe the elements of your personal, professional, and/or academic background that have prepared you for your chosen career path. 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?

☐ **Essay 2** *500 word maximum, single-spaced, Times New Roman 12 point font*

Share something about yourself to help the Committee on Admissions develop a more complete picture of who you are.

☐ **Résumé**

Provide a current résumé 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.**

☐ **On-Campus Evaluative Interview** *(optional)*

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. The interview is 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.

☐ **Online Video Interview** *(optional)*

Should circumstances preclude you from joining us at Fletcher for an on-campus interview, we also offer the opportunity for you to submit a video interview. The video interview allows you to respond to pre-recorded questions from current students. To register for an interview, email fletcheradmissions@tufts.edu with your name, preferred email and an attached résumé. If you do not submit a résumé, we cannot process your request. Full instructions for the video interview process are available on the Office of Admissions & Financial Aid web page.
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 Admission 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.

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 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 or family names 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 Admission 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 the one-year MA program is for mid-career candidates. Most successful candidates have eight years or more of relevant, full-time professional experience.
• Term/Year applying for: Please note that the MA does NOT have a Spring enrollment option.
• Joint Degree: Applicants to the MA program may not pursue a joint degree with the exception of Tufts students pursuing either the MD/MA or MA/DVM joint degree. Candidates for these degree programs do not need to be mid-career.

Page 2: Intended Fields of Study
• MA candidates are not required to complete a field of study as a degree requirement. However, please select at least one field of study to provide the Committee on Admissions a sense of your interests.

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 Master's degrees and 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 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, etc).

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 2014-2015 MA Tuition ($40,806) and fees ($710). 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: Essay 1: 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 essay 2. Your 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 provide answers to questions that did not fit in the application form or to provide additional information that you would like to bring to the attention of the Admissions Committee. Reapplicants should use this section to explain how their candidacy has changed since their last application. Please do not upload writing samples as they will not be considered as a part of the application.

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 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.
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. 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.

**TUITION AND EXPENSES (2014-2015 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 2014-2015 academic year. Tuition and fees normally increase 3 to 5 percent annually.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$40,806</td>
</tr>
<tr>
<td>Health Service Fee (mandatory)</td>
<td>$710</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>
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<tr>
<td>Books and Supplies</td>
<td>$1,000</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$2,037 (Waived with proof of other coverage)</td>
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</tbody>
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**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 10 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 $7 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. While over ninety percent of the candidates requesting scholarship aid receive at least partial funding, Fletcher students need to formulate a financial plan that does not rely solely on Fletcher scholarship aid. Fletcher scholarships typically range from $5,000 per academic year up to full tuition. The middle 50 percent of scholarships awarded are in the $8,000 to $18,000 range. Please note that Fletcher offers very few full tuition scholarships, and assistance to support living expenses is not available.

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. Please note that preference in awarding scholarship assistance will be given to applicants who meet the January 10 deadline. 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.

**MAILING/CHECK PAYMENT ADDRESS**

Please collect and send all paper materials (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 $80 (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](http://fletcher.tufts.edu)
### Other Important Addresses

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<th>Tufts University Student Financial Services</th>
<th>Graduate Management Admissions Test (GMAT)</th>
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<tbody>
<tr>
<td>Dowling Hall Student Services Center</td>
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<tr>
<td>Tufts University</td>
<td>Phone: 800-717-4628</td>
</tr>
<tr>
<td>419 Boston Avenue</td>
<td>Email: <a href="mailto:gmat@ets.org">gmat@ets.org</a></td>
</tr>
<tr>
<td>Medford, MA 02155</td>
<td>Web: <a href="http://www.mba.com/the-gmat.aspx">www.mba.com/the-gmat.aspx</a></td>
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<td>Phone: 617-627-2000, Fax: 617-627-4691</td>
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