THE FLETCHER SCHOOL

TUFTS UNIVERSITY

Requirements by Degree Program or Pathway							
	Essays	Résumé / CV	Test Scores	English Proficiency Test If Applicable	Transcripts	Recs	Recommendations
MALD/ MA	• Essay 1 • Essay 2	Yes	GMAT or GRE	TOEFL or IELTS	Transcripts in English	3	3
MIB	• Essay 1 • Essay 2	Yes	GMAT or GRE	TOEFL or IELTS	Transcripts in English	3	3
LLM	• Essay 1 • Essay 2	Yes	None required	TOEFL or IELTS	Transcripts in English	3	3
MYF	• Essay 1 • Essay 2 • MYF Essay	Yes	GMAT or GRE	TOEFL or IELTS	Transcripts in English	3	3
PhD	• Essay 1 • Essay 2 • PhD Essay • Dissertation Proposal • Master's Thesis or Writing Sample	Yes	GMAT or GRE	TOEFL or IELTS	Transcripts in English	3	3
Applicants	• Updated Essay 1 • Updated Essay 2 • Reapplication Essay	Yes - updated	GMAT or GRE	TOEFL or IELTS	Transcripts in English for any new coursework	3	1 additional
Exchange Student	• Essay 1	Yes	GMAT or GRE	TOEFL or IELTS	Transcripts in English	1	1

Application Deadlines					
January Enrollment					
	MALD	MA	MIB	LLM	PhD
	October 15	n/a	October 15	n/a	n/a
August Enrollment					
	MALD	MA	MIB	LLM	PhD
Early Notification	November 15	November 15	November 15	November 15	n/a
Regular Notification	January 10	January 10	January 10	January 10	December 20
Final Deadline*	February 10*	February 10*	March 1	March 1	n/a
Map Your Future – MALD and MIB					
December 20 June 20					

Office of Admissions & Financial Aid, The Fletcher School, 160 Packard Avenue, Tufts University, Medford, MA 02155
Phone: +1.617.627.3040 | Email: fletcheradmissions@tufts.edu

APPLICATION INSTRUCTIONS

The following instructions are in the order that the items appear in our online application. Please note not all of the items listed below are required for every applicant:

- ☐ ***Online Application for Admission***
  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.

- ☐ ***Academic Transcripts (Grade Reports) from all colleges and universities attended***
  Transcripts are required for ***all*** academic work that contributed directly to your undergraduate and other postsecondary degree(s). Please ensure that you completely fill out the Academic Record section with your degree information and select "Yes" from the "Primary Degree" box for the school from which you received your Bachelor's-level degree. You may submit scanned copies of official transcripts with your online application. Before enrolling at Fletcher, you will be required to submit ***original official transcripts***.

  Remember to select the type of degree you received and what degree was awarded, when filling out the Academic Record section! Select "Yes" for Primary Degree if the college/university is where you earned your Bachelor's-level degree.

  If your degree includes credits transferred from another institution (e.g. study abroad, summer school, or transfer credit), the course names and grades associated with those credits must be listed on your degree transcript, or provided in a separate transcript from the host 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 an explanation of the grading system, including systems of designation for honors and distinction, in the designated space.

  Please do not submit any high school transcripts or records.

For helpful application tips, check out the Fletcher Admissions Blog: http://sites.tufts.edu/fletcheradmissions

- ☐ ***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.

- ☐ ***Official Test Score Reports (Please read carefully for requirements.)***
  Based on the degree program you are applying to, certain tests are required to complete your application. Most 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. The GRE or GMAT is encouraged, but not required, for applicants to the LLM program or for Exchange candidates.

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.**

Take your standardized tests early and have the official results sent to Fletcher. If you are unsure which tests you need to submit, email us!

While not a requirement, the LLM Admissions Committee recommends that applicants whose native language is not English take Cambridge's Inter Legal English Certificate (ILEC) and receive a minimum of B2 pass.

Applicants to the MA/MD program are required to submit a copy of their official MCAT scores. As we cannot accept these electronically, they will need to be scanned and emailed to fletcheradmissions@tufts.edu.

- ☐ ***Three Letters of Recommendation***
  Three letters of recommendations (unless otherwise noted) are required. 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 or mentor.

  Reapplicants and Exchange applicants are required to submit only one letter of recommendation.

  Though we **strongly** prefer use of the online recommendation system, you may also download a copy of the recommendation form, once you have added your recommender information to the application form. Electronically submitted recommendations **do not** need to be followed up with paper copies.

- ☐ ***Essay 1*** *(600-800 words, single-spaced, Arial 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?

  If you are planning to pursue a joint degree, please be sure to address this interest in your personal statement.

- ☐ ***Essay 2*** *(500 words maximum, single-spaced, Arial 12 point font)*
  To help the Committee on Admissions get to know you better, please share an anecdote, or details about an experience or personal interest, that you have not elaborated upon elsewhere in your application.

Unsure if you submitted everything we need? The Review section of the online application will alert you to any missing information!

- ☐ ***Reapplicant Essay*** *(500 words maximum, single-spaced, Arial 12 point font)*
  Please explain how your candidacy has changed since your last application.

- ☐ ***Additional Information*** *(single-spaced, Arial 12 point font)*
  Please provide any additional information that you would like to bring to the attention of the Admissions Committee. This may include information regarding your academic records, plans to retake standardized tests, or any other information relevant to your application. **Please do not upload writing samples.**

- ☐ ***Map Your Future Essay*** *(500 words maximum, single-spaced, Arial 12 point font, required for MYF applicants only)*
  What professional opportunities do you plan or hope to pursue during the next two years? What do you hope to learn and what skills do you hope to cultivate?

- ☐ ***PhD Essay*** *(500 words maximum, single-spaced, Arial 12 point font)*

Please explain why you believe a PhD 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*** *(1,500 words maximum, single-spaced, Arial 12 point font)*
Please upload a document containing your PhD proposal. Your PhD Proposal should 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?

□ ***PhD Applicants: MA Thesis or a writing sample of approximately 40 pages*** *(in English)*
Please upload a copy of your thesis to the online application. 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.

□ ***Application Fee of $80***
The application fee is payable through the online application by credit card or ACH. 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:

- Americorps (currently serving)
- Charles B. Rangel International Affairs Summer Enrichment Program
- Harambe Entrepreneurship Alliance
- IIPP
- McNair Scholars
- Peace Corps (currently serving)
- Pickering Fellows
- PPIA
- Starting Bloc
- Truman Scholars
- Teach for America (currently serving)
- Teach for China (currently serving)
- Map Your Future applicants
- Currently enrolled Tufts undergraduates
- Exchange applicants

□ ***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. Interviews are held throughout the fall semester, generally before the application is submitted, and availability is limited. Additional information regarding the interview process and scheduling can be found at http://fletcher.tufts.edu/Admissions/Experience-Fletcher/Visit-Fletcher.

□ ***Skype Interview (****optional****)***
For applicants outside the Boston area who are unable to join us at Fletcher for an on-campus interview, we also offer the opportunity to participate in an interview via Skype. Like on-campus interviews, Skype interviews are optional, but they can provide valuable supplemental information for your application. Additional information regarding the Skype interview process and scheduling can be found at http://fletcher.tufts.edu/Admissions/Experience-Fletcher/Virtual-Offerings. Note that you will need to submit a résumé and Skype user name to schedule the Skype interview.

□ ***Scholarship Application*** *(if applicable)*
To apply for scholarship aid from The Fletcher School, you must complete the Scholarship Application, which is a separate form with a link within the online application. The form must be submitted to us upon submission of your 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). You may obtain the FAFSA form at https://fafsa.ed.gov/. The FAFSA code for Tufts University is 002219. 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.

To be eligible to receive a scholarship, answer the question on the Scholarship Application section of the application for admission AND also completely fill out the Scholarship Application Form.

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