

GLOBAL MASTER OF ARTS PROGRAM

Master of Arts Degree in International Relations

Application for Admission

DEAR APPLICANT:

Thank you for your interest in The Fletcher School of Law and Diplomacy's Global Master of Arts Program (GMAP) at Tufts University.

All application materials should be submitted directly to the GMAP office, either by mail or email. Please type your application or print legibly, using the space provided on the form; you may include additional sheets when necessary. Please complete all forms and answer all questions carefully and completely.

Submit all required materials to:

THE GLOBAL MASTER OF ARTS PROGRAM
The Fletcher School of Law and Diplomacy
Tufts University
160 Packard Avenue, Cabot 503
Medford, MA 02155-7082
U.S.A.

Or via email to fletcher-gmap@tufts.edu

The GMAP Committee on Admissions and Scholarships reviews applications on a rolling basis. The Committee, comprised of Fletcher faculty and administration, meets regularly to review applications and make admissions decisions. **Applicants who apply before the 1st day of a month will be notified of the decision on their application for admission by the end of that month.** We will acknowledge receipt of your application materials and inform you of any incomplete requirements via e-mail.

The long-standing policies of Tufts University and The Fletcher School are to support equal opportunity for all persons. 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.

If you have any questions regarding the GMAP admissions process please contact the GMAP office by phone at 617-627-2429 or by email at fletcher-gmap@tufts.edu. Our fax is 617-627-3540.

APPLICATION REQUIREMENTS

Please read through these requirements carefully, and use this form as a checklist as you complete your application for admission.

Application for Admission

Application materials and supporting documents become the confidential property of The Fletcher School and the GMAP Committee on Admissions and Scholarships, 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.

\$80 Application Fee

Enclose a non-refundable \$80 application fee with your application materials. The application fee is payable by check or money order in U.S. dollars to *The Trustees of Tufts College* and must be drawn on a U.S. bank. Alternatively, the fee may be paid via a wire transfer to the following account:

Bank of America
100 W 33rd Street
New York, NY 10001
ABA#: 0260-0959-3
SWIFT Code: BOFAUS3N
CHIPS Participant#: 0959
Credit Account: 0054117790
Trustees of Tufts College
Reference: GMAP Application Fee/Surname

Resume or CV

Please provide a current resume/CV that clearly includes information on, and dates of, your educational history, employment, academic honors and awards, international experience and travel, scholarships, publications, and extracurricular, community, and volunteer activities.

Two Recommendation Forms with Letters of Reference

GMAP requires two letters of recommendation from individuals who have supervised your work and know you well. The recommendation consists of two parts: the recommendation form and a separate letter of reference. The recommendation form includes an evaluation component that your recommender must complete. The recommendations can be sent directly to GMAP, or they can be returned to you and you can submit them with the rest of the application. Please see the recommendation form for specific instructions.

Letter of Understanding

Please provide a letter of understanding from your employer (i.e. a senior official at your organization). This letter should be written on company letterhead and state that your employer endorses your participation in the program, is aware of the time demands, will grant you the necessary time off to attend residencies, and, if applicable, is willing to provide financial assistance. Applicants who are self-employed are not required to submit the letter of understanding, and should instead submit a statement indicating as such.

 Official Academic Transcript(s) (i.e. Grade Report and Degree Conferred) from all colleges and universities attended

Transcripts of *all* academic work that contributed directly to your undergraduate and other postsecondary degree(s) are required. Transcripts should show the name of each course taken and the grade received, as well as the year/term in which it was taken. Appropriate university officials should certify these records, and records should state the degree conferred. Transcripts not in English **must** be accompanied by a certified English translation, completed and signed by an official translator.

For admissions purposes, we will accept copies of official transcripts that are sent directly by you or your academic institution to GMAP. *Should you enroll at Fletcher, you will be required to submit original transcripts and diplomas.*

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 host institution.

While not required, we encourage you to submit grades for additional courses taken outside of a degree program.

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.

Please do not submit any high school transcripts or records.

 Interview

The GMAP Admissions Team encourages prospective students to schedule phone or Skype calls with the team at any point during the application process. Moreover, prospective students visiting or residing in the Boston area are welcome to visit Fletcher and interview in person. The GMAP Committee on Admissions and Scholarships may also request an initial or additional Skype interview with an applicant after they have submitted their full application for admission to the program.

Two Essay Responses

The GMAP Committee on Admissions and Scholarships seeks to ensure that there is a good match between each admitted student and the School. As such, the essay questions are very important parts of the application.

- Essay 1:** *What are your specific professional goals? How will Fletcher's Global Master of Arts Program help you achieve them? (400-600 words)*
- Essay 2:** *Taking into account your position and your organization's place in world affairs, briefly describe the three most important challenges facing your organization today. (300-500 words)*

Please respond to both essay questions and conform to the length guidelines. You may choose to respond through a written essay or a video essay to either of these questions. Written responses should be typewritten and double-spaced. Video essays should not be more than 5 minutes long and can be submitted through one of the following methods:

1. Videos may be uploaded to a streaming service such as YouTube and shared with the GMAP Admissions Committee through a private link.
2. Videos may be uploaded onto a disk or USB drive and mailed with the application.
3. Videos may be uploaded to a file sharing service such as Dropbox or Google Drive.

English Language Testing (if applicable)

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, and you do not use English as the primary means of communication at your job, you are required to demonstrate your English language proficiency for admission to the program.

Acceptable English language testing options include: 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 an indication of sufficient ability.

Applicants must contact the testing service to have their official score reports sent to The Fletcher School. The TOEFL institutional code number for Fletcher is 3399. Normally test results will take a minimum of two weeks to arrive at Fletcher.

Native English speakers are not required to submit standardized test results.

☐ GMAP Scholarship Application (if applicable)

To apply for scholarship aid from GMAP, you must complete in full the Scholarship Application and submit it with your Application for Admission. The GMAP Committee on Admissions and Scholarships awards scholarships to our applicants based on a combination of merit and financial need. These awards typically take the form of partial scholarships which help to defray the program cost.

Please be mindful of the priority deadlines for scholarship consideration:

- Class of 2017-18: **April 1, 2017** is the priority deadline for GMAP scholarship consideration.
- Midyear Class of 2017-18: **October 1, 2017** is the priority deadline for GMAP scholarship consideration.

☐ FAFSA/Federal Loan Information (if applicable)

Eligible U.S. citizens/permanent residents can borrow through a variety of federal loan programs. Eligibility for all federal loan programs is determined by Tufts University Student Financial Services. In general, a GMAP student is eligible to borrow federal aid up to the cost of the program plus a travel allowance (through the Federal Direct Loans and GradPlus Loans). Please review the following links for further information on federal loan options:

<http://fletcher.tufts.edu/Admissions/Financing-Your-Education/Loans-and-Employment>

<http://uss.tufts.edu/finaid/gradaid/>

<https://studentloans.gov/myDirectLoan/index.action>

U.S. students and permanent residents intending to apply for federal student loans must include a Social Security Number on the Scholarship Application 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 have further questions regarding FAFSA, please contact Tufts University's Student Services at 617-627-2000 or by email, studentservices@ase.tufts.edu.

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HAVE YOU APPLIED TO THE FLETCHER SCHOOL BEFORE? NO YES, FOR ADMISSION IN _____

HOW DID YOU LEARN ABOUT GMAP? _____

ARE YOU APPLYING TO OTHER GRADUATE PROGRAMS? NO YES

IF SO, WHICH PROGRAMS? (THIS INFORMATION IS USED FOR INSTITUTIONAL REVIEW PURPOSES ONLY)

RACE/ETHNICITY (Optional—U.S. citizens and permanent residents only)

Colleges and universities are asked by many groups, including the federal government, accrediting associations, college guides, and newspapers, to describe the ethnic/racial backgrounds of their students and employees. In order to respond to these requests, we ask you to answer the following two questions.

Are you of Hispanic or Latino descent? No Yes, please select all that apply:

- Cuban Mexican Other Spanish Culture
 Puerto Rican South or Central American

What is your race? (Select all that apply)

- American Indian or Alaska Native Asian Black or African American
 Native Hawaiian or Other Pacific White Other (specify) _____

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American: A person having origins in any of the black racial groups of Africa.

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), who maintains cultural identification through tribal affiliation or community attachment.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.



TUFTS UNIVERSITY

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CURRENT CONTACT INFORMATION

CURRENT MAILING ADDRESS (NON-P.O. BOX)

CITY STATE ZIP VALID UNTIL

COUNTRY (IF NOT U.S.)

TELEPHONE (HOME) (WORK) (SKYPE NAME IF APPLICABLE)

FAX (HOME) (WORK)

E-MAIL (HOME) (WORK)

PERMANENT ADDRESS AND PHONE (IF DIFFERENT FROM CURRENT)

CITY STATE ZIP UNTIL

COUNTRY (IF NOT U.S.)

EMERGENCY CONTACT INFORMATION

NAME

ADDRESS

CITY STATE ZIP COUNTRY

TELEPHONE (HOME) RELATIONSHIP TO APPLICANT



THE FLETCHER
SCHOOL

TUFTS UNIVERSITY

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PROFESSIONAL EXPERIENCE

Complete this section of the application and attach a current resume/CV.

In chronological order (beginning with most current), please list your work experience.

EMPLOYER	POSITION	DATES OF EMPLOYMENT	FULL OR PART TIME	REASON FOR LEAVING

COLLEGES AND UNIVERSITIES ATTENDED (List all colleges and universities attended in chronological order)

COLLEGE/UNIVERSITY	LOCATION	DATES ATTENDED	DEGREE	DATE AWARDED	MAJOR/ FIELD OF STUDY

If you answer “yes” to any of the following questions, please explain in a separate statement and attach to application.

Have you ever been found guilty of academic misconduct or subject to any other disciplinary action at any educational institution? Yes No

Have you ever had to withdraw from or repeat a term at any educational institution? Yes No

Have you ever been placed on Academic Probation? Yes No

Have you ever been dismissed or suspended from any educational institution or place of employment? Yes No

Have you ever been convicted of a felony? Yes No

Have there ever been any charges of ethical/professional misconduct filed against you? Yes No



THE FLETCHER
SCHOOL

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LANGUAGE PROFICIENCY

NATIVE LANGUAGE _____

PRIMARY LANGUAGE SPOKEN AT HOME: _____

PRIMARY LANGUAGE SPOKEN AT WORK: _____

Foreign language(s): Please indicate proficiency level—beginning, intermediate, advanced, or fluent. Please note that successful completion of GMAP requires proficiency in a second language. If English is your native language, proficiency in a second language will be measured through required written and oral exams. Foreign nationals whose native language is not English and who have received a substantial portion of their education in their native language may have English accepted as their second language. For more information: <http://fletcher.tufts.edu/academic/foreign-language-requirement>.

LANGUAGE	READING	WRITING	SPEAKING

ENGLISH LANGUAGE TESTING (if applicable)

When did (will) you take the TOEFL? _____

If known, what is your score? _____

ACTIVITIES/ INTERESTS

ACTIVITY	DATES	OFFICES HELD (INDICATE IF APPOINTED OR ELECTED)

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LETTERS OF RECOMMENDATION

Please provide the names, telephone numbers, and e-mail addresses of your recommenders.

RECOMMENDER #1 (NAME, TITLE)

TELEPHONE NUMBER AND E-MAIL ADDRESS

Have you submitted the Recommendation Evaluation Form to this Recommender: Yes No

RECOMMENDER #2 (NAME, TITLE)

TELEPHONE NUMBER AND E-MAIL ADDRESS

Have you submitted the Recommendation Evaluation Form to this Recommender: Yes No

GMAP SCHOLARSHIP APPLICATION

Are you applying for scholarship aid from the Global Master of Arts Program (GMAP)? Yes No

If yes, please note that you must submit your GMAP Scholarship Application with your Application for Admission.

CERTIFICATION

I hereby certify that the information I have given on this application form and related materials are complete and accurate in every respect. The responses I have submitted as an applicant for admission are my own work, and I have read and understood the application instructions and process. I understand and agree that any misrepresentation may be cause for denial and revocation of admission or subsequent dismissal from The Fletcher School.

SIGNATURE

DATE

PRINT NAME

RECOMMENDATION FORM

Instructions for Applicant

GMAP requires two letters of recommendation from individuals who have supervised your work and know you well. **The recommendation consists of two parts: (1) this recommendation form and (2) a separate letter of reference.** Recommenders may send this completed form and the letter directly to The Fletcher School at the address or email address provided below, or they may return these materials to you in a sealed envelope and you can submit them with the rest of the application.

Please sign and date: I hereby waive my right of access to this recommendation on the understanding that it will be considered CONFIDENTIAL and used only in connection with my application to and study at The Fletcher School of Law and Diplomacy. I further understand that I am not required to execute this waiver as a condition for admission, financial aid, or other services or benefits.

APPLICANT SIGNATURE

DATE

Instructions for Recommender

Step 1: Preparing the Recommendation

The GMAP recommendation consists of two parts: this form and a separate letter of reference. Please complete the form and then discuss the applicant's strengths and weaknesses in the letter. You may evaluate the applicant's general intellectual ability (quickness or grasp of concepts, insight, appreciation of nuances, etc.); analytical abilities, as well as critical powers of reasoning; and competence in group discussion, oral reporting, and written work. Please also discuss the applicant's ability to complete a rigorous graduate program successfully while working full time for his/her organization, and describe the applicant's experience working in international teams and with international projects.

Step 2: Submitting the Recommendation

Please return the completed recommendation form and the supporting letter to the applicant, in a sealed envelope, or you may submit it directly to The Fletcher School at:

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TUFTS UNIVERSITY

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The Fletcher School's Global Master of Arts Program is designed to provide graduate education in international affairs to professionals already established in public, private, and non-profit sector careers. The core curriculum of this program includes courses in:

- | | |
|--|-----------------------------|
| Corporate Finance and Global Financial Markets | International Politics |
| Foreign Policy Leadership | International Trade |
| International Business and Economic Law | Leadership and Management |
| International Negotiation | Security Studies |
| International Macroeconomics | Transnational Social Issues |

APPLICANT NAME (please print) _____ has applied for admission to The Fletcher School's Global Master of Arts Program (GMAP) and has given your name as a reference. In particular, we are interested in knowing whether the applicant is sufficiently prepared for graduate work in international affairs, while at the same time continuing career responsibilities and contributing to the program.

NAME OF RECOMMENDER (please print): _____

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

Personal Characteristics	Outstanding	Very Good	Good	Average	Below Average	No Basis for Judgment
Intellectual ability						
Analytical ability						
Motivation and diligence						
Originality, resourcefulness, and initiative						
Judgment and common sense						
Emotional stability and maturity						
Integrity						
Leadership qualities						
Professional potential						
Ability to work with others						
Ability in oral expression (English)						
Ability in written expression (English)						

In comparison with his/her peers, how would you rate the applicant's intellectual ability?
 Top 5% Top 10% Top 25% Top half Lower half

 SIGNATURE DATE

 TITLE, EMPLOYER

 ADDRESS

 TELEPHONE NUMBER/E-MAIL ADDRESS

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Emotional stability and maturity						
Integrity						
Leadership qualities						
Professional potential						
Ability to work with others						
Ability in oral expression (English)						
Ability in written expression (English)						

In comparison with his/her peers, how would you rate the applicant's intellectual ability?

- Top 5%
 Top 10%
 Top 25%
 Top half
 Lower half

SIGNATURE _____

DATE _____

TITLE, EMPLOYER _____

ADDRESS _____

TELEPHONE NUMBER/E-MAIL ADDRESS _____