

Research and Graduate Programs Office
9 West Packer Avenue
Bethlehem, PA 18015-3075
Phone: 610-758-4280
Fax: 610-758-6232
Email: incas@lehigh.edu

<http://cas.lehigh.edu/grad>

LEHIGH
UNIVERSITY®
College of Arts and Sciences
Graduate Application

INFORMATION FOR APPLICANTS: This packet requires the applicant to collect all supporting documents and submit them with the application form to the Research and Graduate Programs Office.

All application materials must be sent to the Research and Graduate Programs Office, Lehigh University, 9 W. Packer Avenue, Bethlehem, PA 18015-3075. It is the applicant's responsibility to verify that all application materials have been received by the Research and Graduate Programs office. Telephone: (610) 758-4280; Fax (610) 758-6232; Internet: incas@lehigh.edu.

Admission:

Any graduate of an accredited college or university may be considered for admission to Lehigh University's College of Arts and Sciences graduate programs. The admissions decision usually rests with a specific department or program and stands for one year following the first semester for which admission was offered. If more than one year elapses, the department reserves the right to reconsider its offer.

Regular or Associate Status:

Only students admitted as regular graduate students are candidates for advanced degrees. Except for qualified Lehigh undergraduates, only those who have been notified officially by the Research and Graduate Programs Office may register for graduate courses.

Associate status may be offered to applicants who fail to qualify for regular status. Only associate status will be considered for applications made between the end of the regular admission period and first day of classes. Applicants for associate status may submit unofficial rather than official transcripts, and letters of recommendation are not required at that time. The Registrar will require an official transcript before grades are released. Associate graduate students may petition for regular student status after a probationary period and all application materials have been submitted.

Application for Admission to Graduate Programs. All applicants must submit the completed application.

Application Fee. No application will be considered unless accompanied by a non-refundable \$75 application fee. Please make check or money order payable to Lehigh University.

Application for Financial Aid. Applicants interested in financial aid should complete the form and return it along with other admission materials by **January 15**. Fellowships, scholarships, and departmental assistantships are awarded in conjunction with the admission process; applicants who are applying for financial aid are considered for all forms of support for which they are eligible.

Transcripts. Applicants should request that the registrar of each college or university attended provide official transcripts, and if possible include them with the application packet. For work in progress, a final transcript must be submitted at the end of the term. A transcript request form is enclosed, it may be photocopied if transcripts from more than one institution are needed. If institutional policies require submission of official transcripts directly to Lehigh University, they should be sent to the College of Art & Sciences, Research and Graduate Programs Office, 9 W. Packer Avenue, Bethlehem, PA 18015-3075.

Two Letters of Recommendation. Two recommendation forms are enclosed for use by individuals qualified to evaluate the applicant's academic achievements and potential for graduate studies. Forms may be photocopied. Recommendations from professors are preferred, but letters from employers, supervisors, or professional associates are accepted. Recommenders are asked to return their letters directly to the applicant. (Instructions are provided on the recommendation form.) Recommenders also may mail the completed forms directly to the Research and Graduate Programs Office at the College of Arts and Sciences.

Test Scores. Applicants should inquire of the department coordinator which tests are required. All scores, such as GRE, GMAT, and MAT, should be submitted to the Research and Graduate Programs Office. If original test scores cannot be provided, notarized copies are required.

Additional Information for International Applicants

Immigration and Naturalization Service (INS) regulations require that when an applicant has received an offer of admission, that proof of English language proficiency has been submitted, and that the applicant has established adequate financial responsibility before immigration documents can be issued to the applicant. Lehigh University policy requires submission of original financial support documents which show one full year of living expenses, tuition, and health insurance for students and, when appropriate, for accompanying family members. With the exception of teaching or research assistantships, international students should not plan on other employment as a source of support. Students from countries with restriction on the exchange and release of funds for study in the United States are required to submit approval forms for the release of such funds.

Questions regarding immigration matters should be directed to: Immigration Specialist, Office of International Students and Scholars, Lehigh University, Coxe Lab, 32 Sayre Drive, Bethlehem, PA 18015-3123. Telephone 610-758-4589; Fax 610-758-5156; Email: inintl@lehigh.edu.

Visa. The following items are required before immigration documents can be issued: original or notarized financial guarantee within the last six months; original TOEFL and TSE scores.

Admission. International applicants must hold an American bachelor's degree or equivalent foreign degree requiring a total of at least 16 years of primary, secondary, and university education. Applicants must submit all documents required for regular graduate student status. These include:

Application for Admission. International applicants who reside abroad may apply for regular admission status only, associate admission status is reserved for in-country applicants.

Application Fee. Make check or money order for \$75 payable to Lehigh University.

Application for Financial Aid. Required only if aid is requested.

Two Letters of Recommendation. Same as for U.S. applicants.

Test Scores. i.e.: TOEFL, TSE, GRE, and GRE subject test, as required.

Transcripts. Applicants must submit official academic transcripts or grade sheets as well as official copies of degrees awarded which have been validated by a school registrar or other official. Unless prohibited by college or university policy, official documents from institutions should be assembled by the applicant and included with other application materials. Documents should be issued in the original language with an official English translation attached.

Proof of English Language Proficiency. All international applicants whose native language is not English must submit a Test of English as a Foreign Language (TOEFL) score for admission consideration. Score minimums for the College of Arts and Sciences are as follows:

Internet Based TOEFL (iBT)

Writing – 25; Speaking – 24; Reading – 21; Listening – 15 (Composite = 85)

TA/GA positions require a minimum score of Speaking – 28, Listening – 20

Many departments in the College require higher minimum scores. Please contact the department to which you're applying for admission to ask about their iBT minimums.

Computer Based TOEFL (CBT) – 213

Paper Based TOEFL – 550

Test results cannot be more than two years old at the time you apply to your program. We must receive an official report of the scores directly from the Educational Testing Service (institution code 2365). If you have completed a baccalaureate degree in the United States, United Kingdom, Australia or Canada, you may be exempt from the TOEFL exam. You are not exempt if the language of instruction is English in a non-English speaking country or if you have lived in an English speaking country for several years. For further information on the TOEFL exam, please visit www.toefl.org.

Lehigh University's Institutional code is 2365.

TO THE APPLICANT:

Please retain these outside pages of your graduate application kit for reference.

LEHIGH UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
RESEARCH AND GRADUATE PROGRAMS

FACT SHEET

| DEPARTMENT | DEGREES | | PHONE |
|--------------------------------|---------------------|-------------|--------------|
| Biological Sciences | Integrative Biology | Ph.D. | 610-758-3681 |
| | Molecular Biology | Ph.D. | |
| | Biochemistry | Ph.D. | |
| Chemistry | Chemistry | M.S., Ph.D. | 610-758-3471 |
| Earth & Environmental Sciences | | M.S., Ph.D. | 610-758-3660 |
| English | | M.A., Ph.D. | 610-758-3311 |
| History | | M.A., Ph.D. | 610-758-3360 |
| Mathematics | Mathematics | M.S., Ph.D. | 610-758-3731 |
| | Statistics | M.S. | |
| Physics | | M.S., Ph.D. | 610-758-3930 |
| Political Science | | M.A. | 610-758-3340 |
| Psychology | | M.S., Ph.D. | 610-758-3630 |
| Sociology & Anthropology | Sociology | M.A. | 610-758-3810 |

INTERDISCIPLINARY PROGRAMS

| | | | |
|----------------------------------|--|-------------|--------------|
| American Studies | | M.A. | 610-758-3360 |
| Analytical Finance | | M.S. | 610-758-3731 |
| Environmental Policy Design | | M.A. | 610-758-6380 |
| Photonics | | M.S. | 610-758-3960 |
| Polymers Science and Engineering | | M.S., Ph.D. | 610-758-3857 |

CHECKLIST FOR APPLICANTS

Use this checklist to guarantee that you have gathered and sent the required materials. Only complete applications will be considered for regular admission. Obtain information from specific departments for any additional requirements. Details about these items are found elsewhere in this packet.

- Application for Admission to Graduate Studies
- Application Fee
- Application for Financial Aid
- Financial Guarantee (international applicants only)
- Transcripts
- Letters of Recommendation
- Test Scores
- Proof of Language Proficiency (international applicants only)

POLICY OF EQUALITY

It is the policy of Lehigh University to provide equal opportunity on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, citizenship status, handicap or veteran status.

DATA SHEET

APPLICATION FOR ADMISSION TO GRADUATE STUDIES *(Please print or type)*

PERSONAL INFORMATION: Social Security Number _____

Name: _____
Last (family) First Middle

Mailing Address Number and Street _____ Telephone () _____

City _____ State _____ Zip Code _____ Country _____

E-mail Address _____ FAX Number () _____

Last day of residence at above: _____ Cell Number () _____

Telephone: home () _____ business () _____

Permanent Address _____

City _____ State _____ Zip Code _____ Country _____

PROGRAM INFORMATION: Admission Status

Date of Entrance Fall 20____ Spring 20____ Summer 20____

Degree Sought M.A. __ M.S. __ Ph.D. __ D.A. __ Distance/Satellite Program _____

Full-time __ Part-time __

Department _____ Area of Specialization _____

Have you ever attended Lehigh University? _____ If yes, list dates: _____

Have you ever applied for graduate studies to Lehigh University? If yes, list dates: _____

Lehigh Undergraduates Only: Degree and date conferred: _____

RECOMMENDATIONS: List the two persons who have been asked to provide letters of recommendation:

Name: _____ Name _____

Address _____ Address _____

Position _____ Position _____

Relationship to Applicant _____ Relationship to Applicant _____

ESSAY: On a separate sheet, provide a summary of your career objectives and work experience with reference to the chosen field of graduate study. Identify any research experience related to your intended field of study.

SOURCES OF INFORMATION: How did you learn about graduate studies at Lehigh University? _____

The following information is voluntary and will not affect the decision for admission.

Sex: M__ F__

Ethnic Origin: American Indian__ Asian__ African American__ Hispanic__ White__

The following information is requested for statistical purposes only:

Date of Birth Month _____ Day _____ Year _____

Place of Birth: City _____ Country _____

Citizenship: U.S. Citizen__ U.S. Permanent Resident__

Other _____

Type of Visa held _____ Will Apply For _____

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EDUCATIONAL BACKGROUND. List in reverse chronological order all schools attended including the following information:

| Names and Location of Institution | Dates of Attendance | Type of Degree Awarded | Date Degree is Expected |
|-----------------------------------|---------------------|------------------------|-------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Undergraduate Major(s)

Graduate and Professional Degree(s)

Field _____

Field _____

Scholastic honors _____

Some graduate work ___ No degree ___ No graduate work ___

State your undergraduate grade point average (on a 4.0 scale) _____ State your grade point average in major field (on a 4.0 scale) _____

TRANSCRIPTS: List colleges and universities from which transcripts have been requested. If transcript will be sent under a former or different name than appears on this application, please specify that along with current name of applicant.

Student's name _____

Name of institution

1. _____

3. _____

2. _____

4. _____

WORK EXPERIENCE: Please list in reverse chronological order employment (including summer work or military service) since secondary school. Use separate page, if necessary:

Employer

Position

Dates

1. _____

2. _____

3. _____

RESEARCH EXPERIENCE: Please list any research experience (i.e. summer research as undergraduate student)

SUPPLEMENTARY EDUCATIONAL INFORMATION: Please supply the following information on a separate sheet:
 Extracurricular and community activities. List major activities or offices held.
 Publications. List articles and books published, research completed or in progress, or other creative work.
 Memberships. List membership in learned and professional societies.

TEST DATA GRE _____ GRE Subject _____ TOEFL _____ TWE _____ TSE _____

OTHER TESTS: Date taken (or scheduled) _____ Date taken (or scheduled) _____

Are your test scores included with this package? Yes _____ No _____

I certify that the above information is correct to the best of my knowledge.

| | | | | |
|--|---|---|----|------|
| Do not write in the space below. For university use only. | | | | |
| Fee | P | W | NW | Clrd |

Signature of applicant _____

Date _____

LETTER OF RECOMMENDATION



To: College of Arts & Sciences
Research and Graduate Programs Office
Lehigh University
9 W. Packer Avenue
Bethlehem, PA 18015-3075

TO THE APPLICANT: Address envelopes to yourself. Be sure to give both the form and envelope to each recommender. The returned, sealed envelopes should be sent to Lehigh University along with your completed application packet.

Name of Applicant _____
Last (family) *First* *Middle*

Current Address _____

Graduate Field of Study _____ Degree Sought _____

WAIVER: Under present federal law, an enrolled or former student has, with certain exceptions, access to all educational records in his or her permanent file. The Admission Committee has decided to give the applicant the choice of waiving this right. If you wish to waive the right to examine this evaluation at a later date, please sign below, it will then be taken in confidence. If left unsigned, you will have access to this evaluation upon enrollment. In no way will this decision affect consideration of your application.

Signature of applicant _____ Date _____

TO THE RECOMMENDER: The person whose name appears above, is applying for admission to a graduate program in the Lehigh University College of Arts & Sciences. This form is provided for your convenience. Please complete it and return directly to the student as soon as possible. The student's application cannot be reviewed until your completed recommendation form has been received. An evaluation such as this can be withheld from the student only if the student has signed the above waiver statement. If your policy requires, you may mail your letter of recommendation directly to Lehigh University. If you do not know this student well enough to complete this form, please feel free to say so; such frankness will not prejudice the applicant's chance of admission.

TO BE COMPLETED BY THE RECOMMENDER: *(please print)*

Name of person who is recommending student _____

Position / Title _____

Organization _____

Address _____

Telephone () _____

How long have you known the applicant? _____ years _____ months

Under what circumstances have you known the applicant? _____

Relate any experiences that indicate the applicant's level of creativity, motivation and initiative.

Name of Applicant _____

Rate the applicant in the following areas:

| | Outstanding (Top 2%) | Excellent (Top 10%) | Good (Top 35%) | Fair (Top 50%) | Weak (Lower 50%) | Unable to judge |
|------------------------|-------------------------|------------------------|-------------------|-------------------|---------------------|-----------------|
| Intellectual Ability | | | | | | |
| Breadth of Knowledge | | | | | | |
| Quantitative Ability | | | | | | |
| Maturity | | | | | | |
| Interpersonal Skills | | | | | | |
| Writing Skills | | | | | | |
| Organizational Ability | | | | | | |

Overall evaluation of student's ability to handle a graduate program:

Recommended without reservation. _____

Recommended with reservation. _____

Not recommended. (Please state why.) _____

Signature of recommender _____ Date _____

Please use space provided or attach a letter for additional comments.

Please return your recommendation in the envelope provided after sealing and signing your name on the flap.

Thank you for your assistance.

TRANSCRIPT REQUEST

LEHIGH
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College of Arts and Sciences
Research & Graduate Programs Office
Lehigh University
9 W. Packer Avenue
Bethlehem, Pennsylvania 18015-3075

Please print or type.

All applicants must submit official transcripts. The official transcript indicating the degree and date conferred must be in a sealed envelope. Send the completed request form and the enclosed envelope to the Registrar at the appropriate institution. (If you have attended more than one college or university, undergraduate or graduate, you should photocopy this form.) To avoid delays, check the institution's policy regarding fees for official transcripts.

Name _____
Last (family) *First* *Middle*

If transcript was issued with a former or different name, please write that name here _____

Address _____

Name of Institution _____

Dates of Enrollment: From _____ To _____

Degree Conferred: (if applicable) _____

I hereby authorize the release of my transcripts (s) to the Graduate Programs Office, College of Arts and Sciences, Lehigh University.

Signature of Applicant _____ Date _____

TO THE REGISTRAR: The above person requests that a transcript of his or her academic record be released to the Graduate Programs Office, College of Arts & Sciences, Lehigh University. Please enclose this form with an official transcript in a sealed and signed envelope. Return the envelope to the applicant so that it can be included in his/her application.

Thank you for your cooperation.

College of Arts and Sciences
Research & Graduate Programs Office
Lehigh University
Bethlehem, Pennsylvania 18015-3075

FINANCIAL AID

Financial aid for graduate students can be either academic or non-academic. Teaching assistantships, research assistantships, graduate assistantships, fellowships, and scholarships are academic awards made by the individual academic departments or by the dean of the college. Non-academic awards are graduate assistantships unrelated to a particular area of study, or loans and work-study employment.

ACADEMIC FINANCIAL AID: Applications for fellowships, scholarships, research assistantships, teaching assistantships, and graduate assistantships to begin in the fall term must be filed no later than **January 15**. In addition to their stipends, graduate students holding half-time teaching appointments will receive a tuition award. Fellowship holders also receive a tuition award plus a stipend. Scholarship recipients are awarded tuition. Research assistants generally receive a stipend and a tuition award.

NON-ACADEMIC AWARDS, LOANS, AND WORK-STUDY AWARDS: Graduate students may apply directly to administrative offices for graduate assistantships unrelated to their areas of study. Students may apply for National Direct Student Loans (NDSL), Lehigh University Tuition Loans (UTL), and College Work-Study (CWS) through the Office of Financial Aid. These aid sources are awarded on the basis of financial need as determined by the Financial Aid Form (FAF).

For additional sources of aid, contact the Office of Financial Aid

218 W. Packer Avenue
Bethlehem, PA 18015-1588
Phone: 610-758-3181
FAX: 610-758-6211