

MAPW Application Instructions

Please submit all of the following:

1. A completed copy of the **Graduate Application Form**.
2. A completed **Statement of Intent** form in which you discuss your reasons for pursuing graduate studies, your educational and professional objectives, and any other information that you believe will aid us in arriving at an admissions decision. Please sign and date your statement.
3. A current **Resume** detailing your work and internship experience. Please also include information on your experience with computer hardware and software. We're interested in knowing whether you use Macintosh, PC, or both, and what software packages you know well enough to use routinely.
4. **Writing Samples** specifically oriented to your professional or educational interests. We would most like to see at least one sample of professional or technical writing (newswriting, public relations or marketing, press releases, instructions, procedures, reports, etc.) as well as a sample that includes an extended piece of non-fiction prose (report, essay, academic paper). Don't worry, however, if you have only academic writing samples to send. That will be fine. The idea is to give us a sense of your overall writing ability and style. You may send 2 to 4 samples. We'd suggest 1 to 3 short pieces plus one longer piece (10-12 page limit) as a general guideline. For each piece, please include a short (1-2 paragraphs) statement explaining the purpose and audience of the piece and anything else it would be useful for us to know that may not be obvious from the document itself. For example, if you're submitting a report for which you did extensive research or interviews, say so. If the document resulted in some action or change, e.g. funding for a project or increased membership for a local organization, let us know. If the sample is an excerpt from a longer document, please provide appropriate contextual information.
5. Current (less than two years old) **GRE scores**.
6. If you were educated in any country other than the United States, Canada, Great Britain, Australia, or New Zealand, you must also submit current **TOEFL** scores, including the **TWE** (Test of Written English) or similar essay component.
7. Three **Letters of Recommendation**. Recommendation forms are provided in the application packet. Please complete all necessary information on the form before giving it to the person writing the recommendation and request that the letters be sent directly to the English Department. Both academic and professional references are acceptable; a mix of the two is most desirable.

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8. One copy of an **Official Transcript** for all undergraduate and graduate work.
 9. A **check or money order** of \$50 (the nonrefundable application fee) made payable to Carnegie Mellon University.

After all items listed above have been received, your application will be considered and an admissions decision made on a rolling basis. International applicants who receive a positive review of the written application will be contacted for a phone interview with the Director of Carnegie Mellon's Office of International Education as the final stage of the application process.

Although we do accept applications for the program into the early summer months, provided that we still have openings in the program, we prefer to have applications no later than February 15. All students accepted into the program on a full-time basis will automatically receive the department-sponsored tuition remission scholarship described earlier. Applications received by February 15 may also be eligible to be considered for additional, merit-based financial aid.

Graduate Application Form

For MAPW, M.A. and Ph.D. Programs, Department of English, Carnegie Mellon University *

General Information

Please complete this form and submit it to:

The Director of Graduate Studies
Department of English
Carnegie Mellon University
Pittsburgh, PA 15213

Program to which you are applying

- Ph.D. in Literary and Cultural Studies
- Ph.D. in Rhetoric
- M.A. in English (Literary and Cultural Studies)
- M.A. in English (Rhetoric)
- M.A. in Professional Writing

Attendance Status

- Full Time
- Part Time

Applicant's Data

Name (last, first, middle)

Social Security Number

Date of Birth

E-mail address

When did you take the GRE and/or TOEFL?

Present Address

Street

City

State

ZIP

Country

Telephone

Permanent Address

Street

City

State

ZIP

Country

Telephone

* Students wishing to apply to the MDes CPID program should contact the School of Design, 412.268.2828.

References

List the three people whom you have asked to write letters of recommendation on your behalf:

Name	Position	Institution
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Name	Position	Institution
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Name	Position	Institution
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Education

List all colleges and universities you have attended. If you are still attending school, please attach a list of your courses for your final semesters.

School	Dates of Attendance	Degree and Major
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School	Dates of Attendance	Degree and Major
--------	---------------------	------------------

School	Dates of Attendance	Degree and Major
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Experience

Please list any employment relevant to your career goals:

Position	Employer	Dates of Employment
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Position	Employer	Dates of Employment
----------	----------	---------------------

Position	Employer	Dates of Employment
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Are you an employee of an organization that will provide educational benefits?

Yes No If so, please specify the organization.

Are you, your parent, or spouse an employee of Carnegie Mellon University? If so, please specify who is a Carnegie Mellon employee and in what position.

Optional Information

Providing information on your ethnicity is strictly voluntary. This information is used only for reporting and/or affirmative action purposes. Indicate if you are:

- | | |
|--|---|
| <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> Hispanic, Latino, Mexican American, Puerto Rican |
| <input type="checkbox"/> African American | <input type="checkbox"/> White other than Hispanic |
| <input type="checkbox"/> Asian or Pacific Islander | |

Statement of Intent

Department of English, Carnegie Mellon University, Pittsburgh, PA 15213

In the space below, or on an attached sheet, please provide a brief typed statement of your reasons for pursuing graduate studies, your educational and professional objectives, and any other information that you believe will aid us in arriving at an admissions decision. Please confine your statement to the space below or its equivalent.

Signature

Date

Recommendation

Department of English, Carnegie Mellon University, Pittsburgh, PA 15213

Directions for the Applicant

Please send this form to each person who is writing a letter of recommendation for you.

(Your name) _____ is applying to Carnegie Mellon University for admission to:

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Ph.D. in Literary and Cultural Studies | <input type="checkbox"/> Full Time |
| <input type="checkbox"/> Ph.D. in Rhetoric | <input type="checkbox"/> Part Time |
| <input type="checkbox"/> M.A. in English (Literary and Cultural Studies) | |
| <input type="checkbox"/> M.A. in English (Rhetoric) | |
| <input type="checkbox"/> M.A. in Professional Writing | |

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to review your educational records if you enroll at Carnegie Mellon. The Act also provides that you may waive your right to see your recommendations for admission. Please indicate whether or not you wish to waive this right by checking the appropriate box and signing this statement.

I waive do not waive any right of access that I may have to this letter of recommendation.

Signature

Date

Directions for the Person Writing the Recommendation

Please print your name and indicate the position through which you know this applicant.

Name

Position

Date

Our Admissions Committee would appreciate your candid assessment of this applicant. Especially useful is an evaluation of his or her intellectual ability, maturity, creativity, and writing skills. If you know the applicant as a teacher, comment on his or her effectiveness in the classroom. Please attach your signed and dated assessment to this form and return both papers directly to:

Director of Graduate Studies
Department of English
Carnegie Mellon University
Pittsburgh, PA 15213

Recommendation

Department of English, Carnegie Mellon University, Pittsburgh, PA 15213

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