



THE FLETCHER SCHOOL
TUFTS UNIVERSITY

**MASTER OF ARTS IN LAW AND DIPLOMACY (MALD)
APPLICATION INSTRUCTIONS**

Dear MALD Applicant:

Thank you for your interest in The Fletcher School and the Master of Arts in Law and Diplomacy (MALD) degree program. These instructions pertain only to the two-year MALD 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.

Note that:

- ♦ The Committee on Admissions and Scholarships cannot review your application until **all** required materials are received.
- ♦ With the exception of standardized test scores and transcripts, please use the online application to submit all information.
- ♦ Refer to the Dates and Deadlines section below for specific deadlines.
- ♦ Please do 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.

While the vast majority of applications to The Fletcher School are for the fall semester, a small class is admitted each year for the spring semester starting in January. We also offer an Early Notification process for enrollment in the fall term. The Early Notification process provides applicants 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—thus, 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 at 617-627-3040 or fletcheradmissions@tufts.edu.

Sincerely,
Office of Admissions and Financial Aid
The Fletcher School

DATES AND DEADLINES

Enrollment Option	Application Deadline	Notification by
Spring 2011 Enrollment	October 15, 2010	December 1, 2010
Fall 2011 Enrollment – Early Notification	November 15, 2010	January 1, 2011
Fall 2011 Enrollment – Regular Deadline	January 15, 2011	April 1, 2011
Fall 2011 Enrollment – Final Deadline (NO SCHOLARSHIP AID CONSIDERATION)	February 10, 2011	April 1, 2011

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 15 deadline.

APPLICATION REQUIREMENTS

All MALD 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 \$70***

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 (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.

□ ***Official Academic Transcripts/ Grade Reports from all previously attended colleges and universities***

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/semester in which it was taken.

If you participated in a study abroad program and those grades are not listed on your transcript, you must submit an official transcript with grades from the host institution(s).

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.

□ ***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. A second 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 filtering software 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** recommend use of the online recommendation system, you may also print recommender 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. 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, Times New Roman 12 point font)***

Choose one of the following essay topics to tell the Admissions Committee something about you that does not fit elsewhere in the application:

- Share something about yourself to help the Admissions Committee develop a more complete picture of who you are.
- Tell us more about how you first became interested in international affairs, or in pursuing an international career.
- Describe the elements of your personal, professional, and/or academic background that have prepared you for your chosen career path.

- **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*)** –
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.**

U.S. Citizens and Permanent Residents

All U.S. citizens and permanent residents 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.

International Students

If your native language is English or you have earned an undergraduate degree, or graduate degree lasting two or more years, in which English was the language of instruction, you 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) or the International English Language Testing System (IELTS). A score of 600 on the standard TOEFL, 250 on the Computer-Based TOEFL (CBT), 100 on the Internet-based TOEFL (iBT), or 7 on the IELTS is generally considered evidence of sufficient English language ability for graduate study at The Fletcher School.

- **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 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.
- **Scholarship Application (*if applicable*)**
If you plan 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 Admissions 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 long standing 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 sections 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 Admissions 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: 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 also 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 3: Language Proficiency

- Foreign Languages: It is not necessary to repeat the native language and primary language spoken at home in this section.

Page 4: Intended Fields of Study

- MALD candidates must choose **two different** fields of study. The fields of study indicated in the application are non-binding and provide the Admissions Committee a sense of your interests.

Page 4: 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 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).

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 2011-2012 MALD Tuition (\$37,344) and fees (\$646). 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 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 in length. 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 one of the three essay questions provided. Your essay should be no more than 500 words in length. Please use the following format: single-spaced, Times New Roman 12 point font.

Page 10: Additional Information

- Please use this section to provide answers to questions that did not fit in the application form. **Please do not upload writing samples as they will not be considered as a part of the application.**

APPLICATION PROCESSING

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 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 TEN (10) BUSINESS DAYS AFTER YOU RECEIVE THE CONFIRMATION EMAIL BEFORE CONTACTING THE OFFICE OF ADMISSIONS 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 when an admissions decision has been posted on the GAMS site. 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 (2011-2012 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 2011-2012 academic year. Tuition and fees normally increase four to six percent annually.

Tuition	\$37,344
Health Service Fee (mandatory)	\$646
On-campus Room	\$5,000 (Blakeley Hall)
On-campus Board*	\$3,520 *Several meal plans are available –fee reflects 10 meals/week for one academic year
Off-campus Room and Board	\$14,400
Personal Expenses	\$1,200
Books and Supplies	\$1,000
Health Insurance**	\$1,549 **Waived with proof of other coverage

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 15 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 nearly \$6 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 \$4,000 per academic year up to full tuition. The middle 50 percent of scholarships awarded are in the \$7,000 to \$18,000 range. Please note that Fletcher offers very few full-tuition scholarships, and assistance to support living expenses is not available.

Through the generosity of The Fletcher School Board of Overseers, the Committee on Admissions and Scholarships awards Fletcher Board of Overseers Scholarships to the most outstanding MALD candidates each year. Both international students and United States citizens and permanent residents are eligible. All MALD applicants who submit the Fletcher Scholarship Application are considered for the Fletcher Board of Overseers Scholarship and need not submit a separate application.

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 15 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 (official 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 \$70 (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 put your full name that was used to apply 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>

OTHER IMPORTANT ADDRESSES

Tufts University Student Financial Services
Dowling Hall Student Services Center
Tufts University
419 Boston Avenue
Medford, MA 02155
Phone: 617-627-2000, Fax: 617-627-4691
Email: StudentServices@ase.tufts.edu
Web site: <http://uss.tufts.edu/finaid/gradaid>

Free Application for Federal Student Aid (FAFSA)
Institutional Code Number: 002219
Phone: 800-433-3243
Web site: <http://www.fafsa.ed.gov>

Graduate Record Examination (GRE)
Institutional Code: 3399
Email: gre-info@ets.org
Web site: <http://www.ets.org>
Phone: 609-771-7670

Graduate Management Admissions Test (GMAT)
Institutional Code: 7JB-L3-70
Phone: 800-717-4628
Email: gmata@ets.org
Web site: <http://www.gmat.org>

Test of English as a Foreign Language (TOEFL)
Institutional Code: 3399
Phone: 609-771-7100
Email: toefl@ets.org
Web site: <http://www.ets.org>

International English Language Testing System (IELTS)
Email: ielts@ieltsintl.org
Web site: <http://www.ielts.org>