

***SOUTHERN METHODIST UNIVERSITY-
DEDMAN COLLEGE OF HUMANITIES AND SCIENCE- ALL PROGRAMS***

We are pleased that you are interested in pursuing graduate studies at Southern Methodist University. Please assist us by reading the instructions below carefully so that we can expedite processing your application.

Note that the responsibility of securing and submitting the application materials, transcripts, test scores, and other necessary information rests upon you. You will find a check list of the items requested on page 3 of this application.

**All documents, requests, and correspondence should be sent to the
Office of Research & Graduate Studies, P O Box 750240, Dallas TX 75275-0240**

ELIGIBILITY

You are required to have a bachelor's degree from an accredited institution in the United States or proof of equivalent training at a foreign university. All applicants must have adequate subject preparation in the chosen major field. This includes having at least 12 semester hours of advanced study in the chosen field, a 3.0 overall grade-point average, and a satisfactory score on the GRE. After an application is complete, ultimate approval for admission to graduate study is given by the Dean of Research & Graduate Studies on the recommendation of the department.

APPLICATION PROCEDURE

General Requirements:

1. Complete the on-line application form (www.smu.edu/graduate/apply.asp). **All questions must be answered with correct information.**
2. A \$75 application fee is collected on-line.
3. **Send official transcripts, *certified and translated* if from a foreign institution**, directly from each school of higher education you have attended. Only **ONE** copy from each institution attended is required.
4. Distribute three recommendation forms and ask that they be sent directly to **the Office of Research and Graduate Studies** (separate instructions for Psychology Ph.D. applicants). Select respondents who can attest to your academic ability.
5. Upload or mail in writing samples for English, History, or Religious Studies (**See special notes**).
6. Request the official scores for the Graduate Record Examination (GRE) to be sent to SMU, Office of Research and Graduate Studies, P.O. Box 750240, Dallas TX 75275. Taking the GRE (within 5 years of application) is required for most graduate programs. **Check the last page of the application form for a listing of exceptions.**

Special Notes:

- Deadline for Ph.D. Psychology is December 1. A self-managed application is required, with all documents except GRE and TOEFL scores. The Statement of Purpose should include the names of two faculty members with whom the student would like to work.

Religious Studies: Final deadline is January 15. No applications accepted after this deadline.

The Subject test for Biology, Chemistry, and English literature is recommended but not required.

GRE general is required for all applications with one exception: Applied Economics and Eco/Law with 3.0 GPA.

Certification of finances is required for international students after admission is offered and prior to requesting an I-20 visa.

English, History and Religious Studies Departments **require** writing samples as part of the application. For the English Ph.D., a sample consisting of 15 or more pages on a literary **topic**; for English M.A., a sample of 5-10 pages; and for History, this is an essay, chapter, or some other substantial piece of historical writing. Religious Studies requires 10-30 pages of scholarly writing.

Additional Requirements for International Students:

7. International students applying from countries where English is not the native language are required to provide scores on the Test of English as a Foreign Language (TOEFL). Teaching Assistants are required to show proficiency in spoken English by a satisfactory score on the TSE (Test of Spoken English) exam or passing English as a Second Language course after matriculation. The score from the TWE can strengthen your application and provide an additional distinguishing measurement. The TOEFL requirement will be waived for international students who have received a degree from a U.S. degree-granting university or institution. Test scores from IELTS are also accepted.
8. If admitted, foreign students must provide a Certification of Finance Form/Letter of Financial Backing as evidence of financial support. This should represent that sufficient money will be available to the applicant to cover all expenses while at the University. This letter may be signed by a parent or sponsor but **must** be certified by a bank. The document must be notarized and on file before the process for visas and passport can proceed. (See last page for additional information regarding foreign applicants.)

Financial Information:

Tuition fellowships and teaching and research assistantships are available from the departments. These are awarded on a competitive basis for both merit and need. Assistantships pay tuition and fees and can, in addition, pay stipends for designated work in the departments. **In most cases, the application for admission serves as the application for financial support.** Any additional information will be sent to the student from the departments, as decisions regarding assistantships will come directly from departments.

APPLICATION DEADLINES

Fall semester final deadline..... May 1
Spring semester final deadline.....Nov 30

**ALL APPLICATIONS TO BE CONSIDERED FOR DEPARTMENT ASSISTANTSHIPS
MUST BE COMPLETED BY THE PRIORITY DEADLINE OF FEBRUARY 1**

EXCEPTIONS:
For Ph.D. Psychology – Deadline is December 1
(The Psychology application is a self-managed application)
For Ph.D. English – Deadline is January 15
For Religious Studies – Deadline is January 15

NOTE:
Applications received after February 1 will be considered for any remaining funds and openings.

General

Admission ----- Only the Office of Research & Graduate Studies is authorized to notify the applicant of his or her acceptance to a graduate program in the University. Applicants should not interpret any statement made in casual correspondence with any University faculty member to mean that he or she has been admitted. Official notification will be sent through this office, signed by the Dean of Research & Graduate Studies.

Financial Obligations----- Students are responsible individually for their financial obligations to the University through the Office of the University Cashier, SMU, Dallas, Texas 75275, USA. Questions regarding financial procedures at SMU should be taken up with the cashier's office.

Transfer Students----- Graduate students wishing to transfer to Southern Methodist University from another graduate school in the U.S. must have maintained a "B" average on all graduate work previously attempted, in addition to satisfying the other admission requirements of the University.

For International Students

Passports and Visas----- Before the international student may depart for SMU, both a passport and a visa are required. The government of the student's home country is responsible for issuing the passport. If the international student is accepted by Southern Methodist University, a letter of acceptance will be sent from the Graduate Office. The SMU International Advisors' Office will send an I-20 form (F-1 visa or J-1 visa) once the financial support has been verified. It is important that the name on the application matches exactly the name on the student's passport.

To meet U. S. government regulations, the international graduate student on the F-1 or J-1 visa must take at least nine semester hours each semester to qualify as a full-time student.

Health Insurance----- All international students must be covered by hospitalization insurance and **must show proof of such insurance at the time of registration.** Coverage may be obtained individually or through the University for an annual fee of approximately \$1,300. In addition, students purchasing this insurance are required to be eligible to use the Student Health Center, which may require an additional amount of approximately \$120 per semester. Additional information about this requirement can be obtained through the International Advisors' Office - smuvisa@mail.smu.edu. Students will need to provide a record of immunizations on the SMU health form, which can be downloaded from <http://smu.edu/healthcenter/PDF/Health%20Form%20A1.pdf>

Living Accommodations----- Many international students live in University residence halls and in University operated apartments while some live in off-campus housing.

Degrees from Foreign Universities----- International applicants who hold a bachelor's degree should not assume that these degrees will be automatically accepted in U.S. universities. Decisions will be made on the academic standings of the institutions from which the applicant graduated. Professional diplomas and higher certificates from technical or vocational schools are normally not considered as equal to a bachelor's degree.

Offices for Assistance:

General Information: Office of Research & Graduate Studies, Southern Methodist University,
P.O. Box 750240, Dallas TX 75275-0240, USA E-mail: smugrad@smu.edu

Visas and Foreign Students: Director, International Advisors' Office, Box 381, Southern
Methodist University, Dallas, TX 75275, USA E-mail: smuvisa@smu.edu

Fellowships/Assistantships: Chairman, Department of _____, Southern
Methodist University, Dallas TX 75275, USA

Housing: Office of Housing and Residence Life, Boaz Hall, Southern Methodist
University, Dallas TX 75275, USA E-mail: housing@smu.edu

Health Insurance: Memorial Health Center, Southern Methodist University,
Dallas, Texas, 75275, USA

Financial Aid Office, SMU, Dallas, TX 75275 E-mail: enrol_serv@smu.edu

Email contact: smugrad@smu.edu

Mail: Office of Research and Graduate Studies
P O Box 750240
Dallas TX 75275-0240

Street Address: Office of Research and Graduate Studies
6425 Boaz, Suite 103
Dallas TX 75275

SOUTHERN METHODIST UNIVERSITY

DALLAS, TEXAS 75275

Recommendation Form

To the applicant:

Please print or type the name and address of your referee, and your name and address in the appropriate spaces below. Sign the form and send it to your reference, enclosing a stamped envelope addressed to the Office of Research and Graduate Studies, Southern Methodist University, PO Box 750240, Dallas, Texas 75275-0240.

Referee's name _____

Referee's address _____

Applicant's name in full _____

Applicant's present address _____

Applicant's Proposed Area of Study _____

Under Section 438 of the General Education Provisions Act (20 U.S.C. 1232g), if you are accepted and enrolled as a student at Southern Methodist University, you have the right to inspect your admission file. However, the Act provides that students may waive the right of access to confidential recommendations. If you wish to waive the right of access to the recommendation being submitted on this form, please sign your full name on the following line.

- I waive my right of access to this letter of recommendation.
- I do not waive my right of access to this letter of recommendation.

Applicant's signature _____

Date _____

To the referee: If you prefer to write a separate letter of reference, please address the questions below in your letter. Thank you.

1. How long and in what capacity have you known the applicant?

2. Please give your assessment of the applicant's academic preparation and of his/her industry, motivation, and capacity for demanding academic work,

3. Do you know anything that might detrimentally affect the applicant's academic or professional performance?

4. Please give any other information concerning the applicant that you think would be useful to the admitting department. (Use additional sheets if necessary.)

5. Using the chart below, please give us your appraisal of the applicant relative to others you have known in a similar capacity.

	Exceptional (Top 2%)	Outstanding (Top 5%)	Excellent (Top 15%)	Good (Top 1/3)	Average (Mid 1/3)	Below Average (Bottom 1/3)	Not Observed
Intellectual Ability							
Maturity							
Motivation							
Ability to work with others							
Creativity & imagination							
Self-confidence							
Leadership Potential							
Ability to analyze a problem & formu-late a solution							
Oral Communica-tions Skills							
Written Communi- cation Skills							

OVERALL RATING: ___ strongly recommend ___ recommend ___ recommend with reservations
 ___ do not recommend

Signature _____ Date _____

Name _____

(Please print or type)

Title _____ Employer _____

Business Address _____

Telephone (_____) E-mail _____