



EMERSON COLLEGE
BOSTON MASSACHUSETTS



Graduate

Application

School of the Arts

Creative Writing
Media Art
Publishing and Writing
Theatre Education

School of Communication

Communication Disorders
Communication Management
Global Marketing Communication
and Advertising
Health Communication
Integrated Marketing Communication
Journalism

Graduate Admission

gradapp@emerson.edu
617-824-8610 phone
617-824-8614 fax

Mailing Address

Office of Graduate Admission
120 Boylston Street
Boston, MA 02116-4624

Admission Visitor Center

10 Boylston Place
Boston

Hours of Operation

Monday–Friday
9:00 am to 5:00 pm EST

Application Instructions

Thank you for your interest in Emerson College. Any questions related to the application process should be directed to the Office of Graduate Admission using the contact information provided on this page.

How to Submit Your Graduate Application

A complete application includes: application form and nonrefundable application fee, all official academic transcripts (sealed), three letters of recommendation (sealed), official test scores (if required), required essay question(s), résumé, portfolio (for Media Art), and writing sample (for Creative Writing and Publishing and Writing). GRE, GMAT, and TOEFL/IELTS scores must be sent directly from the testing service. **Please send all application materials, except official test scores and materials submitted online**, in one packet to the mailing address listed on the left. This will ensure your application is processed quickly and efficiently.

How Graduate Admission Decisions Are Made

Admission into Emerson's graduate programs is selective. Admission is determined by faculty committees representing individual graduate programs. Undergraduate performance, quality of response to the essay question(s), GRE/GMAT test scores, portfolio (for Media Art), and the writing sample (for Creative Writing and Publishing and Writing) are critical factors in the decision.

The application essay enables the Admission Committee to better gauge your professional goals, relevant experience, knowledge of the field, reasons for seeking a particular degree at Emerson, and your written communication skills. Letters of recommendation provide the committee with additional information from someone qualified to speak about your professional and academic experience and potential for success in your chosen program and in the field.

Applications that are not complete by the final deadline will not be reviewed by the Admission Committee. You are responsible for ensuring that your application is complete. You may contact the Office of Graduate Admission to learn the status of your application or check online at interactive.emerson.edu/credcheck using your ID number and birthdate. Application fees are not refundable. Application forms and supporting materials become the property of the Office of Graduate Admission once they are received and will not be returned.

Graduate Application Deadlines

Fall Application Deadlines

Program	Merit Aid Priority: Domestic and International**	Final Domestic	Final International
Communication Management	March 1	June 1	May 1
Communication Disorders*	February 15	February 15	February 15
Creative Writing*	January 5	January 5	January 5
Global Marketing Communication and Advertising*	March 1	June 1	May 1
Health Communication*	March 1	June 1	May 1
Integrated Marketing Communication	March 1	June 1	May 1
Journalism*	March 1	June 1	May 1
Media Art*	January 5	March 1	March 1
Publishing and Writing*	January 5	January 5	January 5
Theatre Education*	March 1	June 1	May 1

Spring Application Deadlines

Program	Merit Aid Priority: Domestic and International**	Final Domestic	Final International
Communication Management	November 1	November 1	November 1
Integrated Marketing Communication	November 1	November 1	November 1

* These programs admit new students for the fall semester only.

** All full-time applications that are complete before the priority deadlines will be considered for merit aid.

Step-by-Step Guide

to Applying to a Graduate Program at Emerson College

1 Fill Out the Application Form

Our application is available online at admission.emerson.edu/grad-apply. If you are unable to submit your application online, you may download a PDF version from our website. You must have Adobe Reader installed on your computer to view the PDF. If you do print out a PDF version, you must clearly print or type all of the required information and sign and date the form.

2 Pay the Application Fee

A nonrefundable fee of \$60 for domestic applicants and \$75 for international applicants must accompany your application. International applicants are those who are not citizens or permanent residents of the United States. If you apply online, you may pay the fee by credit card at the time of application submission. If you apply using the paper application, you must submit a check or money order payable to Emerson College with your application. Cash is not an acceptable form of payment.

Applications will not be processed until the full application fee is received.

3 Submit Your Previous Academic Transcripts

Official transcripts of all previous college work, both undergraduate and graduate, must be mailed with your application. Please request that the registrar sign across the seal of the envelope and mail it directly to you. If you are finishing an undergraduate degree at the time you apply, you must submit the most recent transcript available with your application. Upon completion of your bachelor's degree, you must mail a final transcript to us. **A completed undergraduate transcript showing proof of graduation must be submitted before you can register for classes in your first semester. Students who have not completed their undergraduate degree cannot enroll in the graduate school at Emerson College.**

Students who have attended more than one undergraduate institution must submit one official transcript from each school attended, including community colleges.

4 Obtain Three Letters of Recommendation

Three recommendations must be completed by persons qualified to assess your academic and professional qualifications, including motivations, goals, and clinical potential (for Communication Disorders applicants) and mailed with your application. If you are a recent college graduate, at least one recommendation should be from an academic source. Personal recommendations from friends or family members will not be accepted. Recommendation letters may be filled out online directly by the recommender or in paper format. If your recommender submits a paper copy, please request that the recommender sign across the seal of the envelope and mail it to you. Your application will be processed and reviewed with the three letters of recommendation that are received first. Applications will not be held for additional recommendation letters.

Step-by-Step Guide

to Applying to a Graduate Program at Emerson College

5 Take the GRE or GMAT

Either the GRE or GMAT is required for admission into a graduate program. See below for specific program requirements. Standardized test scores may be no more than five years old. Substitution of other standardized tests is not allowed. Only test scores sent directly from the testing service will be considered official.

Applicants who have earned a master's degree from a U.S. institution may waive the GRE or GMAT requirement.

GRE General Test

gre.org

Emerson GRE Code: 3367

Applicants to these programs are required to take the GRE:

- Communication Disorders
- Creative Writing
- Journalism
- Publishing and Writing
- Theatre Education

The GRE is optional for Media Art applicants.

GMAT

mba.com

Emerson GMAT Code: KGR-QS-94

Applicants to these programs are required to take either the GRE or GMAT (only one is required):

- Communication Management
- Global Marketing Communication and Advertising
- Health Communication
- Integrated Marketing Communication

6 Write the Required Essay(s)

The application essay(s) will enable the Admission Committee to gauge your professional goals, relevant experience, knowledge of the field, reasons for seeking a particular degree at Emerson, and your ability to communicate effectively. Please locate your intended degree program and answer the question(s) that follow completely and coherently. You are only required to answer the questions corresponding to your program.

Applications submitted with the wrong essay(s) will remain incomplete and will not be reviewed until the essay requirements are met. To give the faculty adequate time to review each application, limit essay responses to two to three pages in length. Do not exceed five pages each. Include the typed, double-spaced essay(s) with your application.

Communication Management (two required essays)

1. Describe your career goals in the area of communication management and plans for achieving these goals. Please highlight the intellectual and personal qualifications that will enable you to be successful as a graduate student and as a communication specialist.
2. Describe a meaningful experience you have had with learning to understand the goals, motivations, and points-of-view of an unfamiliar individual or group. How did you discover what they thought and felt? What barriers did you have to overcome and how did you do so? What insights did you gain from the experience?

Step-by-Step Guide

to Applying to a Graduate Program
at Emerson College

6 Write the Required Essay(s)—Continued

Communication Disorders (one required essay)

Reflecting on your work, life, and educational experience, describe how you arrived at the decision to pursue a career in communication disorders/speech-language pathology. As we are unable to interview all applicants to our program, we like to use your essay as a way to get to know you. As you consider your response, do let your personality shine through so that we are able to get a good sense of who you are.

Media Art (two required essays)

1. Discuss your body of creative work up to this point: Articulate the context of your work, describe your creative process, and critique your strengths and weaknesses.
2. What do you see as the trajectory of your work at Emerson and beyond?

Creative Writing

Integrated Marketing Communication

Health Communication

Theatre Education

(one required essay for these programs)

Explain your short-term and long-term professional goals. How will an Emerson education assist you in achieving these goals? Reflecting on any relevant work and educational experiences, describe how you would contribute to the program and to the profession.

Journalism (one required essay)

Why do you want to be a journalist? Explain your short-term and long-term professional goals. How will an Emerson education help you achieve these goals? Reflecting on any relevant work and educational experiences, describe how you would contribute to the program and to the profession.

Publishing and Writing (one required essay)

Explain your short-term and long-term professional goals. How will an Emerson education assist you in achieving these goals? Reflecting on any relevant work and educational experiences, describe how you would contribute to the program and to the profession. Additionally, please elaborate on your specific area of interest—book publishing, electronic publishing, magazine publishing, or some other type of publishing.

Global Marketing Communication and Advertising (three required essays)

1. Describe your personal and professional goals in the area of global marketing communication and tell us about your past experiences and plans for achieving these goals. Highlight the intellectual and personal qualifications that will enable you to be successful as a graduate student and as a global marketing communication specialist. (800 words)
2. Describe a meaningful cross-cultural experience you have had that highlights your awareness, understanding, and appreciation of interaction with people from diverse backgrounds in a business setting. (500 words)
3. Explain why you are interested in Emerson's Global Marketing Communication and Advertising program versus domestic marketing communication and why now is the right time for you to join the program. (250 words)
4. (Optional) In addition to the information you have provided us with so far, we invite you to tell us about yourself using a different format: a slide presentation (PowerPoint or PDF format). In four slides or less, capture who you are.

7 Submit a Professional Résumé

Enclose a résumé including your employment and educational history. If you are applying to the Theatre Education program you must also submit an artistic résumé.

Step-by-Step Guide

to Applying to a Graduate Program
at Emerson College

8 Submit the Required Writing Sample

A writing sample is required for Creative Writing and Publishing and Writing applications. The instructions are below. Screenplays and other dramatic scripts will not be accepted for Creative Writing or Publishing and Writing applications. It is your responsibility to make sure the writing sample meets the following guidelines.

Creative Writing

Please submit a maximum of 15 pages (double-spaced) of fiction or nonfiction or a maximum of 15 pages of poetry. No screenplays. Label the writing sample with your preferred genre as indicated on the application form.

Publishing and Writing

To fulfill the writing sample requirement, you can choose samples from any of the following: published writing samples, unpublished writing samples from nonfiction coursework, or a response to one of the essay questions below. Please note that we are no longer accepting academic writing or research papers as writing samples.

1. Tell us about a magazine, a nonfiction book, or an online publication you admire. What makes this work a publishing success?
2. Tell us about a magazine or book publisher (publishing company) you admire. What is it about its publications that constitutes "success"?

The total page limit for the writing sample is 15 pages or 4,000 words.

9 Submit Your Creative Portfolio (*Media Art applicants only*)

Applicants to the MFA in Media Art program must submit a portfolio of media or other creative work.

International Applicants

In addition to all of the items listed in the application instructions, non-U.S. citizens are required to submit the listed documentation.

The Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS)

Applicants whose native language is not English must provide evidence of English proficiency by submitting official TOEFL or IELTS test results. (Please note that applicants from India, the Philippines, and **other countries where English is not the native language** are considered nonnative English speakers and are required to take the TOEFL.) Emerson College's school code for the TOEFL is 3367; no department code is needed. For more information about the tests, visit toefl.org or ielts.org.

Minimum TOEFL score: 550 paper-based, 213 computer-based, or 80 Internet-based; minimum IELTS: 6.5. Please note: TOEFL and/or IELTS is not required of students:

1. Whose native language is English.
2. Who have a bachelor's or master's degree, with a minimum two-year course of study, from an institution in a country where English is the native language (the United States and territories, Great Britain and territories, Ireland, Australia, New Zealand, and Canada).

If you do not meet the above requirements but would like to request a TOEFL or IELTS waiver, please contact our office for a waiver application form.

Transcripts

Applicants must submit records from each college and/or university attended that indicate the number of lecture and laboratory hours devoted to each course and the grades received. All transcripts and other credentials must be translated to English by an official translator. Both the original transcript(s) and official translation(s) must be submitted with the application. Official documents indicating degrees awarded with titles and dates conferred must also be included.

Proof of Finances

The U.S. government requires that all international students provide proof of financial ability to pay full tuition and living expenses for one year. The estimated cost of attendance for the 2009–2010 academic year is US\$36,699.* Actual expenses may vary. Please provide our office with an original bank document, written in English, showing a minimum balance of US\$36,699. The document must be signed by a bank official and issued within 12 months prior to the date on which you expect to begin the program. If this bank document represents the finances of someone other than yourself, please also include a letter of sponsorship to read as follows, "I, (name of sponsor and relationship to applicant), am financially able and willing to sponsor (name of applicant) for a minimum of US\$36,699 per year for graduate study at Emerson College." Please ensure that your financial sponsor signs and dates the letter. To download the letter of sponsorship document and to review acceptable forms of the proof of finances, please refer to our website at emerson.edu/admission/graduate/admission/international.cfm. The Office of Graduate Admission will not be able to issue a Form I-20 on your behalf without these documents.

*Global Marketing Communication and Advertising applicants should be aware that because this is a one-year program, the total annual cost (including expenses beyond tuition) is approximately \$46,692. However, GMCA applicants are only required to show proof of \$36,699 to receive a Form I-20.

International Student Form

This form can be downloaded from our website at emerson.edu/admission/graduate/admission/international.cfm. Please fill it out carefully. It is a required document with important information that will later help us provide you with a complete and accurate I-20.

Other Documents

International applicants who are currently studying in the United States must submit copies of their current I-20, passport, F-1 visa, I-94 card, Transferring International Student Form, a photocopy of the biographical identification page of their passport, and any other relevant documents.

Wheaton/Emerson Dual Degree Applicants

For Wheaton Undergraduate Students

The Dual Degree Program allows current Wheaton College students to earn a BA from Wheaton and an MA in Integrated Marketing Communication from Emerson within a five-year time frame. Wheaton College students interested in the Dual Degree Program should submit a complete application to the Dean of Advising at Wheaton by March 1 of their junior year so that they may be provisionally admitted prior to the first term of summer school. The GRE or GMAT should be taken by February 1 of the junior year.

Combined Bachelor's/ Master's Program in Communication Disorders/ Health Communication

For Emerson Undergraduate Students Only

Emerson College undergraduate students majoring in Communication Disorders who wish to pursue a career in Health Communication may apply to Emerson's master's degree program in Health Communication and complete a BS and an MA in five years. Applications to the five-year BS/MA degree program must be submitted no later than the end of the first semester of the student's junior year. Interested students should talk to their advisor early in their junior year to consider the best way to accommodate taking Health Communication classes during their senior year. Minimum application requirements include an overall grade point average of 3.5, favorable evaluation by Health Communication faculty during an interview, three letters of recommendation, and scores on the Scholastic Aptitude Test (SAT). The GRE is not a required piece of the application unless the student wishes to be considered for merit aid. Accepted students would begin taking graduate courses in Health Communication in their senior year, during which time they would complete three to four courses from the graduate Health Communication program. Course selection will be accomplished through careful advising with faculty in Communication Disorders and Health Communication. Students who complete these courses with a grade of B- or better will have their master's program reduced by 12–16 credits. Once the bachelor's degree requirements have been completed, students must meet the College's standards for retention in the graduate program.

Financing Your Education

Financial Assistance Programs

Emerson College offers several financial assistance programs that help make an Emerson education possible: merit-based awards (domestic and international applicants), low-interest federal loans (domestic applicants only), federal work-study (domestic applicants only), private loans (domestic and international applicants), Emerson Employment (part-time employment opportunities for domestic and international students), and alternative payment plans (domestic and international applicants). For detailed information, please visit the Office of Student Financial Services website at emerson.edu/financial_services.

Merit Aid (Assistantships and Fellowships)

Each year, the top 20–25 percent of incoming graduate students in each program are offered merit aid. There is no separate application form for merit-based financial aid. All full-time applications that are complete before the priority deadlines will be considered for merit aid. International students are eligible for merit awards. Students who receive merit-based aid should be aware that their awards may affect any need-based loans they are receiving. For additional information about merit aid, visit emerson.edu/admission/graduate/financing/merit_awards.cfm.

Applicants seeking merit-based financial assistance must have all application components postmarked before the priority merit aid deadlines of January 5 for Creative Writing, Publishing and Writing, and Media Art; February 15 for Communication Disorders; March 1 for all other programs for fall admission; or November 1 for all programs for spring admission.

Applicants to the Combined Bachelor's/Master's Program in Communication Disorders/Health Communication (for Emerson undergraduates only) must take the GRE to be considered for merit aid. Applicants reporting only SAT scores by the priority deadline will not be considered for merit awards.

Confirming Your Attendance

Confirming Your Attendance

Once you have been accepted, a \$200 nonrefundable tuition deposit must be paid to reserve your place. Your acceptance packet will indicate the due date for your tuition deposit. The tuition deposit check/money order should be made payable to Emerson College and mailed to the Office of Graduate Admission.

All application materials become the property of Emerson College and will not be returned. Emerson College reserves the right to rescind offers of admission if new information is obtained that would warrant such action. Information in this application is accurate as of September 2009. Emerson College reserves the right to change without notice any statement on these pages concerning but not limited to, rules, policies, tuition, fees, curricula, and courses.

Please note: The Copyright Act of 1976 provides that copyright exists in "original works of authorship" which are "fixed in a tangible medium of expression." Protected works include sound recordings, motion pictures, and audiovisual works. We expect all applicants to observe copyright law in their creative submission, including obtaining permission to use any copyrighted material in their submission.

Application for Graduate Admission

Application Fee

Domestic Application Fee: \$60 International Application Fee: \$75
Please make check or money order payable to Emerson College.

Applications received without the application fee will not be processed.

Personal Data

Please type or print clearly.

Last Name		First Name	Middle Name
Maiden Name		Preferred English nickname	
Social Security Number (not applicable for international applicants)			Gender: () Male () Female
Birthdate (Month/Day/Year): _____			
Have you ever applied to the Emerson College graduate division? () Yes () No			
If yes, when? _____			
Status: () Full-time () Part-time		Semester applying for: () Fall 20____ () Spring 20____	

Programs

Please indicate your intended program of study.

You may apply for one program only.

School of Communication

Department of Communication Sciences and Disorders

- MS in Communication Disorders*
- MA in Health Communication*
(in collaboration with the Tufts University School of Medicine)

Department of Communication Studies

- MA in Communication Management

Department of Journalism

- MA in Broadcast Journalism*
- MA in Print and Multimedia Journalism*
(Please choose one stream preference. Choosing now does not dictate or limit your schedule of classes once you are at Emerson.)

Department of Marketing Communication

- MA in Global Marketing Communication and Advertising*
- MA in Integrated Marketing Communication

Dual Degree Programs

Emerson CD/Health Communication

- CD/Health Communication

Wheaton/Emerson

- Integrated Marketing Communication

School of the Arts

Department of Performing Arts

- MA in Theatre Education*
(Please indicate one stream preference)
 - Theatre Teacher Education
 - Theatre and Community
 - Theatre Education (PhD Preparation)

Department of Visual and Media Arts

- MFA in Media Art*

Department of Writing, Literature and Publishing

- MFA in Creative Writing*
(Please indicate one genre preference)
 - Poetry
 - Fiction
 - Nonfiction
- MA in Publishing and Writing*
(Please indicate one stream preference)
 - Book Publishing
 - Magazine Publishing
 - Electronic Publishing

* Indicates programs with fall enrollment only

Email

(Email is our primary method of communication.)

Email Address _____

Current Mailing Address

Current mailing address valid until _____ / _____ / _____
month day year

Street 1 _____

Street 2 _____

City _____

State _____

Country _____

ZIP or Postal Code _____

Permanent Mailing Address

Street 1 _____

Street 2 _____

City _____

State _____

Country _____

ZIP or Postal Code _____

Telephone (including country code) _____

Employment Information

Are you currently a full-time, benefits-eligible Emerson employee? () Yes () No

Current Employer _____

Job Title _____

Telephone _____

Number of years of full-time work experience _____

Citizenship Data

Country of Birth: _____

U.S. Citizen

Dual U.S. Citizen

U.S. Permanent Resident (Alien Registration # _____)

Other Citizenship Type (Visa Type: _____)

Native Language: _____

How many years have you lived in the United States? _____

List any non-U.S. countries of citizenship: _____

Ethnic Background

(This section is optional and is for U.S. citizens and permanent residents only.)

Are you Hispanic/Latino? () Yes () No

Regardless of your previous answer, please select one or more of the following ethnicities that best describe you.

American Indian or Alaska Native

Native Hawaiian or Other Pacific Islander

Asian (including Indian subcontinent and Philippines)

White (including Middle Eastern)

Black or African American (including Africa and Caribbean)

Academic Background

Please list chronologically **all** schools attended since the completion of high school (secondary school) and have **all** transcripts forwarded to you. Include all transcripts in your application package. If additional space is needed, please attach a separate sheet to this application.

Undergraduate

Institution (Full Name and Location)	CEEB Code	Attendance Dates	Major Field	Degree and Date

Graduate

Institution (Full Name and Location)	CEEB Code	Attendance Dates	Major Field	Degree and Date

Have you already earned a master's degree from a U.S. Institution? () Yes () No

Test Scores

Test	Date Test Taken	Date Score Sent to Emerson
GRE (general test only)		
GMAT		
TOEFL/IELTS		

Recommendations

Please list the following information of persons from whom you are requesting letters of recommendation.

_____ First Name		_____ Last Name	
_____ Street 1		_____ Street 2	
_____ City	_____ State	_____ Postal Code	
_____ Country		_____ Phone	
_____ Email Address			
_____ Title			
_____ Employer			
_____ Relationship to you			

Do you wish to waive your right to examine this letter of recommendation? () Yes () No
 Will this provider be submitting the letter of recommendation online? () Yes () No

Recommendations

Please list the following information of persons from whom you are requesting letters of recommendation.

First Name		Last Name	
Street 1		Street 2	
City	State	Postal Code	
Country		Phone	
Email Address			
Title			
Employer			
Relationship to you			
Do you wish to waive your right to examine this letter of recommendation? () Yes () No			
Will this provider be submitting the letter of recommendation online? () Yes () No			

First Name		Last Name	
Street 1		Street 2	
City	State	Postal Code	
Country		Phone	
Email Address			
Title			
Employer			
Relationship to you			
Do you wish to waive your right to examine this letter of recommendation? () Yes () No			
Will this provider be submitting the letter of recommendation online? () Yes () No			

Required Résumé

Enclose a résumé including your employment and educational history.
Students applying to the Theatre Education program should also submit an artistic résumé.

Required Essay(s)

Please see the application instructions for the specific question(s) for your program.
Essays should be typed, double-spaced, and included as part of the complete application.

Writing Sample (Creative Writing and Publishing and Writing only)

Please submit a 15-page writing sample with your application. See application instructions for details.

Activities and Honors

Please attach a description of any honors, scholastic recognition, publications, or other professional and community activities that you consider significant to your proposed area of academic study.

Creative Portfolio

Applicants to the MFA in Media Art program must submit a creative portfolio featuring work including but not limited to films, videos, interactive works, music performance and/or composition, painting, sculpture, photography, theater design, screenplays, or other substantive creative writing samples or scholarly work.

Additional Data

Who or what was most influential in your decision to apply to Emerson College?

To which other graduate schools are you applying? Please list no more than five schools.

Institution (Full Name and Location)	CEEB Code

Is there any additional information regarding your candidacy that the Admission Committee should know?

How did this program come to your attention?

- Emerson Alumnus/Alumna Name _____
- Emerson Student Name _____
- Emerson Faculty Name _____
- Faculty/Administrator from Name _____
Undergraduate Institution
- College Career Service Name _____
- Fulbright/Overseas Advisor Name _____
- Graduate School Fair Where _____
- Emerson Advertising Where _____
- Reference Books (*Peterson's* Title _____
Graduate School Guide, etc.)
- Emerson Publication or Mailing Please specify _____
- Website/Internet Search Which site? (URL) _____
- Email from Emerson Please specify _____
- Parent Name _____
- Guidance Counselor/Advisor Name _____
- Emerson Admission Counselor Name _____
- College Fair Where _____

Have you ever visited Emerson College? () Yes () No

I affirm that the information on this application is complete, accurate, and true to the best of my knowledge.

Signature

Date

Statement of Nondiscrimination Policy

Emerson College admits qualified students of any race, color, religion, national and ethnic origin, sex, age, sexual orientation, gender identity, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. Emerson College does not unlawfully discriminate on the basis of race, color, religious beliefs, national and ethnic origin, sex, age, sexual orientation, gender identity, or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, or other College-administered programs. Individuals with questions or concerns about the College's nondiscrimination policy may contact Emerson College's Associate Vice President for Human Resources and Affirmative Action at Emerson College, 120 Boylston Street, Boston, MA 02116, 617-824-8580.

Letter of Recommendation Instructions

Instructions for the Applicant

This recommendation will become part of your admission file. It will not be disclosed to any unauthorized individual without your consent. Applicants do not have access to recommendations. Personal recommendations from friends or family members will not be accepted.

Name of Applicant

Proposed Program of Study

Signature

Date

Instructions for the Recommender

Please attach the letter of recommendation to this form and return it to the applicant in an envelope with your signature across the seal.

The applicant whose name appears on this form is applying for graduate study at Emerson College. We are seeking your judgment on this applicant's strengths and weaknesses and the likelihood that the applicant will be successful both academically and professionally. Specifically, we would like you to indicate how long and in what capacity you have known the applicant and to comment on the following characteristics as they relate to the applicant in your opinion:

- Academic potential
- Critical/analytical thinking ability
- Verbal communication skills
- Writing ability
- Personal/interpersonal skills (both with peers and with superiors)
- Collaborative ability
- Ability to work independently
- Initiative and motivation
- Reliability/responsibility
- Maturity

If the applicant is applying to the program in Communication Disorders, please also comment on your estimation of the applicant's potential as a clinician. How would you rate the applicant as a potential teaching/research assistant?

Out of approximately ____ students in her/his section/course, I would rank this applicant ____.

Name of Recommender (please print)

Title

Institution or Organization

Address

City/State/ZIP or Postal Code

Signature

Date

Final Checklist

Please take a moment to make sure you have gathered the documents and credentials necessary to complete the application process.

- ✓ **Application form is filled out and signed**
- ✓ **Application fee is paid**
- ✓ **Transcripts gathered from all undergraduate institutions**
Make sure transcripts are in **sealed envelopes with a signature of the registrar across the seal.**
- ✓ **Three letters of recommendation submitted in signed, sealed envelopes**
- ✓ **GRE/GMAT scores sent to Emerson**
(GRE code 3367/GMAT code KGR-QS-94)
- ✓ **TOEFL/IELTS scores sent to Emerson**
(international students only, school code 3367)
- ✓ **Required essays written and attached to application**
- ✓ **Résumé attached to application**
(including artistic résumé for Theatre Education applicants)
- ✓ **Creative samples**
(writing sample for Creative Writing and Publishing and Writing;
creative portfolio for Media Art)
- ✓ **Application materials sent in one packet to our mailing address:**

Emerson College
Office of Graduate Admission
120 Boylston Street
Boston, MA 02116-4624