

**INSTRUCTIONS for applying to the Payson Center's graduate degree programs in:**

- MS in International Development
- MS in Disaster Resilience Leadership Sciences
- Ph.D. in International Development

Your application package must be complete before you mail it to the Payson Center. It should include all of the following items:

\*An official transcript from each institution, submitted in a sealed envelope and signed across the back by the registrar. The college or university should mail the transcripts directly to you, to be submitted unopened with the application. For transcripts in a language other than English, please provide a certified English translation with an explanation of the grading system.

\*Recommendations from three professors, preferably in your major field, should be submitted in a sealed envelope and signed across the back by the recommender. Ask each recommender to return the form to you to be submitted unopened with your application.

\*A completed application form.

\*A statement of purpose including the disciplinary aspect or area of study in which you are most interested, and your plans concerning your career in the field.

\*U.S. \$45.00 application fee (made payable to Tulane University)

\*The acknowledgement sheet with your name and address filled in.

Remember that you should take the Graduate Record Exam (GRE) in advance of applying. We cannot complete our review of your application without your official GRE scores taken within 5 years of enrollment.

International students must also take the Test of Spoken English (TSE) or the Test of English as a Foreign Language (TOEFL). You must ask the Educational Testing Service (ETS) to send your official GRE and TOEFL test scores directly to Tulane.

All application materials, with the exception of the GRE and TOEFL score reports, should be mailed in one envelope (9"X12") to:

Sheila Favalora  
Tulane University  
6823 St. Charles Ave  
300 Hebert Hall  
New Orleans, LA 70118  
(504) 865-5240

Only completed application packets are forwarded to the departments for review. Therefore, it is very important that all of the required documents accompany your application. Sending application materials separately could cause a delay in the processing.

***Materials submitted in support of an application are not released for other purposes and cannot be returned to the applicant.***



**Grade Point Average**

All undergraduate courses \_\_\_\_\_ Courses in your major \_\_\_\_\_ Courses for graduate credit \_\_\_\_\_

**Transcripts**

Collect and submit with your application official transcripts for all of your undergraduate and graduate coursework. List below all colleges and universities you have attended, indicating the current or most recent one first.

Name of college (branch)	Dates (mm/yy to mm/yy)	Degrees pursued	Earned (yes/no)
1. _____			
2. _____			
3. _____			
4. _____			

In the order of your preference, please list all the graduate and professional schools to which you are applying, including the Payson Center.

- 1. \_\_\_\_\_ 3. \_\_\_\_\_
- 2. \_\_\_\_\_ 4. \_\_\_\_\_

What source of information prompted you to apply to Tulane?

\_\_\_\_\_

**Biographical Information**

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
Month/day/year City/state/country

Citizenship: U.S. \_\_\_\_\_ Other \_\_\_\_\_  
(Country)

If not a U.S. citizen, specify visa type

\_\_\_\_\_

If permanent resident, give registration number

\_\_\_\_\_

Native language \_\_\_\_\_ Other languages studied \_\_\_\_\_

**U.S. Citizens and Permanent Residents Only**

The U.S. Department of Education requires universities to report on the ethnic composition of their student body. This information is confidential and is used only for statistical purposes. The information will be used in a nondiscriminatory manner, consistent with applicable civil rights laws. It has no effect on the admissions process. **Self-identification is voluntary.**

_____ American Indian or Alaskan Native	_____ Hispanic
_____ Asian or Pacific Islander	_____ Puerto Rican
_____ Black, Non-Hispanic	_____ White, Non-Hispanic
_____ Chicano/Mexican-American	_____ Other

I certify that the information contained in this application, in the statement of purpose, and in the supporting documents is complete and accurate, and I understand that the submission of inaccurate information or the omission of information may be sufficient cause for denial of admission or termination of enrollment.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Tulane University is an Affirmative Action/Equal Employment Opportunity institution, and consequently its policy of non-discrimination includes recruitment, employment, retention, and promotion of the most qualified students, faculty and staff, regardless of an individual's race, sex, color, religion, national/ethnic origin, citizenship, marital status, sexual orientation, handicap, or veteran status. Tulane University does not discriminate in its provision of services and benefits and in its treatment of students, parents and employees. The Affirmative Action Office monitors on an ongoing basis, compliance with all University policy concerned with affirmative action/equal employment opportunity. Inquiries regarding this policy may be referred to the Affirmative Action Officer (Gibson Hall).

**Statement of Purpose**

Proposed field \_\_\_\_\_ Degree \_\_\_\_\_

Please type or print. Submit this form with other application materials.

Name \_\_\_\_\_  
Last (family)                      First                      Middle

U.S. Social Security Number \_\_\_\_\_

Describe your purpose in undertaking graduate work. Include an explanation of your research and study interests, indicating how they related to your undergraduate program and to your professional goals. If you expect to do any of your graduate work in part-time study, give details of your plan of study.

Sheila Favalora  
Tulane University  
6823 St. Charles Ave  
300 Hebert Hall  
New Orleans, LA 70118  
(504) 865-5240

**Letter of Recommendation (Page 1 of 2)**

Applicant: You must submit with your application letters from three (3) of your professors, preferably in your major field. Complete this section. Please type or print. Give this form and a self-addressed, stamped envelope to the person whom you have asked to recommend you. When that person returns the sealed envelope to you, include it with your other application materials. ***In order for the recommendation to be valid, it must be submitted in a sealed, signed, and unopened envelope.***

Name \_\_\_\_\_  
Last (family) First Middle

U.S. Social Security Number \_\_\_\_\_

Proposed field and degree program \_\_\_\_\_

Term and year of admission \_\_\_\_\_ Recommender's name \_\_\_\_\_

In accordance with the Family Education Rights and Privacy Act of 1974, you may waive your right to inspect this recommendation by signing the statement below. Should you decide not to waive the right, you will have access to the recommendation *if you enroll* in the Payson Center at Tulane University. **Note: Your signature below indicates that you wish to waive your right to inspect this recommendation.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Recommender:** Please type or print. This recommendation will remain confidential during the admission process and will be used by the Payson Center only in its procedures relative to admission and merit-based aid. If the student has not waived the right of access to the recommendation it will become accessible to the student only if he or she enrolls in the Payson Center.

When you have completed the recommendation, enclose it in an envelope. Seal it, sign it across the seal and return it to the applicant.

How long and in what capacity have you known the applicant? \_\_\_\_\_

Please write candidly and analytically about the student's qualifications and potential to carry on advanced study in the field specified, as well as about his or her promise of professional success. In describing such attributes as motivation, intellect, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations. If possible, please compare the applicant with others you have recommended who have attended or are attending Tulane University. You may use the other side of this form, or if you prefer, you may attach a separate letter. If you write a separate letter, it is important that you include the information requested on this form.

Sheila Favalora  
Tulane University  
6823 St. Charles Ave  
300 Hebert Hall  
New Orleans, LA 70118  
(504) 865-5240

**Letter of Recommendation (Page 2 of 2)**

Applicant name: \_\_\_\_\_

Please compare the applicant with others in your department who have gone on to graduate study.

	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%
Scholarship	_____	_____	_____	_____	_____
Emotional stability	_____	_____	_____	_____	_____
Writing ability	_____	_____	_____	_____	_____
Skill in oral Discussion and/or presentation	_____	_____	_____	_____	_____

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_  
Please print or type

Institution \_\_\_\_\_  
Name Address

Recommender's e-mail address \_\_\_\_\_

Applicant: \_\_\_\_\_  
(Please print your name)

**Application Acknowledgment**

(For office use only)

The Payson Center at Tulane University has received your application.

Date Received: \_\_\_\_\_

**Sheila Favalora  
Tulane University  
6823 St. Charles Ave  
300 Hebert Hall  
New Orleans, LA 70118  
(504) 865-5240**

(Applicant, please address to yourself)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City      State      Zip