STANFORD
UNIVERSITY

Welcome!
This document contains important information regarding the application process for the Master of Liberal Arts Program. Please read the instructions closely.

We are seeking a diverse, energetic group of students who look forward to a rigorous program of broad exposure and intellectual growth. Applicants must have a bachelor's degree (or equivalent) from an accredited college or university. A minimum GPA of 3.0 from the student's undergraduate institution is expected; however, the admissions committee also gives consideration to applicants' postgraduate experiences and to their recent accomplishments. *The Master of Liberal Arts is a graduate degree in the liberal arts, which requires of its entering students background, coursework, and accomplishment in this field of study.*

GENERAL APPLICATION INFORMATION
The application for the MLA Program consists of six parts:
1. Basic on-line application data:
    o Biographical Information
    o Contact Information
    o Educational History
    o 700-character statement on how your background would contribute to the classroom
    o Employment History
    o Test Scores (please see page 2 for information regarding test scores)
    o Language Background
    o 1-2 page essay on an intellectual interest you have developed (see page 4 of this document)
2. Letters of recommendation:
    o Three letters of recommendation are required. You must enter their contact information in the on-line application, and recommenders must submit their recommendations online. See page 2 for more information.
3. MLA Essay
    o Critical writing response and appraisal of not more than 1,250 words. See page 5 for more information regarding this essay.
4. Transcripts
    o One official transcript from each school you <u>received a degree from</u> must be uploaded in the online application system, **AND**,
    o Two official transcripts from each school you have attended must be sent directly to the MLA office. See page 2 for more information.
5. Curriculum Vitae
6. Application Fee
    o The application fee is $125. Details on paying the fee are given in the on-line application.

The Master of Liberal Arts (MLA) Program uses Stanford's on-line graduate application system to collect and process applications.

You must read and print these instructions before beginning the on-line application.

Please note that while the MLA Program uses Stanford's on-line graduate application system, many of the requirements for the MLA Program are different from other degree programs, and some of the information being requested in the on-line system is not applicable to MLA applicants. <u>It is critical that you follow the instructions in this document</u>.

At any point you may contact our office for assistance. We can be reached at 650-725-0061 or mlaprogram@stanford.edu.

<u>MLA-SPECIFIC REQUIREMENTS</u>
Test Scores
GRE
The MLA program does not require applicants to take the GRE.

TOEFL
TOEFL Scores are required of all applicants whose first language is not English. Finding a testing location and scheduling a test can be time consuming—please plan in advance. The only exception is for applicants who have earned a U.S. bachelor's or master's degree in the area of Humanities from a college or university accredited by a regional accrediting association in the United States.

Transcripts
<u>STEP 1</u>: Arrange to have **TWO** official transcripts sent directly to the MLA department (address listed on page 5) from every postsecondary institution you have attended—no matter the length of time you attended (degree and non-degree). Include transcripts from junior colleges and continuing studies programs (if you have taken classes through Stanford Continuing Studies, we will request the transcripts for you).
♦ Certified electronic transcripts are acceptable. They must be sent directly from the school to mlaprogram@stanford.edu.
<u>STEP 2:</u> Arrange to have **ONE** official transcript from each school <u>you received a degree from</u> sent TO YOU, so that you can then scan and upload to the on-line application.

Curriculum Vitae
A summary of your education, professional and volunteer history. This may be a maximum of two pages. Most applicants submit the CV in résumé-format, and this is fine, but do not simply submit your latest job résumé. Be sure to include your accomplishments outside of work – volunteer work, awards, publications, etc.

Letters of Recommendation
Three letters of recommendation are required. They may be from any faculty that you have had—they do not have to be from the last time you were a full-time student. Ideally, at least two of the three letters should come from people who have taught you and are thus able to comment directly on your intellectual capacity and academic potential. Recommenders must submit their letters online.

<u>ON-LINE APPLICATION INSTRUCTIONS</u>
Be sure to refer to these instructions for the MLA Program as you proceed. You do not need to complete the on-line application in one session—you may save your entries and come back to it.

All application materials must be completed on-line or received in our office by January 26, 2016. We do not evaluate applications until after January 26, so there is no advantage to submitting early. Give yourself time and go over your responses before doing the final submit. Good luck and we look forward to reviewing your application!

To begin: go to http://gradadmissions.stanford.edu
- Click on Apply Now in the left column
- Click the red Start Application Button
- Click on Create Your Account and set up your account. You will be required to verify your account, then log in. Under Go To the Application Form, click Apply Now.
- Note that the online application is referred to as a "form" throughout the online instructions.

To go back into your application after you have started: go to the Graduate Admissions page listed above, and in the left column select **Application Activity Status Page**. Enter your user ID and password.

FOLLOWING THE ONLINE APPLICATION—question-by-question instructions
**Please note: you must complete and save through page 5 (Program Selection) in order for the MLA office to become aware of your application and send you the materials for the essay component.
**At the bottom of each page is a Save button. Use this to save your data between sessions. You can still go back and make changes on the saved pages—just save them again after making changes.

All fields should be filled in as requested except where noted below:

Pages 1 & 2: Biographical Information: Complete as required
Page 3: Ethnicity Information: Complete as required
Page 4: Contact Information: Complete as required
Page 5: Program Selection: Choose Master of Liberal Arts
- select the Autumn 2016-2017 admissions term, **then click Save Selection**

Page 6: Academic Interests: (Optional) You may enter additional academic interests you have. Please note that this does not mean that we will offer "concentrations" in these areas—it is simply an area to tell us more about your general interests.

Pages 7 & 8: Educational History:
- Enter data **only** for schools you have attended that **led to a degree** (AA, BA, BS, MA, JD, PhD, etc.). GPA information is requested for each school. You are required to upload an official transcript for each of these schools you enter (see page 2 of these instructions). **If you do not upload your transcripts, you will get an error message, which you may bypass by clicking the "Postpone Data Validation" at the bottom of the error box. This will allow you to continue to move through the application, but do remember that you need to upload them before your final submit.
- In the Additional Educational History section include the names of every other institution you have attended for any amount of time (part-time or full-time). Include Stanford Continuing Studies, junior colleges and other continuing studies programs.
- **The question about your contribution to the classroom must be filled out.**
- **Parent Occupation:** this is not required.

Page 9: Test Information
- The GRE is <u>not</u> required for MLA applicants.
  - To proceed through the application, under "Select the Status of Your GRE General Test", select <u>I have a future GRE test date</u>, and in the date prompt area, enter **02/2016**.
- Please review the TOEFL requirements on page 2 of this document. Leave the section blank if you do not need to submit TOEFL scores.

Pages 10 & 11: Application Information:
- Page 10: "Faculty Members" through "Previous Application"—complete as required
- Page 10: Previous Enrollment: only answer Yes if it was in a degree program—<u>do not</u> include classes taken through Stanford Continuing Studies
- Page 11: Applying for financial aid: select **No** (You can find more information regarding MLA tuition assistance on our website. Students apply for assistance after they have been accepted into the program.)

Page 12: Employment History: Complete as required. If you are still employed at a particular job, you can leave the "To" date field blank. If you are retired, a stay-at-home parent, or not working, enter that in the Employer Name field, select Unemployed from the Industry list and enter 'Retired' or 'stay-at-home parent', etc. in the Job Title field. Please do enter your previous employment history in the next two areas.

Page 12: Languages: Complete as required

Page 13: Supplemental Information: no data required here—click through

Page 14: Recommendations: Please review the Letters of Recommendation information on page 2 of this document before proceeding.
- When you have entered the three recommenders of your choosing, be sure to click the **Submit Recommendation Request button for each recommender.**
- When you have clicked the Submit Request button your recommenders will receive an email from Stanford University with the Subject "Please submit your Recommendation." The email they receive includes the instructions they need to complete the online recommendation.
- In the email they receive, a due date is not specified. It is your responsibility to inform them that their recommendation must be uploaded by <u>January 26, 2016</u>, and ensure that it is submitted by the deadline.
- You will receive an automatic email once they have submitted their letter. You can send email reminders to your recommenders on the Application Activity Status page.
- You can submit up to six names, but the program will only review three letters.
- If you need to change a listed recommender, log into your account and on the Activity Status page, select the recommender you want to change, and select edit. You will need to send the new recommender the reminder so that they get the email with the link to the site to submit their recommendation. You can only edit a recommender that has the status of "has not started yet."
- Please see the MLA site for a document that you can send to your recommenders detailing the instructions and deadline. (Titled 'Recommender Instructions')

Page 15: Document Uploads, Confirmation, and Submission:
**When uploading documents be sure to follow through step 3 of the File Upload to complete the upload and return to your application.
- **Statement of Purpose (Intellectual Interest Essay):** Limit essay to two pages in length, double spaced, and upload it **in place of the statement of purpose**. Respond to the following question; **DO NOT write a statement of purpose**:
  - In our adult lives we develop intellectual fascinations with particular subjects, and allow these topics to focus our intellectual attention, to direct our reading, sometimes to dictate our travels. You might, for instance, be interested in Roman

engineering, in the stem cell debate, in human rights in developing countries, in the photography of the American Civil War, in Chinese landscape painting.

Describe an intellectual interest that you have developed. Tell us how you have gone about investigating this interest. How has this interest led you seek a Master of Liberal Arts degree?

- **Master of Liberal Arts Related Uploads**
  - **Upload your essay:** upload your MLA application essay here. Refer to the instructions sent to you with the written piece. (See below for more information on the MLA essay)
  - **Upload your Curriculum Vitae:** upload your Curriculum Vitae here. Please read the Curriculum Vitae information on page 2 of this document before proceeding.
- **Additional Information:** do not submit additional information.
- **Application Fee Waiver:** the fee waiver is generally not available to MLA applicants. Please read the "About the Waiver" link to see if you qualify for a waiver.
- **Confirmation and Submission:** click the I Agree button and, if you have completed the entire application, click the Submit button. You will then be taken to a screen to complete payment.

Submitting Your Application

To consider your application, you must, by 11:59pm, **January 26, 2016** have clicked the Submit button on the application site and paid the fee. By January 26, we must also have received the online letters of recommendation and the official transcripts in our office. Late or incomplete applications will not be considered.

Have transcripts sent to:

Stanford University
Master of Liberal Arts Program
Attn: Admissions
Littlefield Center-Level G
365 Lasuen Street
Stanford, CA 94305

Or
Certified electronic transcripts to mlaprogram@stanford.edu.

Checking the status of your application

You will be able to check the status of your on-line application and the status of any recommendations submitted on your account on the Graduate Admissions site.
The MLA office will notify you via email once per week when we have received any transcripts.

MLA Essay

As soon as you complete and save through page 5 of your online application, we receive notice that you have started the application, and within 48 hours will email you instructions regarding the MLA essay component.

**All materials, once submitted, become the property of Stanford University.