

Application Instructions and Checklist For the Master of Liberal Arts Entering Class of 2010-2011

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 significant background, coursework, and accomplishment in this field of study.*

GENERAL APPLICATION INFORMATION

The application for the MLA Program consists of six parts:

1. On-line application:
 - 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 3)
2. Letters of recommendation:
 - o Three letters of recommendation are required. You must enter their contact information in the on-line application, and recommenders have the choice to submit them electronically or by regular mail. See page 2 for more information.
3. MLA Essay
 - o Critical writing response and appraisal of not more than 1,500 words. See page 4 for more information regarding this essay.
4. Transcripts
 - 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. It is critical that you follow the instructions in this document.

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

MLA-SPECIFIC REQUIREMENTS

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. 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. Finding a testing location and scheduling a test can be time consuming—please plan in advance.

Transcripts

Arrange to have two official transcripts sent from every postsecondary institution you have attended—no matter the length of time you attended—to the MLA department. 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).

Curriculum Vitae

A summary of your education, professional and volunteer history. This may be multiple pages and most submit it in resumé-format.

Letters of Recommendation

The MLA program requests that at least two of the three letters come from faculty. 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. Encourage your recommenders to submit their form and letters online—this will allow you to check your account and see when they have been submitted. 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.

In both cases, online or by paper, there is a section where you will indicate whether or not you waive your right to see the letter that your recommender sends. You must make a selection. Recommendations with that section not filled out will not be accepted.

ON-LINE APPLICATION INSTRUCTIONS

To access the on-line application go to <http://gradadmissions.stanford.edu>. 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, 2010. Pieces of your application may come in separately (the MLA essay can be sent in prior to submitting the online application, etc.) as long as they are all in by January 26. Good luck and we look forward to reviewing your application!

To begin: log on to <http://gradadmissions.stanford.edu>

- Click on the Applying link in the navigation on the left side of the page.
- Click on the About the Application link—this section has important information about the application fee and payment, and setting up your account.

- Click on the Submitting Your Application Link
 - Begin by reading through the Application Instructions (link in the left navigation bar).
 - Then select Biographical Information to start entering your data.

FOLLOWING THE ONLINE APPLICATION

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

Biographical Information: Complete as required

Contact Information: Complete as required

Application Information:

- Proposed Program: select Master of Liberal Arts
- Degree objective: select MLA
- Admission term selected: select Autumn 2010-2011
- Have you previously attended Stanford: only answer Yes if it was in a degree program—do not include classes taken through Stanford Continuing Studies
- Applying for financial aid: select No (The MLA program provides tuition assistance for qualified students. You can find more information regarding our tuition assistance on our website. Students apply for assistance after they have been accepted into the program.)

Honors Cooperative Program: Select No

Educational History

- Enter data for schools you have attended for more than one year. In the Additional Educational History section include the names of every other institution you have attended for any amount of time. Include junior colleges and continuing studies programs.
- The last question, about your contribution to the classroom, must be filled out.

Test Information

- The GRE is not required for MLA applicants.
 - To proceed through the application, enter a future date of **02/2010** in the GRE General field.
- Please review the TOEFL requirements on page 2 of this document. Leave the section blank if you do not need to submit TOEFL scores.
- The TOEFL TSE is not required for MLA applicants.

Employment Information: Complete as required

Language Background: Complete as required

Statement of Purpose (Intellectual Interest Essay): Respond to the following question; do not write a statement of purpose. Limit essay to two pages in length, double spaced, and upload it in place of the 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?

Additional Information: we do not require any additional information

Recommendations: Click on the Recommendations link to enter your recommenders.

Submitting Your Application

To consider your application, you must, by midnight, **January 26, 2010** have clicked the Submit Application button on the Apply Yourself site. We must also have received in our office, all official transcripts, letters of recommendation, curriculum vitae, and the MLA essay. Late or incomplete applications will not be considered.

Have transcripts and letters of recommendation sent to:

Stanford University
Master of Liberal Arts Program
Attn: Admissions
482 Galvez Street
Stanford, CA 94305

Send the MLA essay and curriculum vitae to:

The MLA program offices listed above or send by email 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-line by checking your account on the Graduate Admissions site. For all materials coming in to our office, you will receive emails from the MLA Program office updating when items have been received.

MLA Essay

As soon as you begin your online application, we receive notice that you have started and will then email you instructions regarding the MLA essay component.