Classics Graduate Studies Application Tips

Following are a few suggestions to help you in the application process.

1. Do not e-mail materials. Send hard copies in regular mail. Note that materials must be received by January 15, not just postmarked by that date. Use overnight mail, if necessary.

2. Try to send as many items as possible in one packet. Make sure your name is on the first page of each individual document. Even though they may all arrive in one envelope, the department will be receiving many applications and mix-ups do occur. We may also want to remove an individual document from your file for review.

3. Try to keep your writing sample within the suggested 5-10 pages. If you don’t have anything short enough, send a longer document with a note of explanation.

4. A statement of purpose is to set forth your reasons for and commitment to graduate study. This also is your opportunity to explain anything unusual in your record, or to explain why your record doesn’t necessarily represent your ability to do advanced work. Be specific and focus on the positive. One page only!

5. Don’t assume that just because you asked, all your letters of reference have been sent. Check back with the people you have asked to write to make sure the letters were sent. Provide your references with a neatly typed list of the schools to send to, including all address information they will need to prepare the letter. Stamped, addressed envelopes are usually not necessary, since the letters are likely to be sent in official letterhead envelopes.

6. Send your application materials as soon as you are able. We apply for first-come-first-served scholarships for which we must compete with other departments, so we may submit the first one that meets the criteria.

7. A week or so after you have submitted your materials, check with us to make sure that everything has been received and your application is complete. If something is missing that was to be sent by someone other than you, check to see that it has been sent.

8. When the admission process is complete and you have been offered a spot, it is polite and very much appreciated if you let us know whether or not you will be accepting our offer, as soon as you know the answer. We may have more students waiting to take the spot that you are giving up, and we also want to know for sure that you are coming, even if you are not getting funding.