

Requirements for Your Application to Hamline University

Application files will not be reviewed until all the required information has been received by the Office of Graduate Admissions. Once all application materials have been received, the file is sent to the admission committee for review and the admission decision will be rendered within approximately three weeks.

1. Application processing fee (for paper application only). Currently, the \$30.00 application fee for Masters Programs, or the \$35.00 application fee for Doctoral Programs, is waived if an applicant applies online. Applications can be filled out online by going to www.hamline.edu and clicking on the name of the graduate school in the right-side column. Once on the graduate school page, click on “Admissions” in the right-side column of the page to find information on how to apply online.

2. Personal statement - Write 1-2 pages (typed, double-spaced) describing your career goals and how a Masters or Doctorate degree at Hamline will help you reach them. Note: please see application for more details and additional questions which may be needed to be answered in an essay.

3. Resume (for all programs except the Master’s in Education) detailing the following - a) Personal data. b) Education background information. c) A chronological list of employers, positions held, and job responsibilities. d) Professional affiliations, honors bestowed, and publications (if applicable). e) List of honors, awards and/or extracurricular activities of pertinent nature (if applicable). f) Organizations in which you have been active (if applicable). g) Leadership positions you have held (if applicable). h) Honors and/or awards you have received, or any other qualifications that you would like us to know about. i) Briefly describe any independent study projects, writing, or research in which you have engaged. Include titles of published works (if applicable).

4. Official transcripts of all degree coursework or additional coursework – Sealed, certified copies of the original documents must be in English and certified by the Registrar’s Office of the student’s university. For graduate programs at the School of Business, an Official Public Translation is acceptable (the name and permit number of the Official Public Translator must appear on each page of the translated documents), or an expert Academic Credential Evaluator is also acceptable (found at www.naces.org). In such cases, the students are responsible to cover all fees of such evaluation as well as to make their own arrangements with the Credential Evaluation Company to send their documents directly to Hamline University.

For the Graduate Schools of Liberal Studies and Education, students must send their academic documents (transcripts and diploma) to an expert Academic Credential Evaluator (found at www.naces.org) in the United States for a course by course evaluation. In such cases, the students are responsible to cover all fees of such evaluation as well as to make their own arrangements with the Credential Evaluation Company to send their documents directly to Hamline University. More information regarding this matter will be provided to those students who need to complete this evaluation process.

5. Letters of recommendation (academic or professional) - Recommendation letters can come from teachers, undergraduate major advisors, research advisors, work supervisors, or work colleagues. Required details are how long the recommender has known the applicant and should include the applicant's abilities in the following areas: intellectual ability/critical thinking; ability in written communication; ability in oral expression; potential as a researcher; motivation; dedication; creativity; responsibility; ability to work in groups; leadership abilities. Check your specific program application for the required number of recommendation letters needed.

Recommenders may send the letter by Fax (651) 523-3058, E-mail gradprog@hamline.edu or Postal Mail directly to: Office of Graduate Admission, Hamline University, MS-A1710, 1536 Hewitt Avenue. Saint Paul, Minnesota 55104. USA. You can also submit the letter with your application in a sealed envelope. Please have the recommender seal and sign the back of the envelope.

6. Writing Sample - The sample should be no more than two years old and written only by you in English. Please see application for additional details. Requirements for this vary by program and it is not a requirement for all programs.

7. English proficiency: The TOEFL or IELTS test score. A minimum TOEFL score of 550 (written exam), 79 (IBT), or 213 or above (computer-based exam) must be achieved. The exception to this is the Master of Arts in ESL which requires a minimum TOEFL score of 600 (written). Visit www.ets.org/toefl for more information about the TOEFL exam. Official score reports must be submitted directly to Hamline University from the Education Testing Services (TOEFL or IELTS). Our **school code is 6265** for the TOEFL test. The IELTS test requires the student to provide the name and address of Hamline University (Hamline University, Office of Graduate Admission, 1536 Hewitt Avenue MS-A1710, Saint Paul, Minnesota 55104-1284. USA)

8. Financial Support Data An Affidavit of Support needs to be completed and signed by the person who will be paying for your expenses during your studies here at Hamline and in the United States. The person that signs the Affidavit of Support must also include his/her bank statements as a proof of the said funding.

The cost of one year at Hamline Graduate School will be reflected in your I-20 as USD \$18,000 for all programs except the Masters in Business Administration (MBA). Your sponsor must show proof of that amount (or more) in order for the I-20 to be issued. The USD \$18,000 amount is divided as follows per year:

USD \$6,400 for Tuition and Fees per year (this is the minimum amount, tuition defers with each Graduate School),

USD \$1,000 Health Insurance per year,

USD \$9,600 Room and Board (living expenses) per year,

USD \$1,000 Other Personal/living expenses per year.

For MBA applicants, the cost for one year will be reflected in your I-20 as USD \$26,850. Your sponsor must show proof of this amount (or more) in order for the I-20 to be issued. The USD \$26,850 amount is divided as follows per year:

USD \$15,750 for Tuition and Fees per year,

USD \$1,000 Health Insurance per year,

USD \$9,600 Room and Board (living expenses) per year,
USD \$500 Other Personal/living expenses per year.

Important: U.S. visa regulations require that your admission be based upon academic acceptance and satisfactory evidence of adequate funds to meet the expenses involved in the student's proposed program of study. You must submit documentary evidence of the amount of financial support that will be available to you from personal resources, family resources, or any other resources/sponsors (employer, government organizations, etc.) that will be providing funds for your educational and living expenses at Hamline University. This evidence must be provided through:

If personal resources: (1) A letter from you stating that you will provide for your own expenses. (2) A personal bank statement or a certified letter from a bank stating your account balance.

If family resources: (1) Affidavit of support from the family member. (2) A bank statement or a certified letter from a bank stating their account balance.

If sponsors/organizations resources: An affidavit of support from the sponsor/organization that states: (a) Name and address of the sponsor/organization, (b) Time period covered, (c) Amount of dollars available for education expenses, (d) Amount of dollars available for living expenses, and (e) How the funds should be disbursed to the university (monthly, quarterly, etc). If your sponsor/organization wishes to be billed by Hamline, this must be stated in the letter. Be sure it is clear if fees, room and board, and health insurance should be billed as well as tuition.

Please send all materials to:

Office of Graduate Admission
Hamline University
1536 Hewitt Avenue, MA-A1710
Saint Paul, Minnesota 55104–1284 USA
Fax: (651) 523-3058
E-mail: gradprog@hamline.edu

Examples of documents originally issued in English which can be sent directly to the Office of Graduate Admission at Hamline University along with application:

- a) Sealed, official transcripts originally and officially issued in English by the university's authorities (if university is outside of the United States; Universities within the United States must send the transcripts directly to Hamline).
- b) Bank statements originally and officially issued in English by the Bank's authorities;
- c) Recommendation letters originally written in English;
- d) Personal essay originally written in English by the student.