Helpful information when Applying to AAADS

Q. Where do I send my supporting material?
A. United States Citizens
   Indiana University
   African American and African Diaspora Studies
   1021 E. 3rd Street
   Memorial Hall East M18
   Bloomington, IN 47405

Q. What are the requirements for Master's Degrees?
A. Please look at the brochure and/or AAADS website to obtain further information on the MA, dual MA degree programs, PhD Minor, and the PhD in AAADS.

Q. How many letters of recommendation do I need?
A. Applicants are required to submit THREE letters of recommendation. Letters of recommendation should be written by persons who can comment from personal knowledge on the applicant’s academic or professional qualifications for graduate study. Whenever possible, letters of recommendation should be submitted from academic sources. If, however, you have been out of school for a number of years, you may substitute professional references. Recommenders should use institution or company letterhead and include the applicant’s full name and, if known, the specific program to which the applicant is applying. Each recommender must enclose the letter in a sealed envelope, sign across the seal, and return the envelope to the applicant, so that it can be sent together with the application. Should the recommender prefer to send the letter directly to our office, he or she may do so. Unsigned envelopes with reference letters cannot be accepted. Letters of recommendation can also be submitted online, as part of the online application.

Q. What is a Personal Goal Statement?
A. A Personal Goal Statement is a brief statement, of at most 500 words, describing your background, work experience, plans for graduate study and professional career, qualifications that make you a strong candidate for this program, and other relevant information. The personal goal statement is an important part of the application review process, so you should take care to produce a carefully planned and written statement. We ask that personal goal statements not be handwritten and on a separate sheet of paper. Applicants who submit their applications online may upload their goal statements to their online applications.

Q. What is a Writing Sample?
A. A Writing Sample may include but is not limited to published articles, senior thesis papers, thesis chapter, DVD’s of visual art or performances.

Q. What about my Transcripts?
A. Applicants must request official transcripts from each institution of higher learning attended (defined as any institution at which an applicant has taken 9 or more credits). Transcripts may be sent to us directly in an original, sealed envelope either by the institution (preferred), or by the applicant. Please send only one transcript per institution. Exception: there is no need to send official Indiana University transcripts, as the Office of Graduate Studies can print IU transcripts. Unconditional admission cannot be granted until an official transcript has been received showing the date the applicant's bachelor's degree was conferred.

Q. How should I handle the GRE General Test and where should it be sent?
A. Applicants are required to submit Graduate Record Examination (GRE) general aptitude test scores. An official score report of the GRE scores, sent directly from Educational Testing Service, is required. The test must have been taken within five years prior to application. For information on the GRE and application forms, contact the Educational Testing Service at 866-473-4373, or P.O. Box 6000, Princeton, N.J. 08541-6000 or http://www.gre.org. For general information, call 800-GRE-CALL; for TTY call 609-771-7714. Applicants can also obtain GRE information and application forms at the Office of Graduate Studies, Bloomington, or at the Office of Student Services, Indianapolis.

Q. How do I pay the Application Fee?
A. U.S. Citizens and Permanent Residents Applicants
   • Applicants are strongly encouraged to pay the nonrefundable application fee by credit card through the online application system. Paying by credit card results in a much faster application processing time. Applicants who do not have a credit card may wish to obtain a single-use debit card in the amount of the application fee for this purpose; these cards are widely available in discount and convenience stores. If an applicant insists on paying the
application fee by check or money order, then the check or money order, made payable to Indiana University, should be sent to Ms. Kim Bunch, University Graduate School, Kirkwood Hall Room 111, Bloomington, IN 47405. Please be aware that paying by check or money order will result in a delay of two to three weeks in processing the application. Currently, the application fee for U.S. citizens and permanent residents is $50 at Bloomington and $35 at Indianapolis. The amount of the application fee is subject to change. Applications cannot be processed until the application fee is paid in full.

International Applicants
- Bloomington campus - apply through the Office of International Admissions, 300 N. Jordan Avenue, Bloomington, IN 47405-7707; (812) 855-4306. Questions can be emailed to the Bloomington Office of International Admissions at intladm@indiana.edu.
- Indianapolis campus - apply through the International Student Services Office, Union Building 574, 620 Union Drive, Indianapolis, IN 46202-2897; (317) 274-7294.

Q. What is TOEFL?
A. TOEFL is the Test of English as a Foreign Language exam. In addition to the general application requirements, international applicants whose first language is not English must submit recent scores on the Test of English as a Foreign Language (TOEFL). The TOEFL must have been taken within two years prior to application. A minimum TOEFL score of 550 for the written version, 213 for the computer-based version, or 79 for the Internet-based version is ordinarily required for admission to graduate programs. Official TOEFL test scores must be sent by the testing centers directly to the Office of Graduate Studies. For TOEFL tests, the Educational Testing Service’s assigned school code for the Office of Graduate Studies at Indiana University is 1313. The TOEFL is administered by Education Testing Service once each month at locations throughout the world. Information about registering to take the TOEFL may be obtained from Education Testing Service at http://www.toefl.org and from the international student offices listed above.

Q. What is the English Language Placement Test?
A. International students whose first language is not English must also take an Indiana University English language placement test. This test must be taken upon arrival at Indiana University and before initial registration. International students who meet other admission criteria are admitted conditionally and their enrollment in graduate course work may be prohibited or restricted until English language deficiencies are remediated.

Q. How do I find out about financial aid?
A. http://www.finaid.org - This site includes everything you ever wanted to know about finding funding sources and completing your financial aid paperwork.

Q. How do I receive department funding or assistantships?
A. Positions as Associate Instructors, Graduate Assistants, Research Assistances, Graders, and other fellowship opportunities are decided and assigned by the chair of AAADS after applications are reviewed. Please look at other funding opportunities and scholarships available at Indiana University.

Q. What is considered Full-Time Study?
A. Ordinarily, students shall be considered full time if they are registered for 8 hours of credit (fall, spring, and summer terms) and their programs of study meet with the approval of the departments. Courses taken as an auditor may not be counted in the definition of “full-time study”; however, courses taken to remove undergraduate deficiencies for admission may be counted. Students holding appointments as associate instructors, graduate assistants, or research assistants must ordinarily be registered for 6 credit hours during each full semester.

Q. What foreign languages and/or research skills are required?
A. Individual departments determine whether foreign languages or research skills or both will be required. Where such requirements exist, students must select the specific language(s) or research skill(s) from those approved by the major department and listed in its statement of departmental requirements. Another language demonstrably useful in the student’s research program may be substituted upon special recommendation of the major department and approval by the dean.

Q. What is counted as graduate credit?
A. Only courses listed in this bulletin or specifically allowed by it may be counted toward the requirements for a degree offered by the University Graduate School. These courses are ordinarily numbered at the 500 level or above.

Q. If I want more information about the application, where do I call?
A. You can call the Department of African American and African Diaspora Studies at 812-855-3875