



Guide to Completing Your Doctoral Application

Applications for the Graduate Ph.D. Program in Gender Studies at Indiana University must now be completed online. Officially supported browsers are Internet Explorer, Netscape, Firefox/Mozilla, and Safari. Please be sure that pop-up blockers are disabled and Javascript is activated. Your browser will need to allow pop-ups from *app.applyyourself.com* in addition to *www.indiana.edu*.

We recommend that you bookmark this page for reference.

Clicking on this link will open the online application in a new window.

You should log out of the application system after each session.

In order to submit your application, you must pay the application fee with a credit card. The fee is \$50 for domestic applicants and \$60 for international applicants.

Both domestic and international applicants should mail the additional materials (listed at the bottom of this page) in support of their application to:

**Dr. Stephanie Sanders, Director of Graduate Studies
IU Gender Studies Graduate Admissions
Memorial Hall East, Room 130
Bloomington, IN 47405 USA**

The priority dates for admission are December 1 (international) and January 12 (domestic). Applications submitted after these dates will be considered if positions are still available.

Getting Started

- After you have opened the [link to the online application](#), create an account by clicking on the "create account" button on the right side of the page.
- When filling out the "Applicant Account Profile" we recommend that you allow us to view your contact information before you submit the application. This is the default response, "yes," on the account creation page.
- Once the "Applicant Account Profile" is complete, click on "create account" and record the PIN provided. You will need both the PIN and the password you set to access your application in the future.
- You will then need agree to the terms and conditions of the application process.
- Your PIN and, if you choose, password will be emailed to the address you provide.

Navigating the Application

- After logging in, you will be directed to the main application page. Scroll to the bottom of the window and click on "Application for Graduate Admission" to access the graduate application. You should see the front page of the application:

The screenshot shows the online application interface. At the top, there are navigation links: 'main' and 'logout'. Below that are buttons for 'Application Home', 'Tech Support', 'Update Profile', and 'Submit Application'. The main content area is divided into three columns. The left column is a red sidebar with a list of application sections: Graduate, Personal Information, Parent/Guardian Information (if you are under 21 years of age), Educational Objectives, Educational History, Test Scores, Work Experience, Personal Statement, Publications, Departmental Questions, Affirmation Statement, Recommendations, Downloadable Forms, Check Your Application, and a 'print application' button. The middle column contains a 'Welcome' message and instructions, including a warning to click on forms in the sidebar and a list of departmental links. The right column contains 'Application Details' and 'Helpful Hints'.

- You must complete the application, you must complete each of the individual parts of the application listed on the left hand side of the page.
- You can navigate through the parts of the application using the headings on the left side of the page. Refer to the instruction below when completing each part.
- At any time you may save the information that you have filled in for any particular part of the application by clicking the "save" button at the top right of the page. When you have completed part of the application click "save and continue" to save your answers and continue to the next part.
- The information you enter will be saved, so at any point you stop working on the application and resume it later. *You should always logout when you are finished with a session.*

Personal Information

- When specifying your date of birth use two digits for month and day: January 2, 1980 is 01/02/1980.
- Use numbers only when listing your telephone number.
- International students should leave the "U.S. Social Security Number" field blank.

Parent/Guardian Information

- Complete as directed if you are under 21 years of age.

Educational Objectives

- Next to "Academic Program" select "Gender Studies"
- Next to "Major" select "Gender Studies Ph.D."
- If you are not applying to other universities, type "none" in the blank.

Educational History

- List all colleges attended in chronological order.
- Use the "Look Up" button to determine the 10 digit code for each university. If you cannot find a code for a particular university, then do not list a code -- just enter the name.
- Use the "Look Up" button to determine the letter code that describes the degree you were seeking at each university.

Test Scores

- Fill in the first GRE form with the date and scores of the GRE General Exam.
- If you have taken the TOEFL, fill in the appropriate form at the bottom of the page.
- For exams that you plan to take in the future, or for exams that have been taken but have not yet been scored, list the test date and leave the the score fields blank.
- ***Official exam scores must be sent to Indiana University Bloomington, using institution code 1324***

Work Experience

- List up to four jobs, with most recent first.
- If you have had more than four jobs, list those that are most relevant to your future as graduate student in Gender Studies.

Personal Statement

- Provide a statement of approximately 700 words that identifies your academic goals and the qualifications you have that make you a strong candidate for graduate study in Gender Studies. Your response should address how past academic and/or research experience will allow you to achieve your goals in the graduate Gender Studies program at Indiana University.
- Save your statement as a Microsoft Word (.doc), Text/Rich Text (.txt/.rtf), or PDF (.pdf) document and upload it using the "Upload Document" button.

Publications

- List up to three publications that you have authored or coauthored.
- You can enter additional publications in the box that says "Please enter additional Applications."

Departmental Questions

- Follow the link to complete and submit the departmental question form. [For convenience you can also click here to find the departmental questions.](#)
- Submit the form after you have completed it. Information typed into this form will not be saved if you leave the page and return to it later.
- There is no additional document to upload. You do not need to use the "upload document" button.

Affirmation Statement

- Complete as directed.

Letters of Recommendation

- Your application must include **three** letters of recommendation.
- Letters of recommendation can be submitted electronically or by paper. In either case you must list those providing recommendations. Click on "Recommendations" and then click the "Recommendation Provider List" button.
- Click "add" to add a recommendation provider and fill out the information for the person writing the recommendation. Choose whether the person will provide the recommendation online or not.
- If the recommendation will be provided online, a valid e-mail address for the provider must be entered. The provider will receive instruction via e-mail on how to submit the recommendation.
- If the provider chooses to fill out a paper letter of recommendation, provide him/her with this form:
http://www.gradapp.indiana.edu/app_files/IU_rec.pdf. You can also find this form by clicking on the "Downloadable Forms" button on the left side of the application page. Be sure to complete the top of the form as directed. All paper recommendations should be mailed from the provider directly to:

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IU Gender Studies Graduate Admissions
Memorial Hall East, Room 130
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Submitting Your Application

- Click "Check Your Application" to check that all of the required fields on the application have been completed.
- In the upper right corner click "Submit Application"
- In the screen that follows click on "Preview Application in PDF Format." *Examine your application carefully and be sure all information is complete and accurate.* Once it is submitted, it cannot be changed.
- If you are satisfied with your application, click "continue" at the bottom of the page.
- The following screen will allow you to enter your credit card information to pay the application fee and complete the application.
- Your application will officially be submitted when you see "Submission Complete"

See next page for mailing instructions.



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The following materials are to be mailed to the Department of Gender Studies:

- **Three letters of recommendation** (if not submitted online). Again, they should be from individuals familiar with your ability to do scholarly work. Select three persons who are familiar with your academic abilities and potential and request that each one complete and mail one of the recommendation forms included in the domestic application materials. Please ask your recommenders to write their extended comments on letterhead and to attach their letters to the recommendation form
- **One ten to fifteen page writing sample.** This sample may be an excerpt from a longer work; please clearly indicate the ten to fifteen pages you would like the admissions committee to read.
- **One copy of the official transcript(s)** of all previous college and university work, documenting each course taken and all degrees awarded. Transcripts should be mailed directly by a registrar, or should be given to the applicant by the registrar in a sealed and signed envelope and then submitted along with your writing sample.

Mail the above to:

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