



Brandeis University

Ph.D. Program
The Heller School for
Social Policy and
Management

MS 035
Waltham,
Massachusetts 02454-9110

Application for Admission

For Office Use Only

Rec'd: _____ Comp: _____ Fee: _____
References: _____
Transcripts: _____
Graduate _____ Undergraduate _____
Personal Statement _____
Writing Sample _____ Resume _____
☐ GRE ☐ TOEFL
Card sent: _____

General Information

Name		Last/Family Name		First		M.I.	
<input type="checkbox"/> Female	<input type="checkbox"/> Male	Date of birth		/	/		
		month	day	year	maiden/former name		
Social Security number				Country of citizenship			
If a non-U.S. citizen, are you a permanent resident of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Optional: For U.S. citizens and permanent residents—Please check all boxes that apply to you.							
<input type="checkbox"/> American Indian or Alaskan Native				<input type="checkbox"/> Hispanic or Latino (regardless of race)			
<input type="checkbox"/> Asian or Pacific Islander				<input type="checkbox"/> White (not of Hispanic origin)			
<input type="checkbox"/> Black or African American							

Address

Current mailing address			
City	State	Zip	Home telephone ()
Country	Email		
This address is valid until			
Permanent mailing address (if different)			
City	State	Zip	Telephone ()

Program Information

Application for: ☐ Ph.D. in Social Policy (Sept. start only)
☐ Full-time
☐ Part-time

Please check probable area of concentration. If your research interests cross more than one area, *please rank them in order of importance to you.*

☐ Health Policy and Health Services
☐ Behavioral Health (including substance abuse and mental health)
☐ Policies and Services for Children, Youth, and Families
☐ Policies and Programs Related to Assets and Inequalities

Are you currently a Brandeis sociology doctoral student applying for the joint degree in social policy?
☐ Yes ☐ No

How did you hear about The Heller School? Please be specific (name, publication, Website, etc).

Did you attend an information session at Heller? If so, when?

What other graduate programs/schools are you considering?

Would you like to be considered for funding opportunities at Heller? ☐ Yes ☐ No
(This is not a factor in the admissions decision. Fellowships, Scholarships, and Training Grants are available to full-time applicants only.)

Standardized Tests

Have you taken the GRE? ☐ Yes ☐ No

If yes, test name and date taken _____ Score(s) _____

If no, test you plan to take and when _____

International Applicants Only: Have you taken the TOEFL? ☐ Yes ☐ No

If yes, date taken _____ Score(s) _____

If no, date you plan to take the TOEFL exam _____

Educational Record

Graduate school(s) attended	Field of Study/Major	Degree Earned (if any)	Date
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Undergraduate school(s) attended	Field of Study/Major	Degree Earned (if any)	Date
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Other educational experience (i.e., continuing education, study abroad, transfer courses) Location	Date
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Resume of Experience

Please submit a detailed resume that covers the following:

- **Employment record**
Begin with most recent, full-time employment. Include part-time and volunteer experience.
- **Professional and community activities**
List membership, offices, and responsibilities in organizations, community activities, etc. (Include current and past activities that reflect your scope of interest.)
- **Publications**
Please list date, title, and source, as well as any coauthors.
- **Academic Honors**

References

Please list below the names of those whom you have asked to write letters of recommendation.

1. _____
2. _____
3. _____

Have you ever been convicted of a felony or have you been the subject of any disciplinary action in your profession (or education), including but not limited to, suspension or revocation of your professional license?
☐ Yes ☐ No If so, please explain on a separate sheet.

I certify that the information given above and any document I submit in support of my application is true, complete, and accurate as of the date I submit it to Brandeis.

Signature of applicant

Date

Complete and return this form with the \$55 application fee (make check payable to Brandeis University).

It is the policy of Brandeis University not to discriminate against any person on account of race, color, ancestry, religious creed, gender, national or ethnic origin, sex, sexual orientation, age, genetic information, disability, Vietnam-Era veteran, qualified special, disabled veteran or other eligible veteran status or any other category protected by federal or state law. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Associate Vice President, Human Resources and Employee Relations, Gryzmish 106, 781-736-4464.

Instructions: Application for Admission for the Ph.D. in Social Policy

The Admissions Review Process

Applications submitted by the due date will be evaluated by an Admissions Committee with respect to the match between the PhD Program and each applicant's capabilities and goals. The purpose of these admissions instructions is to guide applicants to provide relevant application materials to support this process.

Due Date

Early application is strongly encouraged, but the final due date for applications to the Ph.D. in Social Policy Program is the first business day following January 1. Recommendations, transcripts, and other materials should be received by this deadline as well, and it is important that applicants urge recommenders to submit their recommendation letters by the deadline.

All applicants must submit the following items:

- Application Form
- Application Fee
- Statement of Purpose
- Writing Sample
- Academic Record
- Standardized Test Scores
- Letters of Recommendation
- Résumé of Professional Experience

Application Form

Applicants must submit a completed and signed application form. When completing the application form, special attention should be paid to questions regarding full-time or part-time study, area of intended concentration (ranked in order), and citizenship.

Submit the application form and all other application materials to:

Office of Admissions

The Heller School for Policy and Management, MS 035

Brandeis University

P.O. Box 549110

Waltham MA 02454-9110

Or apply on-line at apply.embark.com/grad/BrandeisHeller/14/

Application Fee

Applicants must submit a \$55 application fee by check or money order made payable to Brandeis University. Applicants applying online via The Heller School Website have the additional option of paying by credit card.

Statement of Purpose

Evaluating applicants for the Ph.D. Program involves an assessment of the applicants' skills and the program's ability to serve their interests. Perhaps the key element of the application is a Statement of Purpose. The Statement of Purpose should be focused and succinct, no more than four pages long. Applicants should describe work and educational experiences that have influenced their interests, social concerns, and career goals. The statement should focus on how doctoral study will help them meet their goals and their connection to a substantive area of policy. Applicants should also indicate if they are interested in being considered for a particular federal training grant or named fellowship (see Financial Support). Applicants may also include any information they deem relevant to their potential as a graduate student. Upon admission, faculty and staff will use the Statement of Purpose to assess the applicant's candidacy for various Heller funding and federal training grant opportunities and to assign advisors.

Writing Sample

The ability to communicate effectively is essential for successful completion of the Ph.D. Program. To assist the Admissions Committee in their assessment, applicants must submit an academic writing sample. The sample will be used to evaluate an applicant's analytic skills, writing style, and ability to deal with complex material. Writing samples should not be more than 20 pages in length (ideally 10-15 pages). Jointly authored work or grant proposals are not acceptable. Examples of materials that might be submitted include a paper written for a course (within the last two years), a paper published in a professional journal (within the last three years), or a paper specifically prepared for the Heller application.

Academic Record

The Admissions Committee is also interested in reviewing an applicant's prior academic history. Applicants must submit transcripts from all undergraduate and graduate programs from which they have taken courses. Ideally, transcripts should come directly from the academic institution to the Heller admissions office (mailing address above and in the application booklet). However, transcripts can be included with the application package, as long as they are received in a sealed envelope with an intact official seal across the flap. International applicants whose transcripts are not produced in English must have them translated by a certified translation agency. The original language documents and English certifications must accompany the application. For information regarding transcript certification agencies, please contact the admissions office.

Standardized Test Scores

Applicants to the Ph.D. in Social Policy program must submit test results of the Graduate Record Examination (GRE). Test scores should not be more than five years old. The Admissions Committee does not set specific standards for GRE test results. Note, however, that average scores for successful applicants during 2004 were: verbal - 600+, quantitative - 675+ and analytical - 5.0+. Applicants whose GRE scores are lower than the average should include additional information about their verbal and mathematical abilities. International applicants whose native language is not English or who have not completed a degree program in the United States must also submit results from the Test

of English as a Foreign Language exam (TOEFL). Scores should not be more than five years old and must be at least 600 (paper-based exam or equivalent computer-based score of 250). All test score results should be sent directly to the admissions office using Heller's institution code for each exam: 3097. Information regarding the GRE or TOEFL exams can be obtained from the testing agencies directly at www.gre.org or www.toefl.org, or from the admissions office.

Letters of Recommendation

Applicants to the doctoral program must submit three letters of recommendation representing their professional and academic lives. At least one reference should be from someone able to evaluate the applicant's academic abilities, preferably from a former teacher. Recommendations should address the applicant's abilities to be analytic, reflective, and to express ideas, orally and in writing. Letters can be sent directly to the admissions office or may be included with the complete application package in a sealed envelope with the recommender's signature across the flap.

Resume of Professional Experience

All applicants should submit a professional resume or curriculum vitae outlining all work and educational experiences including any volunteer activities. Applicants should also note any special awards and recognitions, academic or otherwise.

Funding

The Heller School strives to provide tuition and stipend support to each matriculating full-time doctoral student. The amount of aid depends on the area of study and the resources available in a given year. Doctoral student funding packages are allocated to admitted candidates without regard to need and generally include a tuition waiver, stipend and basic health insurance credit. Information about doctoral funding opportunities is provided in the *Guide to Financial Aid, Training Grants, and Loans*, which can be downloaded from:

http://www.heller.brandeis.edu/welcome/phd_financial_aid.asp

Contact Admissions Office

Questions regarding Heller's academic programs, admissions process, financial aid or requests for a visit to the school should be directed to the Admissions Office at 800.279.4105 or HellerAdmissions@Brandeis.edu.

Revised September 2004