

FRENCH GRADUATE STUDIES—APPLICATION INFORMATION

MASTER OF ARTS DEGREE IN FRENCH

Application Instructions for Domestic Applicants

If you wish to apply for admission in the Fall semester, the **deadline** every year is **February 1**. (If you wish to be considered for a University Fellowship, the deadline is **January 1**).

If you wish to apply for admission in the Spring semester, the **deadline** every year is **October 1**.

The application process at UIC can sometimes be confusing. We want to help, so we've drawn up the following list. Here's what you need to do in order to submit a complete application dossier:

1. Submit a Graduate College Application form, filled out on line at

http://www.uic.edu/depts/oar/apply_grad.html

Also on line, you will need to pay a non-refundable application fee of \$50.00.

PLEASE NOTE: UIC strongly recommends that all applicants submit their application and fee on line, since this helps prevent delays in the admissions process. But for those without access to the internet, a paper application is still acceptable.

2. Send the following documents (or arrange to have the appropriate people send them) to the Department of Spanish, French, Italian, & Portuguese. **Please note:** do **not** send any of these items to the Office of Admissions and Records. We have found that serious delays in the admissions process can be avoided if you send ALL items, or have them sent, directly to our department. We will make copies, on the basis of which we begin our evaluation of your application, and we will then forward the relevant originals to the Office of Graduate Admissions. The address to use is:

Director of Graduate Studies in French
Dept. of Spanish, French, Italian, & Portuguese
MC 315
University of Illinois at Chicago
601 South Morgan Street
Chicago, IL 60607-7116
U.S.A.

- A. Original transcripts from all undergraduate institutions attended, as well as transcripts from all previous graduate study. **ALL** documents must be official (certified by the institutional seal) and **MUST** be sent **DIRECTLY** from each institution in a sealed envelope to the Director of Graduate Studies at the address given above.

PLEASE NOTE: for many applicants, this is the most confusing and time-consuming step in the application process. We strongly advise you to begin early and to contact us if you have any questions.

- B. Three confidential letters of recommendation from **professors** or **others familiar with your previous academic work and your qualifications for graduate study in French language and literature**. Recommenders may use the form available from the Graduate College, or they are welcome to send a letter (printed on letterhead from their academic institution). They may write in either French or English.
- C. A 250-word personal statement in French. Please address the following issues: your reasons for undertaking graduate study, your previous training in French language, literature, and cultural studies, and your career goals.
- D. A sample of your academic writing in French (for example, an undergraduate or graduate research paper).
- E. The Graduate Record Examination (GRE). If possible, please send a copy of your score to the department at the above address. Otherwise, please have your scores sent to the Office of Admissions and Records, Graduate Division (MC 018), University of Illinois at Chicago, 1200 West Harrison Street, Chicago, Illinois 60607-7161.
- F. Students who wish to be considered for a Teaching Assistantship must submit an Application for Graduate Appointment. It is available on the Graduate College website at: <https://grad.uic.edu/cms/?pid=1000363>. Please note that we do not need either a second set of three recommendations or a second personal statement; we can use the ones submitted as part of your application for admission.

About financial aid:

Our Teaching Assistantships include a tuition waiver, a Service Fee waiver, and a stipend currently set at \$14,000 per academic year. This is a 50% Teaching Assistantship; students holding it must 1) teach three sections from among our Basic French sequence (FR 101, 102, 103, 104) per academic year,

and 2) enroll in a minimum of two graduate-level courses (8 credit hours) per semester.

In addition, the Department is able to nominate candidates for several Fellowships funded through the Graduate College. These are extremely competitive Fellowships awarded by a university-wide committee. For further information, please consult the Graduate College website (<http://www.uic.edu/cms/?pid=1000082>) or contact the Director of Graduate Studies in French.

Final notes:

If need be, all the necessary forms (Application for Admission, Application for Graduate Appointment, Letter of Recommendation) can be downloaded from the following link:

<https://grad.uic.edu/cms/?pid=1000363>

To find answers to Frequently Asked Questions, please consult

<http://www.uic.edu/depts/oar/grad/grad-faq.html>

For any remaining questions, please do not hesitate to contact either Professor Margaret Miner, Director of Graduate Studies (mminer@uic.edu OR 312-996 3229) or Ms. Rocío García, Graduate Administrative Assistant (mexotic@uic.edu OR 312-996-0254).

Application Instructions for International Applicants

If you wish to apply for admission in the Fall semester, the **deadline** every year is **February 1**. (If you wish to be considered for a University Fellowship, the deadline is **January 1**).

If you wish to apply for admission in the Spring semester, the **deadline** every year is **July 15**.

The application process at UIC can sometimes be confusing. We want to help, so we've drawn up the following list. Here's what you need to do in order to submit a complete application dossier:

2. Submit a Graduate College Application form, filled out on line at

http://www.uic.edu/depts/oar/grad/apply_grad.html

Also on line, you will need to pay a non-refundable application fee of \$60.00.

PLEASE NOTE: UIC strongly recommends that all applicants submit their application and fee on line, since this helps prevent delays in the admissions process. But for those without access to the internet, a paper application is still acceptable.

2. Send the following documents (or arrange to have the appropriate people send them) to the Department of Spanish, French, Italian, & Portuguese. **Please note:** do **not** send any of these items to the Office of Admissions and Records. We have found that serious delays in the admissions process can be avoided if you send **ALL** items, or have them sent, directly to our department. We will make copies, on the basis of which we begin our evaluation of your application, and we will then forward the relevant originals to the Office of Graduate Admissions. The address to use is:

Director of Graduate Studies in French
Dept. of Spanish, French, Italian, & Portuguese
MC 315
University of Illinois at Chicago
601 South Morgan Street
Chicago, IL 60607-7116
U.S.A.

- A. Original transcripts and proofs of degree from all undergraduate institutions attended, as well as transcripts and proofs of degree from all previous graduate study. **ALL** documents must be official (certified by the institutional seal) and **MUST** be sent **DIRECTLY** from each institution in a sealed envelope to the Director of Graduate Studies at the address given above.

ALL transcripts and proofs of degree **MUST** be accompanied by an official (certified) English translation. If you are unsure about what translation will be accepted by UIC as official, please contact Ms. Rocío García, Graduate Administrative Assistant (mexotic@uic.edu).

PLEASE NOTE: for many applicants, this is the most confusing and time-consuming step in the application process. We strongly advise you to begin early and to contact us if you have any questions.

- B. Three confidential letters of recommendation from **professors** or **others familiar with your previous academic work and your qualifications for graduate study in French language and literature**. Recommenders may use the form available from the Graduate College, or they are welcome to send a

letter (printed on letterhead from their academic institution). They may write in either French or English.

- C. A 250-word personal statement in French. Please address the following issues: your reasons for undertaking graduate study, your previous training in French language, literature, and cultural studies, and your career goals.
- D. A sample of your academic writing in French (for example, an undergraduate or graduate research paper).
- E. TOEFL exam results. The minimum TOEFL score accepted by the Graduate College is 550 (paper-based test) or 213 (computer-based test). The minimum TOEFL scores accepted for admission to the Graduate College for the new TOEFL iBT includes minima for the four subsections, as well as the total score. The required scores are: Reading 19, Speaking 20, Listening 17, Writing 21, and Total 80.
- F. Declaration and Certification of Finances form, available on-line at <https://grad.uic.edu/cms/?pid=1000363>
- G. Official certificate or letter **IN ENGLISH** from a financial institution (such as a bank), showing the amount available to the student in the form of savings accounts, certificates of deposit, or money market funds. This must certify that the student or her/his mentor(s) will be able to cover the student's academic and living expenses in the U.S.A. The current amount required is \$37,702.00. If the applicant is awarded a teaching assistantship, however, the amount is only \$23,702.00.
- H. The Graduate Record Examination (GRE). If possible, please send a copy of your score to the department at the above address. Otherwise, please have your scores sent to the Office of Admissions and Records, Graduate Division (MC 018), University of Illinois at Chicago, 1200 West Harrison Street, Chicago, Illinois 60607-7161.
- I. Students who wish to be considered for a Teaching Assistantship must submit an Application for Graduate Appointment. It is available on the Graduate College website at: <https://grad.uic.edu/cms/?pid=1000363>. Please note that we do not need either a second set of three recommendations or a second personal statement; we can use the ones submitted as part of your application for admission.

About financial aid:

Our Teaching Assistantships include a tuition waiver, a Service Fee waiver, and a stipend currently set at \$14,000 per academic year. This is a 50% Teaching Assistantship; students holding it must 1) teach three sections from

among our Basic French sequence (FR 101, 102, 103, 104) per academic year, and 2) enroll in a minimum of two graduate-level courses (8 credit hours) per semester.

In addition, the Department is able to nominate candidates for several Fellowships funded through the Graduate College. These are extremely competitive Fellowships awarded by a university-wide committee. For further information, please consult the Graduate College website (<http://www.uic.edu/cms/?pid=10000828>) or contact the Director of Graduate Studies in French.

Final notes:

If need be, all the necessary forms (Application for Admission, Application for Graduate Appointment, Letter of Recommendation, Declaration and Certification of Finances) can be downloaded from the following link:

<https://grad.uic.edu/cms/?pid=1000363>

To find answers to Frequently Asked Questions, please consult

http://www.uic.edu/depts/oar/grad/grad_faq.html

For any remaining questions, please do not hesitate to contact either Professor Margaret Miner, Director of Graduate Studies (mminer@uic.edu OR 312-996 3229) or Ms. Rocío García, Graduate Administrative Assistant (mexotic@uic.edu OR 312-996-0254).