

# ANTHROPOLOGY APPLICATION CHECKLIST

## APPLICATION DEADLINE: January 2nd, 2010

- The APPLICANT is responsible for the completed application.
- While we would prefer all letters of recommendation are submitted through our online application system (Embark) we understand that it is not always possible. If you must submit a hard copy please have your letters delivered to you in a sealed envelope with the signature of the referee across the seal. If your referees prefer, they may send their letters directly to the Department.
- Please have your transcripts delivered to you in a sealed envelope.
- Please contact ETS **at least** 4 weeks before the application deadline and request that an official report of your GRE/TOEFL scores be sent to the Department of Anthropology.  
GRE: Institution code 1839, Department code 1701. TOEFL: Institution code 1839, Department code 81.
- Submit the following materials to **the Department:**

Graduate Admissions Coordinator  
Department of Anthropology  
101 West Hall  
1085 S. University Ave.  
Ann Arbor, MI 48109-1107

<b>Materials to send to the DEPARTMENT OF ANTHROPOLOGY :</b>			
<b>DOMESTIC APPLICANTS</b>	✓	<b>INTERNATIONAL APPLICANTS</b>	✓
1. Application Form*		1. Application Form*	
2. Description of Interests Form*		2. Description of Interests Form*	
3. Statement of Purpose (1000-1500 words)*		3. Statement of Purpose (1000-1500 words)*	
4. Personal Statement (1000 words maximum)*		4. Personal Statement (1000 words maximum)*	
5. Letters of Recommendation (3)*		5. Letters of Recommendation (3)*	
6. GRE scores (Original copy sent from ETS only)		6. GRE scores (Original copy sent from ETS only)	
7. Official transcripts (two copies †)*		7. Official transcript (one copy, with translation)	
8. Writing Sample ( <i>optional</i> , 30 page maximum)*		8. Writing Sample ( <i>optional</i> , 30 page maximum)	
9. TOEFL scores (if applicable)		9. TOEFL scores (Originals from ETS)	
10. FLAS intent form (if applicable)*			

- Submit the following materials to **Rackham:**  
Rackham School of Graduate Studies  
0120 Rackham - Admissions  
915 E. Washington St.  
Ann Arbor, MI 48109-1070

<b>Materials to send to RACKHAM:</b>			
<b>DOMESTIC APPLICANTS</b>	✓	<b>INTERNATIONAL APPLICANTS</b>	✓
1. Application Form*		1. Application Form*	
2. Application Fee*		2. Application Fee*	
3. Admissions Conduct Code *		3. Admissions Conduct Code*	
		4. Official transcript (one copy, with translation)	
		5. Affidavit of financial support (submit after you receive admit decision from Department)	

\* It is not necessary to mail these materials if you submitted them with your Embark online application.

† We understand that Rackham instructs you to send one copy of your transcript directly to them and one to the Department, but we prefer to receive both copies in the Department and we will forward on a copy to Rackham if necessary. You may also upload scanned copies of your official transcripts (both front and back) with your online application. See "grade record" in applicant handbook for more details on this process.