

Master of Arts in Liberal Studies Application Guide

Use this guide as a key to filling out your application. Please let us know if you have any questions: 302-831-6075 or mals-info@udel.edu.

1. Application deadlines can be found at <http://grad.udel.edu/apply/application-deadlines/>
 - a. Your application does NOT need to be complete by the application deadline. **You only need to hit the “submit” button by the deadline.** You can submit your application while you are waiting for recommendations or transcripts or are finishing up your essay.
2. You must apply online. The application is at <http://grad.udel.edu/apply/>
 - a. Scroll to the bottom of the page and click the yellow Apply> button to begin.
3. Create an account to start a new application
 - a. You will use your email and password to log in in the future.
 - b. You don’t have to do the application all at once—you can return to it as many times as you wish.
 - c. If you are returning to an application you have already started, you should see it once you log in. Just click on the words “20XX Graduate Application” and you will see an option to “Open Application.”
4. Within the application, the blue text on the left side of the page allows you to select the part of the application you want to work on. You do not have to complete the application in any specific order. If you wish, you can move sequentially through the application by clicking the “Continue” button at the bottom of each page.
 - a. Biographical Information—this should be fairly self-explanatory
 - b. Program of Study—use the drop down menu to choose “Liberal Studies (MA)”
 - c. Term Details
 - i. We allow entry into the program in fall, spring, and summer terms
 - ii. Indicate if you plan to attend full or part time (international students must attend full-time)
 - d. College Education History
 - i. Please read the directions on the page and watch the embedded video.
 - ii. Have unofficial transcripts ready for upload. (Scan your unofficial transcript and save as a PDF.)
 - iii. In a nutshell:
 1. click “Add Institution” for each higher education institution you have attended, beginning with your bachelor’s degree
 2. when the pop-up window appears, fill out the information requested and upload your unofficial transcript
 - e. Employment History
 - i. Click “Add Employer” and fill out the information in the pop-up window.

- ii. If you have a resume/CV to upload, choose the file and click the upload button or copy and paste the text into the window. You can upload the file as a Word document or PDF.
- f. Test Scores
 - i. We do not require any standardized tests. You can skip this page.
 - ii. If you do have test scores and want us to consider them, feel free to record them (complete directions are in the embedded video).
- g. Recommend
 - i. We require two recommendations. These should be from people who are familiar with those aspects of your life that bear upon your suitability for graduate study, for example, people you have worked with in your profession or in volunteer activities, present or former supervisors, or professors. Recommendations from personal friends and family are discouraged.
 - ii. Please watch the video instructions at the top of the page.
 - iii. Click “Add Recommender” and fill out the pop-up window for each recommender.
- h. Funding
 - i. Partial tuition scholarships are available for Master of Arts in Liberal Studies students on a competitive basis. You must apply by the stipulated deadline to be considered. If you wish to be considered, check “Yes” to “Do you wish to be considered for a partial tuition scholarship?”
 - ii. MALS does not have teaching or research assistantships or fellowships.
 - iii. Tuition is waived for Delawareans over 60 years old when they are matriculated in this or any other degree program at the University of Delaware.
- i. Graduate Application Essays
 - i. We require two essays:
 1. Submit a three to five page essay (double-spaced) about your intellectual interests and life experiences and how you think these can be developed in the Master of Arts in Liberal Studies program. Please discuss your personal or professional objectives and why you believe this degree is appropriate to help you reach them.
 2. Write a short essay (no more than three pages, double-spaced) about a book, essay, story or article that has been important to you (fiction or nonfiction). Discuss the author’s primary theme or argument and how it is developed. Describe how the work has influenced you.
 - ii. Upload your essays when you are completely done with them; they cannot be edited once you upload them (though you can delete them

and re-upload them). You can upload the essays as Word documents or PDFs.

- j. Disciplinary History
 - i. Choose “Yes” or “No” from the drop-down box for each question
- k. Additional Information—this should be self-explanatory.
- l. Signature—type your name in the box after reading the text
- m. Review
 - i. Any problems with your application will appear here so you can fix them before submitting.