

# Application Instructions

## APPLICATION FOR GRADUATE STUDY

The general “[Application for Graduate Study](#)” is a two-page document. Type or print legibly using dark blue or black ink.

**At Temple University, some schools and colleges may require separate applications and/or additions to the general application. Consult the particular department or program to which you are applying.**

*Item 1:* Enter your Social Security number (SSN). (International students who do not have an SSN are exempt.) Temple University requests your SSN because federal, state, and local law require the University to report the name, address, and SSN for certain purposes. Temple University will not disclose your SSN without consent unless it is required to do so by law, or as permitted by the University’s [Social Security Number Usage Policy](#).

*Items 8 and 9:* If you are a permanent resident of Pennsylvania and/or currently reside in Pennsylvania, enter the applicable county code from the list below:

### PENNSYLVANIA COUNTY CODES

01 Adams	24 Elk	46 Montgomery
02 Allegheny	25 Erie	47 Montour
03 Armstrong	26 Fayette	48 Northampton
04 Beaver	27 Forest	49 Northumberland
05 Bedford	28 Franklin	50 Perry
06 Berks	29 Fulton	51 Philadelphia
07 Blair	30 Greene	52 Pike
08 Bradford	31 Huntingdon	53 Potter
09 Bucks	32 Indiana	54 Schuylkill
10 Butler	33 Jefferson	55 Snyder
11 Cambria	34 Juniata	56 Somerset
12 Cameron	35 Lackawanna	57 Sullivan
13 Carbon	36 Lancaster	58 Susquehanna
14 Centre	37 Lawrence	59 Tioga
15 Chester	38 Lebanon	60 Union
16 Clarion	39 Lehigh	61 Venango
17 Clearfield	40 Luzerne	62 Warren
18 Clinton	41 Lycoming	63 Washington
19 Columbia	42 McKean	64 Wayne
20 Crawford	43 Mercer	65 Westmoreland
21 Cumberland	44 Mifflin	66 Wyoming
22 Dauphin	45 Monroe	67 York
23 Delaware		

*Items 12 and 13:* Indicate the program/curriculum to which you are applying in Item 12 and the degree sought in Item 13. Refer to the “[List of Degrees and Programs](#).”

*Item 14:* If the program to which you are applying is offered in more than one location, please indicate your campus preference. A number of programs are available in their entirety at multiple campuses, as listed in the “About the Program” section of each program’s description in the [Graduate Bulletin](#). The Pennsylvania campuses include:

CAMPUS	ADDRESS
Main (MAIN)	1801 N. Broad Street, Philadelphia
Ambler (TUA)	580 Meetinghouse Road, Ambler
Center City (TUCC)	1515 Market Street, Philadelphia
Health Sciences Center (HSC)	3401 N. Broad Street, Philadelphia
Fort Washington (TUFW)	401 Commerce Drive, Ft. Washington
Harrisburg (TUH)	234 Strawberry Square, Harrisburg

*Item 23:* Prepare a statement of goals, emphasizing individual strengths, interests, and future objectives. The quality of your statement may be critical for acceptance into the program, as well as for any financial aid award. This statement is required of all applicants.

*Item 24:* Write a statement about exceptional circumstances that have impacted your academic career if the information is relevant to your application for admission to the department/program. Do not duplicate information in Items 19-22. This statement is optional.

## REFERENCE REPORTS

Most graduate programs at Temple University require applicants to submit reference reports. The “[Reference Report for Graduate Study](#)” is a two-page document.

To determine how many reference reports are required by the program to which you are applying, please see the “Admission Requirements and Deadlines” section of each program’s description in the [Graduate Bulletin](#). If reference reports are required, follow these instructions:

1. Complete Section I of each reference report form.
2. Send the form to each individual who will provide a reference, asking that Section II of the form be completed.
3. Ask evaluators to send their completed reference report directly to the department/program of application, as shown in “[Addresses for Submission of Graduate Applications](#).”

The only exception to the above instructions regards applications to Psychology. These reference reports should be returned sealed to the applicant, who will then forward them with all other application materials in one complete package to the department.

To present your strongest application, obtain recommendations that demonstrate thoughtful insight into your abilities and talents. Please note that Temple University reserves the right to verify all reference reports with evaluators.

## ACADEMIC RECORDS

All applicants must submit one certified copy of official transcripts from every college and university attended, including Temple University. Academic records are required for all graduate and undergraduate work, regardless of whether a degree was awarded. Order your official transcript(s) from the institution(s) where you completed any undergraduate and graduate coursework, regardless of whether a degree was earned.

Most universities charge a fee for this service. To avoid a delay in processing, submit proper payment with each request for academic records to each college/university. Request that the Registrar(s) forward your official transcript(s) directly to the department/program, as shown in “[Addresses for Submission of Graduate Applications](#).”

Note that as of January 2011, the “Academic Records Form for Graduate Study” is no longer in use and is, thus, not available as a request form for transcript fulfillment.

## SUBMISSION OF THE APPLICATION

Your graduate application and all corresponding materials should be sent directly to the department or program to which you are applying, as listed in “[Addresses for Submission of Graduate Applications](#).”