



HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION
היברו יוניון קולג' – מכון למדעי היהדות

School of Graduate Studies
3101 Clifton Avenue
Cincinnati, OH 45220
513-221-1875 gradschool@huc.edu

Dear Prospective Graduate Studies Student:

We are delighted that you are interested in applying to the School of Graduate Studies at HUC-JIR. The Admissions and Recruitment Team welcomes your application and looks forward to assisting you in the months ahead.

Please review the application instructions carefully, noting the January 6, 2012 application deadline. The Admissions Committee will not review an application until it is complete; therefore we urge you to ensure your supporting materials (transcripts, letters of reference, GRE score report, etc.) arrive on time. A non-refundable fee of \$75 must accompany your application.

Admission to our graduate programs presupposes knowledge of Biblical Hebrew. All newly admitted students are given a short examination prior to their initial registration. For students with deficiencies, we provide a course of language study (non-credit) that includes a review of Biblical Hebrew. We also expect doctoral students to demonstrate reading knowledge of French and German by the end of their residency. All of our doctoral programs demand and cultivate expertise in the primary language of textual study, and in the secondary languages of scholarly research.

Financial assistance is available and is awarded solely on the basis of merit. An application for admissions is also considered to be an application for financial aid. Fellowship support includes the cost of tuition (currently \$21,000 per year for full-time students), and a cash stipend (currently \$10,000 per year). Fellowship awards are subject to annual review; it is the normal expectation that these awards will be renewed for full-time students if progress is satisfactory. This usually allows students to complete the formal Ph.D. residency and candidacy requirements (four years).

We strongly encourage applicants to get to know HUC-JIR/Cincinnati by visiting our campus, attending classes, and meeting with representatives of the School of Graduate Studies. To schedule a visit, please call the Administrative Assistant, Sarah Strouse at 513-487-3230. If you have any questions or would like to discuss the particulars of the Graduate Studies program, you may e-mail Dr. Nili Fox, Director, at nfox@huc.edu.

We look forward to being of assistance and guiding you through the admissions process as you consider your application to the School of Graduate Studies.

Yours truly,

Dr. Nili Fox
Director, School of Graduate Studies
nfox@huc.edu

Application for Admission
PhD in Judaic, Hebraic and Cognate Studies

Admission Requirements and Application Instructions

■ PROGRAM REQUIREMENTS

In order to apply to a graduate program of the PhD in Judaic, Hebraic, and Cognate Studies, applicants must be able to meet the following requirements by June 2012.

- A BA or BS degree from an accredited college or university. An MA degree is highly recommended.
- An academic record reflecting the ability to do graduate work at a 3.0 grade point average or above on a four-point scale.
- Completion of the general Graduate Record Examination (GRE).
- International applicants from non-English speaking countries **must** take the Test of English as a Foreign Language (TOEFL), now an internet based test (IBT). International applicants must have a working knowledge of English and a score of at least 90 on the TOEFL, with at least 22 on each constituent part.
- A solid working knowledge of Biblical Hebrew is required (equivalent to three years of college or seminary Hebrew).
- A serious commitment to academic study, and an ability to engage in abstract reasoning, to think analytically and conceptually, and to formulate mature judgments.
- An aptitude for clear oral and written self-expression.

■ APPLICATION SUBMISSION, PROCESSING FEE AND DEADLINE

The application and all supporting material must be submitted no later than January 6, 2012. Your application must be accompanied by a \$75 non-refundable application processing fee to be considered complete.

All supporting materials must be submitted to:

**Hebrew Union College – Jewish Institute of Religion
The School of Graduate Studies
Administrative Office, Room 211
3101 Clifton Avenue
Cincinnati, OH 45220**

Applications may be emailed to gradschool@huc.edu.

Once the completed application forms and the application processing fee are received, an application file will be opened.

■ SUBMITTING SUPPORTING APPLICATION DOCUMENTS

In addition to your application and essays, HUC-JIR requires a number of supporting application documents:

■ RÉSUMÉ

The résumé should be arranged in reverse chronological order, beginning with your most recent experiences, and should include descriptions of your education, work experience, leadership activities, relevant life experiences, and languages read and/or spoken.

■ STATEMENT OF PURPOSE

The statement of academic purpose should describe your background and previous academic work which includes a general description of the intended field of study (e.g. Bible, Ancient Near Eastern Studies, Rabbinics, etc.) and the reasons for pursuing advanced study in the field at the College-Institute. The statement of academic purpose should be no more than 1,000 words in length. Please be sure to use a font-size of 12-point, double space, and provide margins of no less than one inch.

■ GRADUATE RECORD EXAMINATION (GRE)

All applicants are required to take the GRE General Test. When registering for the GRE, please use the **school code 1291, which indicates HUC-JIR's Cincinnati Campus**, home of the School of Graduate Studies. GRE information is available at: www.ets.org/gre. We recommend that the test be taken at least four weeks before the application is due to allow time for the scores to be sent to HUC-JIR. GRE scores are only valid for five years. Candidates with a Ph.D. from an accredited institution are exempt from submitting GRE-scores.

■ TRANSCRIPTS

Please provide us with **one copy** of an official transcript from:

- The colleges from which you graduated *as well as any other colleges you attended*. (This includes any school at which you took a college-level class.)
- Any graduate schools where you have been enrolled as well as schools where you have taken graduate-level classes.
- Any “Year Abroad” programs or other foreign study. (*If grades from international programs are recorded on your college transcript you do not need to submit a separate transcript.*)

Have the schools mail the transcripts directly to: **Hebrew Union College – Jewish Institute of Religion, School of Graduate Studies, 3101 Clifton Avenue, Cincinnati OH 45220**. Please request transcripts with sufficient time to allow them to arrive by the application deadline.

International applicants must provide year-by-year records from colleges and universities attended. The records must indicate the number of hours per week devoted to each course, grades received for each course, and degrees awarded, with dates the degrees were conferred. This information must be provided in English. If this information is not available in English, it is the applicant’s responsibility to have it professionally translated and certified before it is sent to HUC-JIR. If grades are not determined on a 4.0 scale, please include guidelines in English from the school that explain the grading system.

■ THREE LETTERS OF REFERENCE

Contact the individuals you have listed on the application and send each of them a reference form

You must have *three academic references*. College professors or instructors with whom you have engaged in serious academic study should write the academic references. An appropriate academic reference is from someone who teaches in the humanities or social sciences, as these areas are most similar to studies at HUC-JIR. References from professors in the fine arts are generally less helpful.

HUC-JIR requires original, signed letters of reference, which address the questions and guidelines on the reference form. Photocopies of letters of reference originally intended for other purposes may be considered invalid. Mailed originals must be sent to: **Hebrew Union College – Jewish Institute of Religion, School of Graduate Studies, 3101 Clifton Avenue, Cincinnati OH 45220**.

The Federal Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, provides students the right to inspect their records. This includes letters of recommendation submitted in the application process. HUC-JIR carefully reviews all letters of reference. However, we find that letters written in confidence are most useful in assessing a candidate’s qualifications and promise. Therefore, we encourage you to sign the waiver printed near the top of each reference form before you provide it to your referee.

Reminders regarding references:

- Please allow each referee enough time (at least one month) to complete his or her letter of reference.
- Please make sure to complete the top of each form, filling in your name where indicated.
- If you wish to substitute, delete, or add references after you have submitted their names in the application, you must report this in writing or via e-mail to the School of Graduate Studies.
- References must be sent to **Hebrew Union College – Jewish Institute of Religion, School of Graduate Studies, 3101 Clifton Avenue, Cincinnati OH 45220**.

■ SUBMISSION OF WRITTEN WORK

Applicants are requested to submit a paper (published or unpublished) as a sample of their written work. This submission may be up to thirty (30) pages in length and must be sent to **Hebrew Union College – Jewish Institute of Religion, School of Graduate Studies, 3101 Clifton Avenue, Cincinnati OH 45220**.

■ INTERNATIONAL APPLICANTS

HUC-JIR is authorized under federal law to enroll students not holding U.S. citizenship. International applicants are required to fulfill all of the requirements for admission and provide documented evidence of financial support in order to obtain a student visa. The Immigration and Naturalization Service (INS) requires individuals holding a student visa to enroll as a full-time student with a minimum of nine units (three courses) per semester for graduate study.

International students should not expect to support themselves through employment while attending HUC-JIR as the INS rarely allows international students to work off-campus.

International students will be considered for HUC-JIR scholarships and study-related internships. HUC-JIR's Registrar's Office provides the required INS eligibility forms to enable students to enter the United States. Please contact the HUC-JIR National Registrar's Office about this information by phone at (800) 424-1336, extension 2220.

■ TEST OF ENGLISH AS A FOREIGN LANGUAGE

International applicants, for whom English is not their first language, **must** take the Test of English as a Foreign Language (TOEFL). The TOEFL is administered by the Educational Testing Service (ETS) in approximately 100 centers outside the United States. ETS can be contacted by mail at Box 995, Princeton, NJ 08540, USA or at www.ets.org/toefl. Those applicants completing the TOEFL are also required to complete the GRE.

■ CAMPUS VISIT

All applicants are encouraged but not required to visit the Cincinnati campus. A campus visit will provide you the opportunity to observe classes, meet students and faculty. Please contact Sarah Strouse, Administrative Assistant (513-487-3230 or gradschool@huc.edu), in the School of Graduate Studies if you wish to arrange a visit.

■ ADMISSION DECISION

Admission decisions are normally communicated by letter after the Graduate Executive Committee reviews applications and no later than mid-March.

■ MEDICAL FORMS

It is HUC-JIR policy for all enrolled students to submit medical information that is added to your confidential student record, in fulfillment of certain governmental and insurance requirements, and to assist with any emergencies that may arise. Medical forms are required before matriculation. All incoming students must have the official medical forms complete and submitted to the National Office of Admissions no later than June 6, 2012.

The documents include information for you to review and forms for you to complete with your doctor. You will need to schedule a medical appointment to complete the required information. The Medical Forms can be found as PDF documents on the HUC-JIR Admissions website at <http://www.huc.edu/admissions/medical/>.

■ LEARNING DISABILITIES

HUC-JIR admits students with learning disabilities, and is committed to fair and supportive accommodations for those with appropriate professional diagnosis and documentation. For more information, please see our policy at: <http://www.huc.edu/about/policies/06/LearningDisabilitiesPolicy.pdf>.

■ SCHOLARSHIPS AND FINANCIAL AID

The School of Graduate Studies grants two kinds of financial aid: scholarships, which defray the cost of tuition, and fellowships, which include tuition plus an additional cash stipend. All awards are based on merit and are reviewed annually. It is generally expected that students who receive financial support will remain in good standing and will continue to receive financial support throughout their period of eligibility (normally four years). In addition to scholarship and fellowship support, there is a limited opportunity for student employment, including teaching assistantships, library and clerical work, and research assistantships. Students may also be eligible for Federal Stafford Loans.

To be eligible for Stafford loans, applicants must complete the Free Application for Federal Student Aid (FAFSA) and other "need analysis" forms. The FAFSA form can be completed online at www.fafsa.ed.gov after January 1, 2012.

The HUC-JIR National Office of Financial Aid will transmit HUC-JIR financial aid information to the applicant if he or she is accepted.

■ APPLICATION CHECKLIST

Use the checklist below as a guide to completing the application forms and all supporting documents. Please refer to the application instructions for questions, or contact the School of Graduate Studies at gradschool@huc.edu.

Items to be sent to Hebrew Union College – Jewish Institute of Religion, School of Graduate Studies, 3101 Clifton Avenue, Cincinnati OH 45220:

- HUC-JIR Application
- Résumé, Photo, Application Essays and Personal Statement
- \$75.00 application-processing fee

- Undergraduate transcript
- Graduate school transcript (if applicable)
- GRE score report, directly from the testing company (be sure to use school code 1291)
- TOEFL score report (foreign students only), directly from the testing company

To be distributed to your referees (please print these forms from the attached, sign them, and complete the information at the top of the form). Send each referee a Document Request Form:

- Reference form (academic reference)
- Reference form (academic reference)
- Reference form (academic reference)

REMINDERS:

- To apply for Free Application for Federal Student Aid (FAFSA) go to www.fafsa.ed.gov and use school code G03047. After completing the FAFSA it will be sent to the HUC-JIR Financial Aid Office automatically.
- GRE score report will be sent electronically to HUC-JIR. Be sure to use school code 1291.
- All transcripts must be sent directly by the college or university registrar.
- All references must be sent directly by your referees.



School of Graduate Studies Application for Admission

APPLICANT INFORMATION

I am applying for admission to the (choose one) Ph.D. ___ M.A. ___ Pre-doctoral MA ___ for Fall, 20__ .

My major area of interest is _____

Name: _____
Last First Middle

Name by which I prefer to be called: _____

Social Security Number: _____

Phone: Day _____ Evening _____ Cell _____

Marital status: Single Engaged Married/Partnered Divorced/Separated Widowed

Spouse, partner or fiancé/ée: _____

Names and Ages of Children _____

Emergency Contact other than spouse/partner: Name _____

Emergency Contact Phone _____ Relationship _____

E-mail Address _____

Date of Birth _____ Birthplace (city/state/country) _____

Gender: Male Female Citizenship: U.S. Citizen U.S. Permanent Resident Foreign Citizen

If you are not a U.S. Citizen, please complete this section: Citizenship: _____

Visa Type (if you already hold a U.S. visa): _____

Ethnic Origin or Ethnicity (optional - this information has no bearing on acceptance, but is requested by United States accrediting agencies on a collective basis - your individual data will never be shared)

- African American/Black Asia Caucasian Hispanic/Latino
 Middle Eastern Native American/American Indian Other (specify)

PERMANENT ADDRESS (Please place a checkmark next to address where you would like to receive correspondence.)

Street Address _____

City _____ State _____ Zip Code _____

CURRENT ADDRESS (Please fill out if different from permanent address.) Address Valid Until: _____

Street Address _____

City _____ State _____ Zip Code _____

From whom did you first hear about this program at the Hebrew Union College-Jewish Institute of Religion?

Religious Affiliation (optional) _____

Have you previously applied for admission or completed a degree at HUC-JIR? Yes No

If you clicked yes, please list the program, year you applied, admission decision you received and/or degree completed.

To what other graduate institutions are you applying? (Optional) _____

Have you completed your GRE? Yes No

If yes, please provide your test date and scores: Test Name and Date: _____

GRE: Verbal: _____ Quantitative: _____ Analytical: _____ Writing: _____

For international students from non-English speaking countries or non-native English speakers: Have you taken the Test of English as a Foreign Language Internet Based Test (TOEFL IBT)? Yes No

If yes, please provide your test date and score: Test Date: _____

Scores: Reading: _____ Listening: _____ Speaking: _____ Writing: _____ Total: _____

EDUCATIONAL BACKGROUND

Please list all schools attended from high school on, even if you did not earn a degree at a particular institution.

	DEGREE MAJOR/MINOR	ENTRY DATE	GRADUATION DATE	INSTITUTION
GRADUATE SCHOOLS				
UNDER-GRADUATE SCHOOLS(S)				

How many semesters have you studied each of the following languages?

LANGUAGE	HIGH SCHOOL	UNIVERSITY	OTHER (please specify)
HEBREW			
GERMAN			
FRENCH			
GREEK			
OTHER			
ENGLISH*			

*For applicants whose native language is not English

Please list any academic honors, prizes, fellowships or scholarships you have received, or honor societies to which you have been elected: _____

Please list articles, books or other material published: _____

Do you have any health (psychological or physical) problems, which might affect your study? Yes No

If yes, please describe: _____

EMPLOYMENT EXPERIENCE

List the three most recent positions you have held, in reverse chronological order, beginning with your most recent experience. Please also attach a separate, detailed resume, as described in the instructions.

NAME OF ORGANIZATION	LOCATION/ADDRESS	POSITION	DATES

HUC-JIR graduates serve in communal, public, academic and educational atmospheres requiring a great deal of trust, self-awareness and integrity. Therefore, it is critical that the admissions committee evaluate the background of each candidate for suitability. The following questions are designed to assess issues in this realm.

	Yes	No	Explain
1. Are criminal charges pending against you or have you ever been arrested for or convicted of a crime other than a minor traffic violation?			
2. Has a legal complaint ever been brought against you for a crime against a minor? If yes, please explain.			
3. Have you ever been the subject of a disciplinary inquiry or procedure in your place of employment or in an academic situation? If yes, what was the concern and what was the judgment?			

By clicking this box, I hereby certify that I have not knowingly omitted or falsified any information I have been asked to provide. I understand that all admissions materials submitted become the exclusive property of HUC-JIR.

REFERENCES

Please list three referees who are able to address your readiness for graduate education. Please list each name and e-mail address, and provide them with the downloadable form accessible through this application.

1. Name _____ E-mail _____

Title _____ Address _____

2. Name _____ E-mail _____

Title _____ Address _____

3. Name _____ E-mail _____

Title _____ Address _____



School of Graduate Studies Reference Form

To the Applicant:

Please complete the top section of this form then send it to the person providing your letter of reference.

Applicant's Name _____

Degree Program: Ph.D. M.A. Pre-Doctoral M.A.

The Federal Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, give students the right to inspect their records. This includes letters of recommendation submitted as part of the application process. HUC-JIR will carefully review all letters of recommendation. However, letters written in confidence are most useful in assessing a candidate's qualifications and promise. If you sign the following waiver you will waive your right to see this letter.

By signing below, I waive my legal right to inspect this letter of recommendation.

Signature of Applicant _____ Date _____

To the Referee:

Please attach the letter of recommendation to this completed form. Please be advised of the student's right to inspect this recommendation should they not waive the right indicated in the instruction "To the Applicant."

The School of Graduate Studies will appreciate a statement from you concerning the above named person, and would like for you to address the following:

1. Please tell us the nature of your relationship to the applicant
2. Please assess the applicant's aptitude for graduate study by addressing the following areas: academic and intellectual ability, character, and personality, and emotional stability
3. Please assess the applicant's promise for contribution to his/her chosen field of specialization
4. Please identify the applicant's weaknesses and strengths

Name of Referee (*please print*) _____

Signature _____

Institution _____ Title _____

Address _____

City _____ State _____ Zip _____

Phone: _____ E-mail _____

Please attach this form with the letter of recommendation addressed to:

School of Graduate Studies

Administrative Office · Room 211

3101 Clifton Avenue · Cincinnati · OH · 45220

If you have any questions, please contact the School of Graduate Studies

Phone 513-487-3230 · E-mail: GradSchool@huc.edu · Fax 513-221-0321