

Graduate Program Application Guide

STEP 1: Application on Duquesne's Website

- Go to the following webpage <https://duq.edu/academics/schools/liberal-arts/apply-to-a-graduate-program> and select the blue button titled "APPLY HERE."
- Create an account with a primary email address and memorable password.
- Begin by filling out the prompted sections shown on the left of the screen (Personal Background, Academic History, Employment, Recommendations, etc.).
- Under the "Academic Plans" section this is where you will select the Communication program you are applying to.
 - Select Student Type as **Graduate** → Area of Study select **Liberal Arts** → Major/Program Select one of the following that is correct for you Communication MA, Corporate Communication MS, Rhetoric & Philosophy of Communication MA, or Rhetoric Ph.D.
 - Select your Entry Term based on when you would like to start your program (Fall or Spring).
 - Select whether you would like to complete the program on a full-time or part-time basis.
 - Select if you would like to be considered for a Graduate Award.
- Finishing filling out the rest of the requested information in the sections listed on the left side of the screen.
- DOUBLE CHECK all of your information and that you have selected the correct Communication program for you under the "Academic Plans" section.
- Review and submit your application.

STEP 2: Submitting Supporting Documents

- Once you have reviewed and officially submitted your online application you will be directed to the SLATE portal that will give you access for submitting your supporting documents.
- Follow directions on this portal for how to submit the following supporting documents:
 - Official Undergraduate and Graduate Degree Transcripts
 - Each transcript must indicate what degree you received and when it was conferred. If you are in the process of completing a degree, you may submit an up-to-date unofficial transcript, followed by a final, official degree transcript upon enrollment as a Duquesne University graduate student.
 - Personal Statement
 - Your personal statement should describe your reasons for pursuing graduate study, your career aspirations, your special interests within your field, and any unusual features of your background that might need explanation or be of interest to your program's admission committee.
 - Writing Sample
 - An academic or professional document that best displays your writing abilities.
- Letters of recommendation will be submitted electronically by those you selected in your "Step 1 Online Application."
- GRE or TOEFL Scores are electronically submitted by your GRE testing center (see below).

STEP 3: Test Scores

- Submit official test scores electronically from the test site. Duquesne University's code is 2196.
 - All students: Official GRE (Graduate Record Examination) scores.
 - International Students: Official TOEFL (Test of English as a Foreign Language).
 - If you have previously studied in an institution within the United States the TOEFL or IELTS is not required

For more information or questions please contact Administrative Assistant Rita McCaffrey by calling 412-396-6446 or emailing mccaffrey@duq.edu