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THE APPLICATION PROCESS

Can I apply on-line? Yes. Applying online is simple and fast, and you can log back into your account to see what materials we have received in support of your application. To apply online, you want to go to the GMU admissions website at <http://admissions.gmu.edu>. The online application page includes detailed information on the application process. The online application fee is \$60 whereas the paper application fee is \$75. We recommend submitting an online application. Applications can be found online at <http://admissions.gmu.edu>.

Can I submit credentials on-line?

Yes, you can submit all supporting documents (excluding transcripts and test scores) online. Goal Statements can be submitted during the online application process or submitted later by mail or by email. It is required that all letters of recommendation come directly from the person who is writing the recommendation or mailed to us from the applicant in a signed (by the writer) and sealed envelope. Please include the graduate recommendation letter form which you will find within the online application. These can be E-mailed to icarinfo@gmu.edu. If need be, the writer can fax their letter and recommendation form to 703-993-1302. The recommendation form is not required, however, if one is not submitted, then it automatically waives the applicants right to view the letter at a later date.

Do you offer pre-screening of candidates' resumes, achievements, and transcripts by e-mail?

No, the admissions office does not offer any type of pre-screening. We can give you an idea of what the ICAR "ideal candidate" would be, but we are unable to review your entire case without formally applying. ICAR also offers an information session for prospective students, where you can also find out this information and get a good sense of what the ICAR admissions committee is looking for in an applicant. Please check the calendar for dates http://icar.gmu.edu/ICAR_info_sessions.html.

Is the GRE Required at ICAR?

No and those students who submit GRE scores are not favored over those who do not.

Is there a language requirement at ICAR?

No. However, it is required that to earn a PhD, the student must be proficient in a language other than English before graduation.

Can I apply to more than one program? How do I apply to a joint program?

You are welcome to apply to another graduate program at George Mason University. Please visit the website of the program in which you are interested for their application process. ICAR does not offer any joint program with other schools within George Mason or other academic institutions. We do have a dual degree option with the School of Social Work. One would receive an MS in Conflict Analysis and Resolution and an MSW. For this program, you apply to the MSW program and then the MSW program will share your materials with ICAR. You must be accepted into both ICAR and the MSW program to complete the dual degree.

How do I pay my application fee? Are fee waivers offered?

A \$60 USD fee is required for an online application. A \$75 USD fee is required for all paper applications. Unfortunately, George Mason cannot waive any of these fees. Contact us with further questions.

To what address should I send my supplementary materials?

ICAR Graduate Admissions
3401 Fairfax Dr., MS 5E9
Arlington, VA 22201
703-993-1300

Note that MS 4D3 is also ICARs address. You can use MS5E9 or MS4D3.

If you are mailing items by Fedex, UPS, DHL etc, please use our physical address instead:

ICAR Graduate Admissions
3330 Washington Blvd
Truland Building, 5th Floor, Suite 500
Arlington, VA 22201

Do all of my application materials need to be received by the deadline?

You must apply by the application deadline. Some supplemental documents such as letters of recommendation may be received a *few days* afterwards- if this is the case, please contact us to let us know or there is a risk that your application will not be reviewed. We strongly encourage all application materials to be received by the admissions deadline. Any delay in their arrival could delay the processing of your application and affect it being forwarded to the admissions committee. ***Please apply online before you start sending your supplemental documents.***

Note that we only have admission cycle for the MS/PHD programs (fall cycles only)

MS/PHD Deadline: January 15 if you have international credentials

February 1 if you do not have international credentials

Certificate Deadline: Fall admission: May 1

Spring admission: October 15

How do I know if my application materials have been received?

If you have applied online, you will be able to check the status of your credentials through the online status checklist. To access this checklist, login to your George Mason online application (please remember to save your pin and password). Once within your application, you will see the status of your supplemental materials. However, please be aware that it may take the admissions office approximately one to two weeks to process all materials and update your checklist. The final admissions decision ***will not*** be posted online.

What should I say in my Personal Statement?

In general, your personal statement should be approximately 750-1000 words and should state your goals and objectives for graduate study overall, and at George Mason University specifically. The personal statement allows you to highlight areas of your background or interests that may not be clear in other areas of your application. Therefore, it is very important to write a clear and concise statement that expresses your interest in the program of application, and what you hope to gain from, or bring to, the program of study. You may address special features of the program that made it the right fit for you, or you may address specific topics that you are interested in studying and what your experience has been related to these topics. You may wish to address aspects of your personal, academic, and work related experiences that would make effective contributions to the program or would showcase your knowledge and interest in your chosen area of study.

Whom should I ask to write my recommendation letters?

Your recommendation letters should be written by an authority on your academic and/or professional experience. This can be a professor, advisor, supervisor, etc. It is not required that one should have a professor write a letter of recommendation since many applicants have been out of school for many years.

Do I need transcripts from every school I've attended? Yes. You do need to request *official, original* transcripts from every institution you have attended beyond secondary school, even if you did not receive a degree from a specific institution. This includes junior and community colleges. If you have trouble in requesting certain transcripts, let us know. The most important transcripts to request are where you conferred your degrees.

How do I know if the documents I have submitted are official?

Documents, such as letters of recommendation and transcripts, are official if they arrive in a sealed envelope with either the recommender or the registrar's signature across the seal of the envelope. If you have applied online, the electronic submission of your letters of recommendation is considered official. These should be submitted directly from the author of the letter. For international documents, we do not accept documents that have been notarized by a notary public. We would only accept an official copy of a document notarized by an embassy or Ministry of Education. Also for international documents, we need transcripts in their original language and also official English translations. These must be official documents translated by either the University that produced the transcript or an official translator. GMU will not accept documents that have been translated by the applicant.

TOEFL scores are only considered official if they arrive directly from ETS. Score reports received from the applicant are not considered official. ***Note that the GRE is not required for admission into a program at ICAR.

If you have questions about the documents you have submitted you can send an email to icarinfo@gmu.edu or call our offices at (703) 993-1300

Will I be notified when the Admissions Office receives my materials?

We will contact you via email of the materials that we are still missing for your application package. You can check the status of your application online and view which documents have been received. Please note that during January/February, this is a very busy admissions period and it may take a few days to return your email or phone call. We encourage all applicants to apply early to avoid the last minute rush before the deadlines.

Can I check on the status of my application while I'm waiting for a decision?

Students can check the status of their application online. There you can view which application materials have been received and which have yet to make it to the admissions office. Please note that during busy times, it may take a few days to show up online when a document has made it to the admissions office.

When will I know the decision on my application?

The admissions committee reviews all applications at the same time for the MS and PHD programs. Decisions will be sent out/available in mid to late March. The certificate program admissions cycle is on a rolling basis. It is likely that you will get a decision within a couple weeks after submitting your complete application. We will send decisions my email and by mail. The admissions decision will not show up online.

GENERAL INFORMATION

What is graduate student life like at George Mason?

Graduate life differs greatly from undergraduate life. First, the student population is far more diverse, including married individuals, people pursuing a second career, older students returning for a degree, full-time professionals, etc, alongside full-time students who have recently received a degree. Students coming directly from undergraduate studies may be surprised by this shift from a structured social/work community to an environment of autonomy. Department and program offices often have specialized academic and social events for graduate students, and the Graduate Student in Conflict Studies organization plays a role in bringing together students from different programs to meet socially or participate in campus issues. Many campus-wide lectures provide opportunities for stimulating thought beyond specific disciplines.

Secondly, most undergraduate students live on campus, while graduate students live in surrounding areas. The many offerings of life in and around Washington provide graduate students with the freedom to construct their own lifestyles in the diverse culture of Metro DC. Many campus activities, buildings, and events are open to all students; however, graduate students are not confined to life within the campus walls. Most welcome the independence that comes with life as a graduate student.

Where do I go to find out more information on a program?

Access the ICAR web site at icar.gmu.edu. This is your greatest resource at this time. It holds all information on our programs, requirements, faculty etc. Here you will also find a listing of our information session dates. All of our hardcopy information and literature on our PhD/MS/certificate programs is posted on our web site

INTERNATIONAL APPLICANT QUESTIONS

Are international students eligible for financial aid?

While international students are generally not eligible for federal loan money from the United States government, they are certainly eligible for other funds. Financial aid is merit-based and all applicants are eligible to compete for available funds. Merit-based scholarships are available to students registered in most doctoral and master's programs and these funding sources pay part or all of tuition. Assistantships and fellowships normally include a stipend and a full tuition scholarship. ICAR has a small number of graduate research assistantships. These are granted each fall and you are asked to fill out an application after you submit your application for admission at ICAR. Funding decisions are usually made by April. Assistantships are usually granted to PhD students. The amount of funding ICAR has for student support is very limited and we encourage all applicants to explore other outside funding opportunities. To research other scholarship and fellowship opportunities, go to <http://www.gmu.edu/student/fellowships/>. For questions on financial aid, please go to: <http://financialaid.gmu.edu/>.

How do I secure a student visa for study in the United States?

There is an application for students seeking F1/J1 status within the admissions application online. There are details on the Office of International Programs and Services at GMU on their web site at <http://oips.gmu.edu>.

ADMITTED STUDENT QUESTIONS

How long do I have to make a decision to enroll at ICAR?

Decisions are usually sent out in mid to late March. You should notify ICAR about your intent to enroll in classes or withdraw your admission offer by May 1. If you need more time, please contact us. ICAR does not require a deposit.

Can I defer my admission?

Students can defer their enrollment at ICAR for one semester guaranteed. If a student wishes to defer one year, the admissions committee will review their application again and therefore, we cannot guarantee admission for the following fall cycle.

How much estimated financial aid will I receive?

ICAR has limited internal funding for students. Most financial assistance, usually in the form of Graduate Assistantships goes to incoming PhD Students. Some financial assistance may require a GRE score.

If you have been admitted to a program and the department has decided to offer you a fellowship, assistantship, or scholarship, a letter will be sent to you with the amount of your award and the terms of your award. Please check with the department for questions regarding the number of awards and amount of funding available. Information on financial awards may be found on the departmental website.

How do I confirm my intent to enroll?

Please email icarinfo@gmu.edu with your decision on whether to enroll, defer one semester, or would like to withdraw your admission offer.

Once I confirm my intended enrollment at ICAR, what do I do next?

Make plans to attend the orientation sessions held before the start of classes in August. Read over literature that we include in your acceptance package. You do not need to meet with your advisor before you start to register for classes in the fall. Follow the guidelines in the student handbook. If you have questions, feel free to contact us.

If you have questions on housing, a good place to look is <http://oips.gmu.edu>. www.craigslist.org is also helpful. Additionally, the Washington City Paper has a housing section, <http://www.washingtoncitypaper.com/class/classifieds.html>. The Washington Post also has housing listings www.washingtonpost.com.

As you're looking at apartment listings, you may want to reference the metro system to see how convenient neighborhoods are to a metro station. Here's the website for the metro <http://www.wmata.com/>.

REACTIVATING YOUR APPLICATION QUESTIONS

I applied a year ago and would like to do so again. How do I re-activate my application?

Contact icarinfo@gmu.edu to let us know you would like your application reopened for the upcoming admissions cycle. Please include your full name in the email along with any updated contact information and your G# from your previous application if known.

NON-DEGREE STUDENT QUESTIONS (AKA EXTENDED STUDIES)

How do I take a class at George Mason without being admitted to, and enrolled in, a degree program?

You can enroll in a "for credit" graduate class as a non-degree student through our Non Degree Office. The non-degree application is found on the admissions web page:

<http://admissions.gmu.edu>. Students can transfer up to 12 non-degree seeking graduate credits into the PHD or MS program at ICAR. The classes that a non-degree student can take at ICAR are CONF 501 and elective credits. Non-degree seeking students are restricted from taking any ICAR required courses. Non-degree seeking students cannot take CONF 801, they would take CONF 501 as their introduction to the field if they are seeking future PhD study at ICAR.

CONTACT US:

If I have other questions, whom do I need to contact?

Please contact ICAR at 703-993-1300 or by E-mail at icarinfo@gmu.edu. You may speak to Erin Ogilvie, ICAR's Graduate Admissions and Student Services Director or Zoe Rose, Graduate Admissions Assistant.