

The Echo Application is a subset of the Notre Dame Graduate School Application, which is accessible on the Graduate School's website at <http://graduateschool.nd.edu> (go to "Admissions," then "Apply Now"). Although other Notre Dame Graduate Theology programs have later deadlines, the Echo application (including all supplemental materials and GRE scores) must be submitted by midnight on **January 10, 2018**. *(Please note: Echo applicants who apply by December 1, 2017, are eligible to have their \$75 application fee waived.)*

The On-line Application:

- Before you begin your application, please notify Ciara Kanczuzewski (cmccance@nd.edu) to assure that your application will be reviewed.
- Create an account to start an application by entering your email, name, and birthdate.
- When you register for an account, you will be assigned a temporary pin number connected to your email. Once you plug in the pin number, you will set your new password. You will need both your email (which functions as your username) and the password you set up to access your application each time after your first visit.
- After you create your profile, click on "**Start New Application**".
- You will then be asked to choose an *Application Type*: first choose "**2018**" for the year.
- Second, choose "**Summer 2018**" from the drop-down box and click "**Create Application.**"
- An "Application Details" box will appear. Click "**Open Application.**"
- Next, you will be directed to an "Instructions" page. Please read thoroughly and click "Continue" when you are finished.

APPLICATION TYPE & TERM

- Applicant type: Choose "**Degree**" from the drop-down menu.
- Program Specifics: Do you plan to attend full-time? Chose "**Yes.**"
- Program Applying to: Select "**Echo Program**" from the drop-down menu.
- Application Term: Select "**Summer 2018.**"
- Potential Faculty Advisor: **leave blank.**
- Prior Applications to Notre Dame: **fill in as appropriate.**
- Next, you will be asked if you are applying to *Multiple Programs*: If Echo is the only program to which you are applying, choose "**No.**" If you are applying to other graduate programs at Notre Dame, choose "Yes," and enter them into the blank field. *Please contact [Ciara](#) as soon as possible to ensure that your application will be properly received by Echo, noting that separate applications are required for each graduate program at Notre Dame.*
- Finally, you will be asked if you are applying to, or affiliated with, any other specific programs. You may **skip this question**, as Echo is not affiliated with any of the programs listed there.
- Click Continue.

Contact Information & Personal Information

Fill in & continue (your information will automatically be saved).

Test Score Information

- Enter your **GRE test date** and the three **scores/percentiles** you received.
*(If you have yet to take the exam, please fill in the **date you plan to take the test**, or leave blank if date has not yet been set. See details below.)*
- When you take the GRE, please make sure to request that your scores be sent directly to the Notre Dame Graduate School, “Theology Department.” (You will do this by entering a code for the ND Grad School, and then another code for a general department, which will likely be labeled “Religion and Theology.”) *If you have a hard copy score report, you may scan and upload it to this section of the application.*
- **GRE scores must be submitted by the regular Echo Application Deadline on January 10th.**
*Although you can submit your application early without GRE scores, the Graduate School will consider your application “incomplete” until they receive your scores. Due to a 10-14 day delay between taking the test and the GS receiving your scores, please make arrangements to take the GRE **before December 31**, or email [Ciara](mailto:Ciara@nd.edu) (cmccance@nd.edu) your scores **directly if taken between January 1-10**.*

Graduate Record Examination (GRE): The Graduate School requires you to take the GRE for admission into the Graduate School. An application for degree-seeking status is not complete without official GRE scores. The M.A. Theology Program prefers passing scores of **153+** on both Verbal and Quantitative Reasoning sections (500+ on the former scale), and **4.0** or above on Writing. Ultimately, official test scores supplied by the testing institution are required for all Echo applicants by **January 10**. Applicants who do not meet these score standards will be asked to retake the GRE. *Questions about sufficient scores can be directed to [Ciara Kanczuzewski](mailto:Ciara.Kanczuzewski@nd.edu) or [Dr. Katie Cavadini](mailto:Dr.Katie.Cavadini@nd.edu), director of the M.A. Theology Program.*

Academic History

- Fill in the necessary information for your undergraduate, baccalaureate institution(s) and any other institutions through which you earned academic credit and/or a degree, including summer courses, graduate course credit, etc. (As you enter the name of each institution, an automated list of options will pop up corresponding with the text you have entered. Make sure to select your exact institution from the list, and it should auto-populate the fields with the school’s information.)
- Include the URL for each institution that you have attended. *Note: before submitting your application, you may receive a warning message to check your institution’s URL. This is not an error message, but simply a warning to double check and make sure you have indeed added the (correct) website for each institution. The “warning” message will not prevent you from submitting your application.*
- Fill in the related information for each institution you have attended, including major(s), minor, and GPA as it appears on your transcript. *Note: There is only space to indicate one minor. If you have more than one minor, please choose one to list here and list all minors on your résumé. Also, if your actual major or minor is not listed, please select “other” and note your actual area(s) of study on your resume.*
- Upload an electronic copy of an unofficial transcript for each institution attended.
(Details below.)
- Click “Save” after completing each entry.
- Click “Continue” after entering your academic history.

Transcripts: The application asks that only unofficial, electronic transcripts be submitted with your application. *Once admitted, the Graduate School will need a complete, official transcript detailing your completed coursework and showing your degree earned. Since your final transcripts will not be available until after your undergraduate graduation, an electronic, unofficial transcript (or scanned copy) will serve in place of your official, complete transcript until the end of this school year. For college graduates who already have final transcripts, please upload a complete, unofficial or official electronic transcript to your application. No paper materials will be accepted by the graduate school, and you will not be able to submit your application without uploading a transcript document for each institution attended. Please contact [Ciara](mailto:Ciara@nd.edu) with questions re. transcripts.*

Additional Information

- When asked to rank your school preference, type “**Notre Dame**” as #1; if you are considering other schools which you would rank over Notre Dame, then enter them accordingly.
- Under “Applying to Notre Dame”: answer those questions as they are true for you.
- For the last item in that list (“How did you learn about graduate studies at Notre Dame?”), please select (among other responses that may be true for you): “**Contact from your prospective department or program.**”
- Fill in “Language Proficiency” fields as they pertain to you.
- Under “Financial Aid,” please specify source of alternate financial aid by typing, “**Costs covered by the Notre Dame Echo Program.**” (No “other aid award letter” is necessary.) *Details below.*
- Additional Questions: Answer appropriately.
- For the last question (“Will you be paying your application fee with a waiver?”): Those who apply on or before December 1 are eligible for a fee waiver. Please contact [Ciara Kanczuzewski](#) by November 26 to request the fee waiver code needed for this field. (You will enter the code here.) For those applying after December 1, you will select “no” from the drop-down menu, and follow payment instructions at the end of the application.
- Click “Continue.”

Financial Aid: Graduate students can be considered for financial aid. However, Echo participants earn a \$12,000 annual stipend and the Echo Program covers tuition costs for the M.A. degree, as well as housing year-round, and a summer meal plan for its participants. Given the financial assistance you will receive through Echo (and the stipend you will receive from your service placement), there will most likely not be a need for you to apply for financial aid. You are, however, free to choose to apply for *additional* financial assistance if you deem it necessary. *This is done independently of Echo and should be handled exclusively through the Office of Financial Aid.*

Recommendations

- You can request up to five (5) recommendation letters through the GS application.
 - Echo requires **three (3) professor letters, one (1) personal reference**, and a rector recommendation letter (for Notre Dame, St. Mary’s College, and Holy Cross College students only).
 - Simply click on the “**add recommender**” link to enter up to five names of recommenders. (Professor recommenders need not be theology or religious studies professors, but they must have had you in an evaluated course in which you received a letter/number grade.) *Contact [Ciara](#) with questions regarding recommenders.*
- **IMPORTANT:** Before filling in the fields requesting the professional and contact information for your recommenders, Echo suggests that you, **first, personally contact all of your potential recommenders** to send them the corresponding information about Echo (found on the [Echo Website](#), on the “[Application Materials](#)” page under the “Apply to Echo” tab), and invite them to write your letter. *(N.B. Once you fill in the names and contact information for your recommenders and click “send to recommender,” an email will be generated to your recommender’s corresponding email address immediately, prompting them to submit a recommendation letter on your behalf. You will want them to be prepared to receive the request and, hopefully, ensure that they know a bit about Echo before submitting a letter for you.)*
- Fill in the **names and contact information** for each of your (four or five) recommenders:
 - Please follow the Grad. School guidelines for providing recommender information.
 - Although the Graduate School does not require a personal letter of recommendation, Echo does. Please add a fourth recommender (after your three professor contacts) who will similarly be prompted to write a recommendation letter. *It is imperative that you personally send instructions from the Echo website to your personal recommender, since the nature of his/her letter differs from a professor recommendation letter.*

- If you would like to request someone to write a *second* personal recommendation letter for you (not required), you can add a fifth recommender's name. (*N.B.* ND, SMC and HCC students will need to use this fifth field for their Rector Recommendation Letter, downloadable from the Echo website on the "[Application Materials](#)" page.)
- Click "Continue" when finished with the recommender portion.

Downloadable Forms

Please download the **Echo Supplemental Application** form (in PDF & Word). This constitutes the main body of the Echo Application, and will require the majority of your time and attention. Directions for this portion of the application are at the beginning of the document. All questions regarding the Echo Supplemental Application should be directed to Ciara Kanczuzewski (cmccance@nd.edu). The Echo Supplemental Application is *required for submission*, and your Echo/Graduate School Application is not complete without this component.

→ Once you have downloaded both the PDF & the Word versions of the Echo Supplemental Application, click "**Continue.**"

Uploads

- **Program Upload:** (*Important!*) This is where you upload your completed version of the **Echo Supplemental Application**. This additional upload can be found on the Graduate School's [Downloadable Forms](#) page, as well as the [Application Materials](#) page on the Echo Website, under the "Apply to Echo" tab.
 - N.B. *The **Echo Supplemental Application** includes 25 questions, ranging from short, one-word biographical inquiries to twelve, 250-word short answer questions.* Please use the PDF version to preview the questions and prepare your answers, which you will later insert into the Word document version of the Echo Supplemental Application.
- **Statement of Intent:** You are required to upload a Statement of Intent. This statement should be about 300-words, and speak to your rationale for applying to Echo (the parish catechetical leadership and/or the theology teaching track). Please include the reasons why you hope to be admitted to Echo, and to each track specifically; however, this need not be an essay to express your enthusiasm for Echo. Although this statement is brief, it should clearly explain your desire to commit to a two-year service and graduate study program, situated in a context of integrative formation. You need not repeat content from your résumé or other parts of the application here. Be creative and unique, and tell us something about yourself that we might not otherwise know!
- **Résumé/CV:** The application asks you to upload your résumé or CV (*Curriculum Vitae*). Please keep your resume/CV to 1-2 pages.
- **Writing Sample:** You DO NOT need to upload a writing sample for Echo, unless otherwise notified. Your short essay answers on the Echo Supplemental Application will give a good indication of your writing ability and potential for graduate work.
- **Additional Documents:** You DO NOT need to upload additional documents, unless there is something you would like to have considered with your application that is not already included in the GS or Echo-specific applications. If you have completed a STEP course for prerequisite credit, you may want to upload your final assessment paper(s) here. (*N.B. If you do plan to upload an additional document, please indicate this within the Echo Supplemental Application document, under number 24: "Miscellaneous or Additional Information."*)

Signature

In lieu of a signature by hand, you will type your full name signature electronically, which indicates that everything you have included in this application is true and came from you alone.

Review

This page has helpful payment information and also allows you to view the status of your application, including any areas that remain incomplete (in red) or may pose problems during processing (in orange). You can also preview your application (how it will look to those who receive it) here. *N.B. You will not be able submit your application until items in red are addressed.*

Submit Your Application

Once you submit your application, you cannot make changes to it. You can, however, submit an application lacking GRE scores and recommendation letters before January 10, so long as you take the test and recommendation letters are submitted by January 10. As a reminder, please request that your electronic GRE scores be sent directly to the Graduate School. *N.B. The graduate school will not accept any paper application materials.*

Application Fee: Each application to the Graduate School requires a fee of \$75. When asked to “**Select Payment Method,**” choose your preferred method of payment. (You are responsible for the \$75 application fee.) *The application fee will be waived for all Echo applicants who submit the application by December 1. (Email [Ciara Kanczuzewski](mailto:Ciara.Kanczuzewski@nd.edu) for the Echo application fee waiver code by November 26.)*

Deadline and Submission: As stated previously, the completed application (including both the **GS component** and the **Echo Supplemental Application**) must be submitted to the Graduate School by the Echo deadline: midnight on **January 10**. *Important:* Once your on-line application is submitted, please inform Ciara Kanczuzewski via email at cmccance@nd.edu.

For Further Information: If you have technical problems with the application, **please contact the Graduate School directly**. You will find contact information for tech support as well as very helpful answers to Frequently Asked Questions on their website: <http://graduateschool.nd.edu/admissions/faq/>.

2018 Echo/Graduate School Application Instructions



Otherwise, please feel free to contact one of the following persons:

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