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 and all supplemental materials must be submitted by midnight on January 10, 2015. (Please note: Echo applicants who apply by December 1, 2014, are eligible to have their $75 application fee waived.)

The Online Application:

• Before you begin your application, please notify Aimee Shelide Mayer (ashelide@nd.edu) to assure that your application will be reviewed.
• Create a user profile, including a password—you will be assigned a pin number. You will need both the pin and the password to access your file each time after your first visit.
• After you create your profile, click on “Application for Admission”.
• Click “Application Type and Term” on the left browser to begin your application.

Application Type & Term

• You will then be asked to choose an Application Type: choose “Degree”.
• Next it will ask for Admission Term: choose “Summer 2015.”
• Next, you will be asked if you are applying to Multiple Programs: choose “No.” (If you do intend to apply to other graduate programs at Notre Dame, please contact Aimee asap.)
• 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.

Contact Information & Personal Information

Fill in, save & continue…

Test Score Information

• Enter your scores and the date you took the GRE. (If you have yet to take the exam, you can leave this section blank. See details below.)
• Please make sure to request that your scores be sent directly to the Notre Dame Graduate School. Although you can submit your application without GRE scores, the Graduate School will consider your application “incomplete” until they receive your scores. N.B. GRE scores are due to the Graduate School by February 1st, before Echo interviews begin. Due to a 10-14 day delay of the GS receiving your scores after taking the test, please make arrangements to take the GRE before Jan 19th.

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 Feb 1. Applicants who do not meet these score standards may be asked to retake the GRE. Questions about sufficient scores can be directed to Aimee Shelide Mayer or Dr. Katie Cavadini, director of the M.A. Theology Program.

International Applicants/English Proficiency Examination

Unless you are an international applicant, you may skip this section of the application. The Graduate School will waive the TOEFL/IELTS requirement for international students who spent a minimum of two years at an academic institution whose primary language of instruction was English. If that is not obvious, a letter from the Registrar’s Office (or the office responsible for academic records) confirming English as the language of instruction is required.
Planned Course of Study, answer as follows:
• Do you plan to attend fulltime? = “Yes”
• Program you are applying to = “Theology – M.A.”
• Intended area of study = Select “Echo” in the drop-down box.
• Answer remaining questions regarding your history of applying to Notre Dame.
  Save & continue…

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.
• Upload an electronic copy of your unofficial transcript. (Details below.)

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 the application deadline, an electronic, unofficial transcript (or scanned copy) will serve in place of your official, complete transcript until the end of this school year. For those who already have final transcripts (college graduates), please upload a complete, unofficial electronic transcript to your application. You will not be able to submit your application without uploading a document. Please contact Aimee with questions re. transcripts.

Additional Information
• When asked to rank your school preference, type “Notre Dame” as #1.
• Under “How did you learn about graduate studies at Notre Dame?” select (among the responses that are true for you): “Contact from your prospective department or program.”
• 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 1st are eligible for a fee waiver. Please contact Aimee Shelide Mayer by November 26th to request the fee waiver code.

Financial Aid: Graduate Students can be considered for financial aid. However, Echo covers tuition costs for the M.A. degree, as well as housing year-round for its participants. Given the financial assistance you will receive through Echo (and the stipend you will receive from your parish placement), there likely will 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.

Uploads
• Statement of Intent: The application asks you to upload a Statement of Intent. This statement should be about 300-words, and speak to your rationale for applying to Echo (either parish or teaching track, or both tracks if applicable). Although this statement is brief, it should clearly explain your desire for multi-faceted formation, including not only intellectual formation through the M.A. Theology Program, but also professional-ministerial, human, communal, and spiritual formation through the other dimensions of Echo.
**2015 Echo/Graduate School Application Instructions**

**Uploads (continued)**

- **Résumé/CV**: The application asks you to upload your résumé or CV (Curriculum Vitae). Please keep your resume/CV to 1-2 pages.

- **Additional Program Literature**: *(Important!)* You DO need to upload additional program literature (“Echo Supplemental Application”). This additional upload can be found on the Application Materials page on the Echo Website, under the Become an Apprentice tab, or through the “Downloadable Forms Page” on the Graduate School Apply Yourself application.
  - N.B. The Echo Supplemental Application includes 25 questions, ranging from short, one-word biographical inquiries to ten, 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.

- **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. *(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.”)*

- **Writing Sample**: You DO NOT need to upload a Writing Sample. Your short essay answers on the Echo Additional Program upload will give a good indication of your writing ability and potential for graduate work.

**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 “new recommendation” button to enter up to five names of recommenders. (Professor recommenders need not be theology or religious studies professors.) Contact Aimee Shelide Mayer with any questions regarding recommenders.

- **IMPORTANT**: Before filling in the fields requesting the contact information for 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 “Become an Apprentice” tab), and invite them to write your letter. *(N.B. Once you fill in the names and contact information for your recommenders, an email will be generated to them immediately, prompting them to submit a recommendation letter on your behalf.)*

- 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.)*
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 Aimee Shelide Mayer (ashelide@nd.edu). The Echo Supplemental Application is *required for submission*, and your Echo/Graduate School Application is not complete without this component.

Check Your Application
Allows you to view the status of your application and the areas that remain incomplete.

Submit Your Application
Once you submit your application, you cannot make changes to it. You can, however, submit an application lacking GRE scores, so long as once you commit to Echo, you request that your electronic scores be sent directly to the Graduate School (gradapp@nd.edu). *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 1st.* (Email Aimee Shelide Mayer for the Echo application fee waiver code by November 26th.)

**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 10th**. *Important:* Once your on-line application is submitted, please inform Aimee Shelide Mayer via email at ashelide@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/](http://graduateschool.nd.edu/admissions/faq/).

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

**Aimee A. Shelide Mayer**  
Echo Recruitment & Admissions Coordinator  
[ashelide@nd.edu](mailto:ashelide@nd.edu) | 574.387.3509

**Hermalena Powell**  
Admin. Assistant (M.A. & M.Div. Programs)  
[Hermalena.Powell.73@nd.edu](mailto:Hermalena.Powell.73@nd.edu) | 574.631.4256

**Dr. Katie Cavadini**  
Director of MA Theology Program  
[cavadini.4@nd.edu](mailto:cavadini.4@nd.edu) | 574.631.6292  
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**Notre Dame Graduate School**  
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