Thank you for your interest in the Marquette University Trinity Fellows Program. Please review these instructions carefully. If you have any questions about the program or application process, feel free to contact the Trinity Fellows Program Director, Carole Ferrara, at carole.ferrara@marquette.edu or (414) 288-5861.

APPLICATION DEADLINE: JANUARY 17, 2017

TWO STEP APPLICATION: In order to be considered for a Trinity fellowship, you must apply to the Marquette University Graduate School or Graduate School of Management, and to the Trinity Fellows Program. BOTH applications must be submitted by the above deadline.

1. **Graduate School of Marquette University and Graduate School of Management:**
   You'll find complete details regarding your chosen graduate program, application requirements, and on-line application materials on: [http://www.grad.mu.edu/programs/index.shtml](http://www.grad.mu.edu/programs/index.shtml) (Graduate School) or [http://www.busadm.mu.edu/graduate/programs/index.shtml](http://www.busadm.mu.edu/graduate/programs/index.shtml) (Graduate School of Management for CCOM, ECON, HR, and MBA applicants).

   Application fee is waived for Trinity Fellows Program applicants. To obtain a fee waiver, contact peggy.mead@marquette.edu, enter FEE WAIVER in subject line.

2. **Trinity Fellows Program Application:**
   The Trinity Fellows Program application and checklist are found on [http://www.marquette.edu/trinity-fellows/apply.php](http://www.marquette.edu/trinity-fellows/apply.php).

   Application materials are listed below.

   For items that are submitted via post, a self-completed packet is preferred:
   Submit all application documents that are in PAPER form (such as application checklist, transcripts and letters of recommendations) in one envelope to the Trinity Fellows Program office (mailing address on next page). If it is not possible for you to submit all hard copy items in one packet, you may mail separately.

   For items that are required by both the Trinity Fellows Program and MU Graduate School applications:
   - Transcripts: see “C” below
   - GRE: see “D” below
   - Letters of Recommendation, see “F” below

**Trinity Fellows Application Materials:**

A. **Trinity Fellows Program Application and required essays** On-line and word.doc forms of the application are found on [http://www.marquette.edu/trinity-fellows/apply.php](http://www.marquette.edu/trinity-fellows/apply.php). Submit on-line or enclose in your self-completed application packet.

B. **Trinity Fellows Program Checklist**
C. Official Transcripts
ONE sealed, official transcript, sent to Marquette University Graduate School or Graduate School of Management, will suffice for both your Trinity and MU Graduate School applications.

D. Official Standardized Test Scores (GRE, GMAT, LSAT)
- Have testing institution send official score report to Marquette University
  - Graduate School – ETS code is 1448
  - Graduate School of Management – GRE code is 5786, GMAT code is 1448
- Submit a copy of your personal score report to the Trinity Fellows Program office via mail or email to peggy.mead@marquette.edu.

E. Resume
See Trinity Fellows Program Application for guidance on resume format and content. Enclose resume with your self-completed application packet or submit via email to peggy.mead@marquette.edu.

F. 4 Letters of Recommendation
The Trinity Fellows Program requires 2 academic letters and 2 letters related to your service experience, for a total of 4 letters of recommendation. Submit:

- 2 Service/Professional: submit two letters of recommendation related to your service experience.
  You may substitute one professional letter here.

- 2 Academic: submit two letters of recommendation related to your academic experience.

If you wish to submit the same letter(s) enclosed with your MU Graduate School application, have recommender(s) submit a separate, additional copy of the letter to the Trinity Fellows Program, using the submission options below.

Recommenders may submit via email or post:
- Mailed letters should be sealed with the recommender’s signature across the envelope flap, and included with applicant’s self-completed application packet. If this is not possible, have letters sent directly to the Trinity Fellows Program office. Mailing address is below.
- Emailed letters should be sent directly from recommender to: carole.ferrara@marquette.edu.

MAILING ADDRESS
Trinity Fellows Program
Marquette University
707 N. 11th Street, Suite 303
P.O. Box 1881
Milwaukee, WI

Zip code for postal delivery: 53201-1881
Zip code for courier delivery: 53233
**Additional Information:**

- **Decision:**
  Since this is a two-step application, applicants will be notified of Graduate School decision and Trinity Fellows Program decision **separately**.

- **Trinity Fellowship Award Decisions:**
  Applicants will be notified of award decisions by the end of **March**.

- **To check on the status of your Trinity Fellows Program application:**
  Contact Peggy Mead, Trinity Program Assistant, at peggy.mead@marquette.edu or (414) 288-5473.

- **To check on the status of your Graduate School application:**
  - See [http://www.marquette.edu/grad/future_appstatus.shtml](http://www.marquette.edu/grad/future_appstatus.shtml) for Graduate School status.
  - For Graduate School of Management applicants, you will receive information of how to check the status upon receipt of your application.

- **Questions:** Contact Carole Ferrara at carole.ferrara@marquette.edu or (414) 288-5861.