

Applicant Name:

# Trinity Fellows Program

## Application Checklist

**Submit completed checklist to the Trinity Fellows Program office:** This checklist is designed to help you make sure that your application is complete. **Please submit completed checklist to the Trinity Fellows Program with your on-line application or enclose in your self-completed application.** You may also submit your completed checklist electronically to [peggy.mead@marquette.edu](mailto:peggy.mead@marquette.edu).

**Self Completed Application:** By this we mean that you submit all application documents that are in PAPER form (such as application checklist, transcripts and letters of recommendations) in one packet to the Trinity Fellows Program office. If it is not possible for you to submit all hard copy items in one packet, you may mail separately. See next page for mailing address.

### 1. Graduate School Application and required essays

Submitted on-line, date:
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### 2. Trinity Fellows Program Application and required essays

May be submitted on-line or mailed to Trinity Fellows Program office.

Submitted on-line, date:
Hard Copy, enclosed

### 3. Official Transcripts

One copy will suffice for both the MU Graduate School and Trinity Fellows Program. If possible, obtain sealed transcripts and mail to the Trinity Fellows Program office. If this is not possible, request that official transcripts be sent directly to the Trinity Fellows Program.

Enclosed
Will be mailed to Trinity Fellows Program

### 4. Standardized Test Scores (GRE, GMAT, LSAT)

**ALL** Trinity applicants are required to submit the GRE or other comparable standardized test scores. Have testing institution send official score report to Marquette University, (ETS code is 1448). Trinity needs either a copy of your personal score report or your official score report by the application deadline. Enclose a hard copy of your personal score report with this application, if available. If your graduate program requires the GRE, you need to submit only ONE copy - it will be duplicated and filed with both the Trinity Fellows Program and the MU Graduate School.

Will be mailed to Marquette University Date test taken/or mailing requested:
Copy of personal score report is enclosed

### 5. Resume

Resume is required for Trinity Fellows Program and for some MU graduate programs. If your graduate program requires a resume, submit one copy – it will be duplicated and filed with both the Trinity Fellows Program and the MU Graduate School. If you apply on-line, you may email a copy of your resume to [carole.ferrara@marquette.edu](mailto:carole.ferrara@marquette.edu)

Hard Copy Enclosed
Submitted on-line
Submitted via email

## 6. Letters of Recommendation

Trinity Fellows Program requires 2 academic letters and 2 letters related to your service experience. See Graduate Bulletin for letters required by your graduate program. You may use the same letters for both the Trinity Fellows Program and MU Graduate School, where applicable. Submit only one copy of each letter; submitted letters will be duplicated and filed with both the Trinity Fellows Program and the MU Graduate School.

On line option: letters may be submitted on-line through the Graduate School application (see <http://www.grad.mu.edu/future/letters.shtml>). If you have letters submitted on-line, please have recommender email a copy of his or her letter to [carole.ferrara@marquette.edu](mailto:carole.ferrara@marquette.edu).

If mailing paper letter: Hard copies of letters must be in sealed envelope, with author's initials over the seal flap. If possible, enclose with your self-completed application packet.

	<p><b>Sealed letters are enclosed</b> List author/affiliation of letters that will be mailed to Trinity office:</p>
	<p><b>Will be mailed to Trinity Fellows Program</b> List author/affiliation of letters that will be mailed to Trinity office:</p>
	<p><b>Submitted on-line</b> If you have letters submitted on-line, please have recommender email a copy of his or her letter to <a href="mailto:carole.ferrara@marquette.edu">carole.ferrara@marquette.edu</a>. List author/affiliation of letters submitted on-line:</p>

## 7. Graduate School Application Fee

Graduate School Application processing fee is \$50. There is no additional fee for the Trinity Fellows Program application.

	Graduate School Application Fee - Enclosed
	Graduate School Application Fee – Submitted On-line

## 8. Permission to Share Information

If accepted, do you give permission to share your application materials with nonprofit agency assignment supervisor?

	Yes
	No

### MAIL APPLICATION MATERIALS that are in PAPER form to:

Carole Ferrara  
Trinity Fellows Program  
Marquette University  
707 N. 11<sup>th</sup> Street, Suite 303  
P.O. Box 1881  
Milwaukee, WI

Zip code for postal delivery: 53201-1881  
Zip code for courier delivery: 53233