

The Stanford Sociology Doctoral Program: Application Checklist

Applications for admission to the PhD program in Fall 2012 will be due November 29, 2011. The online application system will "go live" in September. The link to the online application is at the bottom of this page.

The following materials are required for application to the program. Please carefully review detailed descriptions below:

- [Application](#)
- [Supporting Documents](#)
- [Statement of Purpose](#)
- [GRE Scores](#)
- [Transcripts](#)
- [Letters of Recommendation](#)
- [Writing Sample](#)
- [TOEFL Scores \(for International Applicants only\)](#)
- [CV or Resume \(optional\)](#)

Application

The fee to apply for graduate study at Stanford is \$125. You may submit only one application per year (unless one of the applications is to one of the professional schools (Law, Medicine or Business). Acceptable form of payment is by credit/debit card (Visa or MasterCard only.) We do not accept electronic check payments or checks by mail.

The fee is non-refundable and must be received by the application deadline. If you believe you qualify for a fee waiver, please review the [Graduate Admissions website](#).

Supporting Documents

In the electronic application, you will be asked to upload scans of transcripts (see specific information, below), a statement of purpose, a writing sample, and your CV or resume. When preparing your application materials to be uploaded into the electronic application, please note the following:

- File size must be 5MB or less
- Files cannot be password protected
- PDF files cannot have a digital signature

- Save each document separately

When scanning hard copy materials to upload into your electronic application please note the following:

- Resolution should be no more than 300dpi
- Scan in black and white only
- Removing images will help reduce file size

Statement of Purpose

The statement of purpose (also known as a "personal statement") should describe your reasons for applying to the Doctoral Program in Sociology at Stanford. This document is not to exceed two pages in length. You should include details regarding your qualifications, academic and research interests, future career plans, and other aspects of your background and interests which may aid our admissions committee in evaluating your aptitude and motivation for pursuing a Ph.D. in Sociology. You will be asked to upload your statement of purpose in the online application.

Graduate Record Examination (GRE) Scores

- Register early to maximize the chances of scheduling your preferred test date and time.
- Starting August 1, 2011 ETS will launch the revised general test. As ETS states, if you take the GRE Revised General Test in August through September, 2011 then Stanford will receive the scores by mid-November, 2011. **We strongly advise you to take the GRE no later than September, so that your scores will be received by the application deadline.**
- Late test scores may disqualify you from admission.
- We require the GRE General Test only - we DO NOT REQUIRE THE SUBJECT TEST!
- Scores must be from an examination taken within the last five years. No exceptions.
- Scores must be reported directly to Stanford from the Educational Testing Service.
 - **The Stanford institution code is 4704.**
 - **DO NOT SPECIFY A DEPARTMENT CODE.**
- For more information regarding the GRE, you can contact them directly:
<http://www.gre.org>.
- Test scores received by Graduate Admissions prior to September 1, 2010 are no longer retained on file. If you had ETS send test scores to Stanford, but you did NOT submit

an application, you must request that ETS resend the scores if you submit an application in the future.

- Make arrangements to take the General Test online www.gre.org or by writing:

P.O. Box 600
Princeton, NJ 08541-6000
USA

OR

Voice: +1 609-771-7670

[Back to top](#)

Transcripts

- You will be required to upload scanned official transcript(s) as part of your application (see below).
- You are required to submit TWO original hard copies of your transcripts from all previous undergraduate and graduate work directly to our department – do NOT send transcripts to the Stanford University Office of Graduate Admissions.
- Transcripts must bear the official seal of the institution and the signature of the Registrar.
- All records should clearly indicate the name under which you are applying to Stanford.
- International applicants are required to submit translations of transcripts and other documents not in English. For additional requirements, see the International Academic Credentials section of the Office of Graduate Admissions' website: [Information for International Applicants](#).
- Original transcripts should be mailed to:

Department of Sociology
ATTN: PhD Admissions – Transcripts
Stanford University MC 2047
450 Serra Mall – Main Quad
Building 120 – Room 160B
Stanford, CA 94305 - 2047

Transcript Upload instructions:

- Make a low-resolution photocopy of your transcripts (this suppresses the background, which will help reduce the file size)
- Scan the photocopy (experiment with different settings until you find one that results in the smallest file size)
- Save the scan as a .jpg file
- Close the .jpg file
- Open Microsoft Word or similar word processing program
- Click on the Insert tab, and do insert from file or picture
- Browse to your saved .jpg file
- Save your .jpg file as a .doc, .wpd, .rtf, .xls, .pdf, or .txt format. Macintosh users, please note that the filename must include the appropriate 3 letter extension.
- Open your document to make sure that your scanned document will print FULL SIZE on an 8 1/2 x 11 inch letter-size paper
- Do not attempt to upload a document that is password protected or contains macros. This will cause the process to fail.
- Check the size of your file before uploading. It cannot exceed 5MB.

[Back to top](#)

Letters of Recommendation

Stanford accepts electronic letters of recommendation ONLY - we no longer accept paper letters.

Three letters of recommendation are required and they must be submitted using the online service.

As part of the online application, you will be required to register the name and contact information, including e-mail address, of each of your recommenders. Recommenders will then receive an e-mail with directions on how to proceed. At least one letter should be a faculty member at the last school you attended as a full-time student (unless you have been out of school for more than five years.)

- Please inform letter writers of the application deadline.
- Letters of recommendation cannot be mailed, e-mailed or faxed; they will be rejected.
- Substitutions for faculty recommendations may include work associates or others who can comment on your academic potential for graduate work.

[Back to top](#)

Writing Sample

The Department of Sociology requires a writing sample from all applicants to the Ph.D. Program. The Admissions Committee will be looking for original work giving evidence of both writing ability and the capacity for research, analysis, and original thought at the graduate level. Your writing sample could be an Honors or Master's Thesis, published paper, co-written paper, or comparable article.

- Papers originally written in a language other than English must be submitted in English Translation.
- Samples may be up to 50 pages long. Other things equal, a short, effectively written sample is preferable to a longer sample. If you decide to submit a longer sample, please indicate which pages should be reviewed by the admissions committee. Your writing sample can be uploaded with your online application as a text file as an addendum to your personal statement or under 'additional information'. Writing samples can be single or double spaced.
- You must upload your writing sample in the online application per "supporting documents" instructions above.

Test of English as a Foreign Language (TOEFL)

Adequate command of spoken and written English is required for admission.

TOEFL scores are required of all applicants whose first language is not English. Stanford does not accept IELTS scores.

English Language Exception:

Individuals who have earned a U.S. bachelor's or master's degree from a college or university accredited by a regional accrediting association in the United States

- OR -

The equivalent of either degree from a non-U.S. college or university of recognized standing where all instruction is provided in English. This exception does not apply if the courses were completed in a country where English is spoken but not all instruction is provided in English.

NOTE: Being a U.S. citizen does not automatically exempt an applicant from taking the TOEFL; if the applicant's first language is not English, the applicant must meet the exception above or submit the TOEFL.

Scores must be submitted from a test taken within the last eighteen months.

We urge you to take the TOEFL by November to be eligible for admission for the following Autumn Quarter. Evidence of adequate proficiency must be submitted before enrollment is approved by Graduate Admissions.

The TOEFL is administered through:

Educational Testing Service

P.O. Box 6151

Princeton, NJ 08541-6151

USA

Voice: +1 609-771-7000

Web: <http://toefl.org>

For information on registration, test centers, dates and test formats, go to <http://toefl.org>

The University Minimum TOEFL Score for Doctoral programs is 250 for Computer-based test, 600 for paper-based test, and 100 for Internet-based test. More information is available via the Stanford University [Office of Graduate Admissions website](#).

- Scores must be reported directly to Stanford from the Educational Testing Service (ETS).
- **The Stanford score recipient number (also called "Institution Code") is 4704.**

You do not need to specify a department code.

All scores are sent electronically to the Graduate Admissions Office, which will share your scores with your department.

Evidence of adequate English proficiency must be submitted before enrollment is approved by Graduate Admissions.

Test scores received by Graduate Admissions prior to September 1, 2008 are no longer retained on file. If you had ETS send test scores to Stanford, but you did NOT submit an application, you must request that ETS resend the scores if you submit an application in the future.

CV or Resume

We do not require a CV or resume for application, but you may upload your CV or resume per the "supporting documents" instructions above.

START YOUR APPLICATION NOW!