Application Instructions
Coordinated MA/MLIS Program
***Domestic Applicants Only***
History Department
UW-Milwaukee

**Deadline for Receipt of All Application Materials: December 1**

**Introduction**

The instructions in this document are for domestic applicants who wish to apply to pursue concurrently an MA in History and an MLIS (Master of Library and Information Science). The MA and MLIS are conferred simultaneously upon completion of requirements for both degrees. The MA portion of the coordinated degree program is administered by the History Department. The MLIS portion is administered by the School of Information Studies.

For a full description of this degree option and other opportunities for graduate study, visit: [http://www4.uwm.edu/letsci/history/graduate/](http://www4.uwm.edu/letsci/history/graduate/)

For a full description of the MLIS portion of the coordinated MA/MLIS program, visit: [http://www4.uwm.edu/sois/programs/graduate/dual/history.cfm](http://www4.uwm.edu/sois/programs/graduate/dual/history.cfm)

This application has three (3) required parts and two (2) optional parts:

- **Part 1 (Required):** Application to the Graduate School
- **Part 2 (Required):** Application to the History Department
- **Part 3 (Required):** Application to the School of Information Studies
- **Part 4 (Optional):** Application for a Teaching Assistantship
- **Part 5 (Optional):** Applications for Graduate School Fellowships

**Important:** Admission to the coordinated degree program requires acceptance by the Graduate School (Part 1), the History Department (Part 2), and the School of Information Studies (Part 3). Applications are only considered for admission in the subsequent fall semester.

- **Part 1 (Required): Application to the Graduate School**

  **Deadline for Receipt of All Application Materials: December 1**
Important: Although the Graduate School accepts application materials on a continuous basis, applicants who wish to pursue a graduate degree in history must ensure that all their application materials are received by December 1.

- Review the admission requirements.  
  Visit:  http://www.graduateschool.uwm.edu/students/prospective/apply/

- Complete the Online Application (UW System Admission Application).  
  Visit:  https://apply.wisconsin.edu/

Required components of the Online Application include the following:

- Payment of the Application Fee (online payment)
- Selection of the Desired Degree Option
- Submission of a Reasons Statement (Statement of Purpose for Graduate Study)

The History Department evaluates the reasons statement to determine the appropriateness of the applicant’s desired degree program for the applicant’s educational and professional goals. The reasons statement also serves as an example of the applicant’s writing. A reasons statement should include the following:

  - Explanation of reasons for wishing to pursue graduate study in history and library and information science at UW-Milwaukee
  - Discussion of relevant academic background, knowledge, experience, or skills
  - A list and explanation of relevant academic awards or honors
  - Names of individuals who have agreed to write the required letters of recommendation

One business day after submitting the online application, applicants will receive an e-mail from the university that explains how to check the status of the application (Graduate School portion only) on the PAWS online student information system. To access PAWS, visit: www.paws.uwm.edu.

- One (1) official transcript from every undergraduate and graduate institution attended by the applicant

All transcripts must be mailed directly by the issuing institution to the Graduate School at the following address:

UW-Milwaukee Graduate School  
PO Box 340
Important: Do not send transcripts yourself.

Part 2 (Required): Application to the History Department

Deadline for Receipt of All Application Materials: December 1

- Graduate Record Examination (GRE) scores—General Test Only

  Scores must be sent directly by the Educational Testing Service (ETS). For information about testing dates, locations, score reporting dates, and instructions for requesting the transmission of scores, visit ETS: http://www.ets.org/gre/

  When requesting that your scores be transmitted to UW-Milwaukee, select the correct GRE Institutional Code: 1473.

  Scores must be no more than five (5) years old at the beginning of your planned semester of enrollment.

- The items listed below should be submitted to the Director of Graduate Studies of the History Department at the following address:

  Director of Graduate Studies
  History Department
  U. of Wisconsin-Milwaukee
  PO Box 413
  Milwaukee, WI 53201-0413

  Important: The History Department does not accept admissions materials sent via e-mail or fax.

  - Required Graduate Admissions Form. See below for a blank copy.

  - Two (2) Letters of Recommendation

    Each letter should be accompanied by a completed hard copy of the Required Recommendation Waiver. See below for a blank copy.

    You should supply each recommender with a hard copy of the waiver and a stamped, addressed envelope.

    Letters must be submitted directly by the recommenders.
Writing Sample

The writing sample should be at least ten (10) pages and not more than twenty (20) pages in length. The sample should demonstrate the applicant’s ability to analyze primary and secondary sources and should include properly formatted footnotes or endnotes and a properly formatted bibliography.

Part 3 (Required): Application to the School of Information Studies

Deadline for Receipt: December 1

Important: Although the School of Information Studies accepts application materials on a continuous basis, applicants who wish to enter the coordinated degree program (MA in History/MLIS) must ensure that all their application materials are received by December 1.

Required components include the following:

- School of Information Studies Application For the application, visit: https://pantherfile.uwm.edu/groups/sois/webdocs/forms/App_MLIS_admission.pdf

- Two (2) Letters of Recommendation
  For the required recommendation form from SOIS, visit: https://pantherfile.uwm.edu/groups/sois/webdocs/forms/App_MLIS_recommendation_form.pdf

  Important: The History Department and SOIS cannot legally share letters of recommendation. Two (2) letters of recommendation must be sent to the History Department and two (2) letters to SOIS, for a total of four (4) letters. The letters sent to the History Department may be authored by the same recommenders who author your two (2) letters for SOIS, and vice versa.

Optional: Applicants seeking scholarships from the School of Information Studies may complete and submit the Application for SOIS Scholarships. For the application, visit: https://pantherfile.uwm.edu/groups/sois/webdocs/forms/App_scholarships.pdf
Part 4 (Optional): Application for a Teaching Assistantship

Deadline for Receipt: December 1

For a blank copy of the application, visit: http://www4.uwm.edu/letscl/history/graduate/forms.cfm

Submit a hard copy of any completed application to the following address:

Director of Graduate Studies
History Department
U. of Wisconsin-Milwaukee
PO Box 413
Milwaukee, WI 53201-0413

Part 5 (Optional)—Graduate School Fellowships

Deadline for Receipt: December 1

Applicants may be eligible to apply for two (2) fellowships offered by the UW-Milwaukee Graduate School:

• Advanced Opportunity Program Fellowship
• Distinguished Graduate Student Fellowship

For further information about each of these fellowships as well as electronic copies of the applications, visit: http://www.graduateschool.uwm.edu/students/financial-support/fellowships/
**Required Graduate Admissions Form—Coordinated MA/MLIS**  
History Department  
UW-Milwaukee

**Deadline for Receipt of All Application Materials: December 1**

**Instructions**

Please complete and submit a **hard copy** of this form to the History Department at the following address:

Director of Graduate Studies  
History Department  
U. of Wisconsin-Milwaukee  
PO Box 413  
Milwaukee, WI 53201-0413

**Important:** The History Department does not accept admissions materials sent via e-mail or fax.

1. **Contact Information**

<table>
<thead>
<tr>
<th>Legal Name: Last (Family)</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail</td>
<td>E-mail (other)</td>
<td></td>
</tr>
</tbody>
</table>

**Mailing Address:**

<table>
<thead>
<tr>
<th>Address 1</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address 2</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>State/Province</th>
<th>Zip/Postal Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Country</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
</tr>
</thead>
</table>
2. Degree Option: Coordinated MA/MLIS

For a full description of this degree option and other opportunities for graduate study in history, visit: http://www4.uwm.edu/letscl/history/graduate/

For a full description of the MLIS portion of the coordinated MA/MLIS program, visit: http://www4.uwm.edu/sois/programs/graduate/dual/history.cfm

3. Desired Year of Admission: ________________(Fall Semester Only)

4. Teaching Assistantship/Graduate School Fellowships (Optional)

Indicate if you have applied for any of the following:

- Teaching Assistantship

Graduate School Fellowships:

- Advanced Opportunity (AOP) Fellowship
- Distinguished Graduate Student Fellowship

__________________________________________________________________________

Applicant’s Signature

Date
Required Recommendation Waiver
History Department
UW-Milwaukee

Deadline for Receipt: December 1

Part 1: For the Applicant

Please complete Part 1 of this waiver and submit a hard copy to each person who has agreed to write a letter of recommendation on your behalf. Include a stamped envelope addressed as follows:

Director of Graduate Studies
History Department
UW-Milwaukee
Milwaukee, WI 53201-0413

Ask each recommender to send both the waiver and the letter of recommendation in the envelope that you have provided.

Reference for (Applicant’s Name): ________________________________

Written by (Recommender’s Name): ________________________________

Degree Option: Coordinated MA/MLIS

For a full description of this degree option and other opportunities for graduate study, visit: http://www4.uwm.edu/letscl/history/graduate/

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended (check one):

_____ I WAIVE my right to inspect and review this evaluation and certify that this waiver is given voluntarily. (Therefore, this evaluation is confidential and cannot be reviewed by the applicant.) I understand that this reference will be released to third parties only with my permission.

_____ I DO NOT WAIVE my right to review this evaluation. (Therefore, this evaluation is not confidential and can be reviewed by the applicant.) I understand that this reference will be released to third parties only with my permission.

________________________________________________________________________

Applicant’s Signature                                      Date
**Part 2: For the Recommender**

The History Department would be grateful if you would evaluate the applicant’s readiness and potential for graduate study in history. Please provide the information requested below and then submit this waiver with a signed, hard copy of your letter of recommendation to the following address:

Director of Graduate Studies  
History Department  
UW-Milwaukee  
Milwaukee, WI 53201-0413

<table>
<thead>
<tr>
<th>First Name, Last Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title/Position</td>
<td></td>
</tr>
<tr>
<td>Institution/Employer</td>
<td></td>
</tr>
<tr>
<td>Address 1</td>
<td></td>
</tr>
<tr>
<td>Address 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State/Province</td>
<td>Zip/Postal Code</td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
</tr>
</tbody>
</table>

_________________________________________  _____________________________  
Recommender’s Signature                   Date