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高效率的 留美申请书信

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高效率的
留美申請書信

高效率的 留美申請書信

定價新台幣貳佰伍拾元

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編者序

留學是件美事。古人云：「行萬里路勝讀萬卷書」。而留學却能二者兼得，豈不大妙？大學畢業，各方面知識均已略備，人格亦臻成熟，此時收拾行囊，漂洋過海，既廣增見聞，又獲新知，如此前景怎不令莘莘學子羨慕企盼！因此，一旦定下目標準備出國進修，內心自然雀躍興奮。只是一待思及如何着手進行，往往又不免茫然，不知從何着手。到底該如何與學校接觸？準備那些資料文件？又該如何下筆撰寫這些英文資料文件？這種種都令人迷惑，頓生不知所從之感。

有鑑於此，巨擘一本服務同學之初衷，編撰此書。針對同學們的困惑，而具體、有系統的提供資料與說明。書分三章：分別說明申請學校的程序及所須文件之性質，撰寫文件的方法與技巧，最後並整編實際範例文件供同學參考模擬。

本書是有志負笈海外，鑽研新知的青年朋友們所必備的典範，是您準備出國的踏腳石，要導引您走向海外深造的康莊大道！

周 天 健 謹識

民國 77 年于台北

HW 58/06

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第一章 認識申請學校之文件與程序

第一節 認識留學申請所需的各項文件資料

留學申請所需的文件大約可分為三類：第一類為表格類，包括 RAM (Request for Application Material), Pre-Form, 正式申請表格 (Application Form)、科系專用表格、獎學金申請表格、英文加強班表格，以及各種證明文件（財力證明、正式授權書）等；第二類為個人求學經驗類文件：包括的有自傳、讀書計劃及推薦函、各種附加支援文件等；第三類則為成績類文件，包括正式的學校成績單 (formal transcript)，及各項入學考試成績單（包括 TOEFL, GRE, GMAT, LSAT, MAT……等各項的入學檢定考試成績）。此三類文件性質不同，所代表的意義也各有特點。第一類的表格類是為方便校方作業而設計的統一表格，目的在簡化及加速處理的程序進行；而第二類的求學經驗類文件，則表現個人主觀自我評價及目標追求的潛力與安排，使校方得到申請人自身提供的一手資料；第三種成績類的文件則在以客觀性的學習評估資料供學校參考。

其實，從申請人與學校接觸，而學校也覆函寄來正式申請表格起，等於便是學校已向申請人發出了邀請函，請作自我介紹，以便其審核，以利他決定對申請人的看法。所以一份申請文件，應該就是一份自我剖析的報告書。而申請人在做申請文件的準備工作時，就該格外留意文件與文件間的相關性與連貫性。如果有某項傑出的實際工作經驗是自己讀書計劃中所強調的重點，那麼不妨請老師或主管所撰寫的介紹信中也一併做個推荐，增加此特長的凸出性。一套完整、清晰、有特色的申請文件，是打開學校大門的惟一敲門磚，同學們怎可不慎。

I. 各類表格文件

依申請程序的順序有：

- (1)索取申請入學之資料與表格：正常申請入學的第一步通常就是先向學校索取申請入學的資料和表格，即 Request for Application Material Form，簡稱 RAM Form。這份表格是與學校接觸的第一步。表格上提供的個人基本資料，是供學校參考之用。校方是否發給正式申請表格給申請人，往往就依此而決定。RAM 表格可向台北市泉州街 1 - A 號的學術交流基金會索取，巨擘亦有供應。填寫表格務求確實，若資料尚不全，可以暫用 N/A 填寫。
注意：以 RAM Form 與學校接觸，並非惟一可行的方式。同學們亦可以信件的方式，提供簡單而吸引人的個人資料與學校接觸，有時反而更為有效。此外，若有親友在學校鄰近，也可委託他們代為取得正式申請表格，甚至代辦有關手續。不過為方便親友處理，免遭校方拒絕，最好一併提供正式授權書給對方。

(背面)

9. Language spoken at home (Mandarin or dialect) _____

10. Years of formal study of English: High School _____ College _____ Other _____

11. Give the dates the exams were taken (or will be taken) and the exam received.
 TOEFL _____ GRE Advanced _____
 (date) (score) (date) (score) (date) (score) (date) (score)
 GRE Advanced _____ GMAT _____
 (date) (score) (date) (score) (date) (score) (date) (score)

Other exams _____ (name of exam) _____ (date) _____ (score) _____

12. Financial Support: I have US\$ _____ available for my educational and living expenses in the U.S. provided by _____
 The additional money for transportation to the U.S. will be provided by _____
 (Attention) American Foreign Student Advisor: Each student applying for a student visa through the American Institute on Taiwan must prove that he possesses sufficient funds to cover all expenses during the entire academic stay in the U.S. or that completely satisfactory other arrangements have been made to provide for all expenses. A visa cannot be issued to anyone who is unable to meet this requirement.)

13. Will you be requesting financial aid from the University? Yes _____ No _____ If yes, tuition scholarship _____ assistantship _____ fellowship _____

(Attention University Official: If you feel I may be qualified to attend your university, please have the form(s) which I have checked sent to me by foreign airmail.)

14. If you do not receive financial aid from the school receiving this preliminary application, will you be able to attend?
 Yes _____ No _____

15. If you have left school and are gainfully employed, please describe your work experience _____

16. Attach an additional page if necessary _____

17. Date _____ Signature _____
 Please use this space for additional comments. If you feel your grades do not reflect your true ability, explain below. Describe your study plans and what you will do after completing your education in the U.S. Ask any questions you might have. Attach an additional page if necessary.

NOTE: This is a modified version of the Institute of International Education form designed to assist foreign students and American institutions, distributed by the Foundation for Scholarly Exchange. Its use does not imply sponsorship of applicant by the IIE or the FSE.

(2)初表 (Pre-Form): 某些入學要求較高的學校，在收到 R A M

Form 之後，並不立刻寄發正式表格，而會寄上另一份該校專用的初表 (Pre-Form)，有時甚至要求申請人在寄回填妥的初表時，配合寄上 TOEFL, GRE, GMAT 成績，甚或財力證明等資料中之任何一或二項。也有些還要求申請人附上購買正式申請表格的支票 (銀行小額匯票)。像 Stanford Univ 表格就須先付 US\$5.00。要求填寄這種初表的學校，其用意是在聯阻過多盲目的申請人，一方面減輕申請人繳納申請費的浪費，另一方面更減輕了校方過重的申請案件處理。

a. [U of California, Santa Barbara 初表範例。]

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

SANTA BARBARA • SANTA CRUZ • LOS ANGELES • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

GRADUATE DIVISION

SANTA BARBARA, CALIFORNIA 93106

PRELIMINARY APPLICATION

Dear Applicant:

Thank you for your recent inquiry. Please complete and return this form in order that we may review your qualifications for application to UCSB. If minimum requirements are met, you will be forwarded a graduate application packet.

NAME _____ Country of Citizenship _____

ADDRESS _____ Date seeking admission _____ quarter _____ year _____

Department _____ Degree _____

ACADEMIC DATA: Please list all educational institutions attended since completion of secondary school, including the school you are currently attending:

College/University _____ Country _____ Dates Attended _____ Major _____

Degree/Diploma _____ Date Awarded/Expected _____ Division/Classification/Gr. Pt. Average _____

TEST SCORES: It is recommended that you delay return of this form until your scores are known, if it does not interfere with departmental deadlines.

TOEFL _____ Date _____ Score _____ GRE _____ Date _____ Score _____

TOEFL Score requirement is 550

FINANCIAL SUPPORT: Please indicate your intended source of funding and the amount. Foreign students are not eligible for university financial aid during their first year of study. Department funds may be available for students with very superior academic records.

Personal Funds _____

Scholarship award and/or sponsoring agency _____

Other _____

University Fees for 3 Academic Quarters

Minimum Living Expenses Per Person
(Rent, Food, Books, Personal)

Registration Fee	\$ 510.00	Academic Year (3 yrs.) — University Estimate	\$5,097.00
Educational Fee	782.00	Summer (3 months) — University Estimate	1,998.00
Graduate Student Assn. Fee	10.50	TOTAL	\$7,823.00
University Center Fee	18.00		
Nonresident Tuition	4,086.00	*Subject to Change	
Health Insurance (Mandatory)	170.00	TOTAL ESTIMATED EXPENSES FOR	
M.T.D. Fee	15.00	ACADEMIC YEAR AND SUMMER	\$13,414.50
TOTAL	\$5,591.50		

Please return to: Graduate Admissions
Room 3117, Chancellery Hall
University of California
Santa Barbara, CA 93106

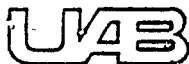
Graduate Division and department use:

yes _____ comments _____
no _____

- (3)正式申請表格：申請人依程序寄送以上表格後，經入學許可處（Admission Office）初審通過，便會收到校方寄來的正式申請表格。不過，正式申請表格又分為兩種，一種是全校通用的一般表格（general form），另一種則是某些科系專用的特種表格，採用這類專用表格較普遍的科系，包括 Law School, Nursing, Public Health, Dentistry, Computer Science, 各種 Engineering, 以及 MBA 等。若是申請以上科系，而又一時無法取得這類專用表格，迫於時限，有時也可以先寄出該校的一般表格，同時附上說明，請校方再寄來專用的系表格。此乃權宜之計，當然並不值得平時廣為採用。

a. [U. of Alabama/Birmingham 正式申請表格]

表一(正面)



The University of Alabama at Birmingham
 Graduate School/511 University Center
 University Station
 Birmingham, Alabama 35294
 205/934-8227

PLACE
 STAMP
 HERE

TO: _____
 (Your Name)

 (Your Address)

 (Your City/State/Zip)

表一(反面)

APPLICANT: Address this response card to yourself and affix appropriate postage. Return it with your application, and this will be your first acknowledgement when the application is received.

We have received your application to graduate study at UAB.

We will send you a more detailed letter in about a week, providing you with an inventory of all materials that have been received and all materials that are lacking.

It will be your responsibility to follow up after receipt of that letter and insure that all materials are received in the Graduate School by any applicable deadline.

表二 (正面)

Admission to Degree Programs

Our admissions requirements are in two parts, the general Graduate School requirements and the particular requirements of each program. In general, the Graduate School welcomes applications from students who have earned a baccalaureate degree (with at least a "B" average) from an accredited institution and who have a minimum combined score of 1000 (1100 for doctoral program applicants) on the verbal and quantitative sections of the Graduate Record Examination. Some programs allow probationary admission.

Specific program requirements vary greatly. Many programs can only accommodate a limited number of students; in these cases we are forced to be highly selective, and we may not be able to admit you even though you satisfy the stated requirements.

Procedure

- (1) Complete the application form and return it with a non-refundable application fee of \$20 (\$40 for applicants who are not U.S. citizens or permanent residents) to The Graduate School, The University of Alabama at Birmingham, University Station, Birmingham, Alabama 35294.
- (2) Ask the registrar of EACH college you have attended to send directly to the Graduate School two official transcripts of your record.
- (3) Arrange for the Graduate School to receive official copies of your scores on the Aptitude Portion of the Graduate Record Examination. The Graduate School of Management requires the Graduate Management Admissions Test rather than the GRE. Other tests are acceptable to some programs, as follows: Medical College Admission Test or Dental Aptitude Test (some Medical Center graduate programs), National Teacher Examination (Education programs), Miller Analogies Test (acceptable in Education, Nursing, and most non-science programs). If you have already taken one or more of these tests, please enter the score(s) in the space provided on the form. This is for our advance information; official scores must be transmitted to the Graduate School.
- (4) Distribute evaluation forms to professors who have taught you, or to others qualified to evaluate your potential as a graduate student (the number of forms required varies by program — see the information on the evaluation form).
- (5) If your native language is not English, you must also take the Test of English as a Foreign Language and arrange for your official TOEFL score to be transmitted to us. Students admitted to the Graduate School generally have scores in excess of 500.
- (6) If you are not a U.S. citizen or permanent resident, you must also send us documentary evidence that you have financial resources to meet your expenses while at UAB. Evidence can be in the form of a statement from a bank officer, affidavit of support sworn before an appropriate officer, etc. Until this is received, we cannot certify your visa eligibility.

NOTE: If you are not a U.S. citizen or permanent resident, we encourage you to request the special pamphlet entitled "Information for Prospective International Graduate Students." This pamphlet (available in the Graduate School Office) provides detailed information on special test requirements and immigration and financial information.

Non-Degree Admission

If you are unable, or if you do not wish, to enter one of our degree programs at this time, you can still take certain graduate courses by enrolling in the Graduate School as a non-degree student. The admissions process involves a one-page application form (available in the Graduate School Office), testifying that you earned a baccalaureate degree from an accredited institution. A \$10 application fee is charged, and we can usually handle your application immediately. However, not all courses are open to non-degree students, and if you later decide to work toward a degree, at most 12 semester hours taken while you were in the non-degree category can be counted toward a degree.

表二(反面)

NOTE: Students who reside in the Birmingham area may pick up GRE, GMAT, NTE and MAT test information booklets in the Graduate School Office (Room 511, University Center, 1400 University Boulevard, Birmingham, AL). These booklets and TOEFL booklets (and information on other tests such as the MCAT and OCAT) are also available to walk-in students in the UAB Testing Office (Room 516, University Center, 1400 University Boulevard, Birmingham, AL).

Students who live outside of the Birmingham area should request test information booklets from:

GRE: Graduate Record Examinations
Educational Testing Service
CN 6000
Princeton, NJ 08541-6000
(609) 771-4670

GMAT: Graduate Management Admission Test
Educational Testing Service
CN 6103
Princeton, NJ 08541-6103
(609) 771-7330

NTE: NTE Program
Educational Testing Service
CN 6050
Princeton, NJ 08541-6050
(609) 771-7670

MAT: Miller Analogies Test
The Psychological Corporation
355 Academic Court
San Antonio, TX 78204
(512) 299-1061

For information on any of these tests, including test schedules, students should contact the UAB Testing Office at (205) 934-3704.

表三(正面)

OFFICE USE ONLY
Receipt No.

**THE UNIVERSITY OF ALABAMA AT BIRMINGHAM
APPLICATION FOR ADMISSION TO THE GRADUATE SCHOOL
AS A DEGREE-SEEKING STUDENT**

All applicants must complete this side. If you are not a U.S. citizen or a permanent resident, you must also complete the other side. Please type or print with black ink only.

*Social Security Number: _____
 First Name: _____ Middle Initial: _____ Last (Family) Name: _____
 Current Address: _____ Permanent Address: _____
 City: _____ City: _____
 State: _____ Zip Code: _____ State: _____ Zip Code: _____
 Country: _____ County: _____ Country: _____ County: _____
 Telephone: () _____ (Alabama Only) Permanent Phone () _____ (Alabama Only)
 *Race: _____ *Sex: _____ *Birthdate: _____
 Degree Sought: _____ Major: _____ Term You Wish To Enter: _____
 Previous Names (under which transcript or other information may be found): _____

Last _____ First _____ Middle Initial _____
 Last _____ First _____ Middle Initial _____

Country of Birth: _____ Country of Citizenship: _____

If you are not a U.S. citizen but are a permanent resident of the U.S., please give card number _____

Will you have been a resident of Alabama for 12 months by the date of registration for the term in which you wish to enter? ☐ Yes ☐ No

GRE or other Standardized Test: _____ Name of Test: _____
 Date Taken: _____
 Scores: _____

LIST ALL COLLEGES AND/OR UNIVERSITIES YOU HAVE ATTENDED:

Name of Institution	State	Degree Attended	Degree or Certificate	Degree Anticipated or Expected

ON A SEPARATE PAGE PLEASE PROVIDE A SUMMARY OF YOUR RELEVANT WORK EXPERIENCE AND A STATEMENT OF YOUR CAREER GOALS.

I certify that the information on both sides of this form is complete and correct.

Signature: _____ Date: _____

*This information is used for identification and statistical reporting only. The UAB is an Equal Opportunity/Affirmative Action Institution.

NOTE: APPLICANTS WHO ARE NOT U.S. CITIZENS OR PERMANENT RESIDENTS MUST COMPLETE BOTH SIDES OF THIS FORM.