The Gettysburg College–Gilder Lehrman MA in American History Program:

Application Instructions
To begin the application, navigate to the “To Apply” page on the Gilder Lehrman MA Program Website.

If you have already started an application, you should have received a link via email to access it directly. If not, email onlinecourses@gilderlehrman.org.
When you enter the application through the GLI website, you’ll see:

Application Management

Thank you for starting your online application to the Gettysburg College - Gilder Lehrman MA in American History program.

As you navigate through the application, we recommend that you use the “Continue” button at the bottom left side of every page. This will save your work and help you progress through the application. You can stop and save your work and continue at a later time, by logging back into your application with your email and password.

Please review your uploaded documents carefully before submitting your application. We strongly recommend converting your documents to PDF format before uploading them to the online application. You will not be able to make additional changes to this application through the online system after it has been submitted.

Once you have submitted your online application, you will be able to access your Gettysburg College applicant status page to check the status of your application. You can review the list of required documents needed to complete your application and track documents that have been received.

Gettysburg will review your application with unofficial transcripts (uploaded copies). However, upon acceptance, we will require official final transcripts to be sent from all undergraduate, graduate, and professional schools that you have attended while seeking your degrees. Official transcripts may be submitted electronically from your previous institutions. If a send-to email address is required, please use gradadmiss@gettysburg.edu. Hard copy transcripts may also be sent via mail, addressed to:

Gettysburg College
Admissions Office - Box 416
300 N, Washington Street
Gettysburg, PA 17325
Phone: 717-337-6100 or 800-431-0803
Fax: 717-337-6145

Returning users: Log in to continue an application.  
First-time users: Create an account to start a new application.
You will be able to re-enter your application if you do not submit it by signing into your Gettysburg application account.

### Application Management

Thank you for starting your online application to the Gettysburg College - Gilder Lehrman MA in American History program.

As you navigate through the application, we recommend that you use the "Continue" button at the bottom left side of every page. This will save your work and help you progress through the application. You can stop and save your work and continue at a later time, by logging back into your application with your email and password.

Please review your uploaded documents carefully before submitting your application. We strongly recommend converting your documents to PDF format before uploading them to the online application. You will not be able to make additional changes to this application through the online system after it has been submitted.

Once you have submitted your online application, you will be able to access your Gettysburg College applicant status page to check the status of your application. You can review the list of required documents needed to complete your application and track documents that have been received.

Gettysburg will review your application with unofficial transcripts (uploaded copies). However, upon acceptance, we will require official final transcripts to be sent from all degree-granting undergraduate, graduate, and professional schools that you have attended. Students transferring from the Pace - Gilder Lehrman MA in American History program must also send their final Pace transcripts. Official transcripts may be submitted electronically from your previous institutions. If a send-to-email address is required, please use gradadmissions@gettysburg.edu. Hard copy transcripts may also be sent via mail, addressed to:

Gettysburg College  
Admissions Office - Box 416  
300 N. Washington Street  
Gettysburg, PA 17325  
Phone: 717-337-6100 or 800-431-0803  
Fax: 717-337-6145

### Your Applications

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
<th>Started</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA in American History</td>
<td>In Progress</td>
<td>04/29/2022</td>
<td></td>
</tr>
</tbody>
</table>
When you’ve created a Gettysburg application account and have logged in, you’ll find the instructions and a navigation menu on the left hand side.

Instructions

Thank you for starting your online application to the Gettysburg College - Gilder Lehrman MA in American History program.

As you navigate through the application, we recommend that you use the “Continue” button at the bottom left side of every page. This will save your work and help you progress through the application. You can stop and save your work and continue at a later time, by logging back into your application with your email and password.

Please review your uploaded documents carefully before submitting your application. We strongly recommend converting your documents to PDF format before uploading them to the online application. You will not be able to make additional changes to this application through the online system after it has been submitted.

Once you have submitted your online application, you will be able to access your Gettysburg College applicant status page to check the status of your application. You can review the list of required documents needed to complete your application and track documents that have been received.

Gettysburg will review your application with unofficial transcripts (uploaded copies). However, upon acceptance, we will require official final transcripts to be sent from all degree-granting undergraduate, graduate, and professional schools that you have attended. Students transferring from the Pace - Gilder Lehrman MA in American History program must also send their final Pace transcripts. Official transcripts must be submitted electronically from your previous institutions. If a send-to email address is required, please use gradadmiss@gettysburg.edu. Hard copy transcripts may also be sent via mail, addressed to:

Gettysburg College
Admissions Office - Box 416
300 N. Washington Street
Gettysburg, PA 17325
Phone: 717-337-6100 or 800-431-0803
Fax: 717-337-6145

Continue
**Personal Background**

**Name**
- First (Given)
- Last (Family, Surname)
- Suffix
- Preferred First Name
- Other Last Names Used

**Addresses**

**Residential Address**
- Country: United States
- Street Address
- City
- State: Pennsylvania
- Postal Code

**Mailing Address**
- Country: United States
- Street Address
- City
- State: Pennsylvania
- Postal Code
Your email address will be filled in with the one provided for your account.

<table>
<thead>
<tr>
<th><strong>Email Address</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Email</td>
<td><a href="mailto:mkarpaus@gettysburg.edu">mkarpaus@gettysburg.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Telephone Numbers</strong> (include +country code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
</tr>
<tr>
<td>Work</td>
</tr>
<tr>
<td>Cell</td>
</tr>
</tbody>
</table>

We use text messages to communicate important application information (msg and data rates may apply). Would you like to receive text messages?

<table>
<thead>
<tr>
<th><strong>Biographical Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sex</td>
</tr>
<tr>
<td>Gender Identity</td>
</tr>
<tr>
<td>Another Gender Identity</td>
</tr>
<tr>
<td>Pronouns</td>
</tr>
<tr>
<td>Another Pronoun(s)</td>
</tr>
<tr>
<td>Birthdate</td>
</tr>
<tr>
<td>Native Language</td>
</tr>
</tbody>
</table>
Complete the personal information section and click “Continue.”

### Citizenship Information

<table>
<thead>
<tr>
<th>Citizenship Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Citizenship</td>
</tr>
<tr>
<td>Dual Citizenship</td>
</tr>
</tbody>
</table>

### Race/Ethnicity

Colleges and universities are asked by many groups, including the federal government, accrediting associations, college guides, and newspapers, to describe the ethnic/racial backgrounds of their students and employees. In order to respond to these requests, we ask you to answer the following two questions. [View Definitions](#)

**Are you Hispanic or Latino?**

- [ ] Yes
- [ ] No

Regardless of your answer to the prior question, please check *one or more* of the following groups in which you consider yourself to be a member:

- [ ] American Indian or Alaska Native
- [ ] Asian
- [ ] Black or African American
- [ ] Native Hawaiian or Other Pacific
- [ ] White
Complete the Program Information.
In the “Degree” menu, you can choose to enter as a degree-seeking candidate by selecting “Master’s.” If entering as a non-matriculated student, select “Non Degree.” Select the term that you are planning to begin in. If choosing the summer term, you can begin in session 1 or session 2. Click “Continue.”
Enter additional information.
Additional questions on military affiliation will appear upon choosing “Yes.”

**Additional Information**

**Applicant Information**

Were you previously enrolled in the MA in American History at Pace University?
- [ ] Yes
- [ ] No

**Disciplinary History**

Have you ever been adjudicated guilty or convicted of a misdemeanor or felony?
- [ ] Yes
- [ ] No

*Note that you are not required to answer “yes” to this question, or provide an explanation. If the convicted offender or conviction is a disqualifying one, the application will be rejected.*

**Military Affiliation**

Do you, or your family, have a military affiliation?
- [ ] Yes
- [ ] No

What is your military affiliation or status?
- [ ] Spouse Dependent

Please specify:
- [ ] Air Force

Will you be requesting military tuition assistance?
- [ ] Yes
- [ ] No

[Continue]
In Previous Education, enter all institutions you have attended for undergraduate and graduate credits. This is the place to upload PDFs of **unofficial transcripts** for all degree-granting institutions that you have attended. **You will be required to send official transcripts from degree-granting institutions upon acceptance into the program.** Save all work and click “Continue.”
For applicants who **did not** check the box for “Yes, English is the primary language of instruction at this institution” on the Education section, you will be required to upload English-language test scores from the Duolingo English Test, the IELTS, or TOEFL assessment.

### Test Scores

English-proficiency test scores are required for applicants who have not completed a degree at a college or university where English was the primary language of instruction.

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/12/2022</td>
<td>Duolingo English Test (100-point scale)</td>
</tr>
</tbody>
</table>
Enter your current or last place of employment. Save individual entries and click “Continue.”
Upload all necessary documents:
Resume
Letter of Intent
Letter of Affiliation (not required for alumni of Gettysburg College)
Type your full name as a signature and click “Continue.”
Review the different components of your application and submit or save to edit later.
After submitting the application, you will have access to an application checklist with confirmation of the materials that you have submitted and information about outstanding material.

**Application Checklist**

Gettysburg will review your application with unofficial transcripts (uploaded copies). However, upon acceptance, we will require official final transcripts to be sent from all undergraduate, graduate, and professional schools that you have attended while seeking your degrees. Official transcripts may be submitted electronically from your previous institutions. If a send-to-email address is required, please use gradadmiss@gettysburg.edu. Hard copy transcripts may also be sent via mail, addressed to:

Gettysburg College  
Admissions Office - Box 416  
300 N. Washington Street  
Gettysburg, PA 17325  
Phone: 717-337-6100 or 800-431-0803  
Fax: 717-337-6145

Please allow 1-2 business days for your transcript to be processed once received.

**Note:** After uploading documents, please allow 15 minutes for the checklist below to accurately reflect materials received.

<table>
<thead>
<tr>
<th>Status</th>
<th>Details</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>Received Transcript for College of William and Mary</td>
<td>04/24/2022</td>
</tr>
<tr>
<td>✗️</td>
<td>Awaiting Official Transcript for College of William and Mary</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Received English Proficiency Test Scores</td>
<td>04/24/2022</td>
</tr>
<tr>
<td>✔️</td>
<td>Received Letter of Affiliation</td>
<td>04/24/2022</td>
</tr>
<tr>
<td>✔️</td>
<td>Received Letter of Intent</td>
<td>04/24/2022</td>
</tr>
<tr>
<td>✔️</td>
<td>Received Reply to Offer of Admission</td>
<td>04/24/2022</td>
</tr>
<tr>
<td>✔️</td>
<td>Received Resume</td>
<td>04/24/2022</td>
</tr>
<tr>
<td>✗️</td>
<td>Received Letter of Affiliation</td>
<td>04/24/2022</td>
</tr>
<tr>
<td>✗️</td>
<td>Received Letter of Intent</td>
<td>04/24/2022</td>
</tr>
<tr>
<td>✗️</td>
<td>Received Resume</td>
<td>04/24/2022</td>
</tr>
<tr>
<td>✗️</td>
<td>Received TOEFL/IELTS/Duolingo Score</td>
<td>04/24/2022</td>
</tr>
</tbody>
</table>

**Account Tools:**  
Change Email Address  
Change Password  
Logout