

The Echo Application is a subset of the Notre Dame Graduate School Application, which is accessible on the Graduate School's website at <http://graduateschool.nd.edu> (go to "Admissions," then "Apply"). Although other Notre Dame Graduate Theology programs have later deadlines, the Echo application (including all supplemental materials) must be submitted by midnight on **January 10, 2023**. (*Please note: Echo applicants who apply by December 1, 2022, are eligible to have their \$75 application fee waived.*)

## The On-line Application:

- Before you begin your application, please notify Scott Boyle ([sboyle2@nd.edu](mailto:sboyle2@nd.edu)) to assure that your application will be reviewed.
- Create an account to start an application by entering your email, name, and birthdate.
- When you register for an account, you will be assigned a temporary pin number connected to your email. Once you plug in the pin number, you will set your new password. You will need both your email (which functions as your username) and the password you set up to access your application each time after your first visit.
- After you create your profile, click on "**Start New Application**".
- You will then be asked to choose an *Application Type*: first choose "**2023**" for the year.
- Second, choose "**Summer 2023**" from the drop-down box and click "**Create Application.**"
- An "Application Details" box will appear. Click "**Open Application.**"
- Next, you will be directed to an "Instructions" page. Please read thoroughly and click "Continue" when you are finished.

## Application Type & Term

- Applicant type: Choose "**Degree**" from the drop-down menu.
- Program Applying to: Select "**Echo Program**" from the drop-down menu. This is an important step as it guarantees you appear in Scott's queue of applicants.
- Program Specifics: Do you plan to attend full-time? Chose "**Yes.**"
- Potential Faculty Advisor: **leave blank.**
- Prior Notre Dame Affiliations: **fill in as appropriate.**
  - Under "Program Affiliation," you will be asked if you are applying to, or affiliated with, any other specific programs. You may **skip this question**, as Echo is not affiliated with any of the programs listed there.
- Next, you will be asked if you are applying to *Multiple Programs*: If Echo is the only program to which you are applying, choose "**No.**" If you are applying to other graduate programs at Notre Dame, choose "Yes," and enter them into the blank field. *Please contact [Scott](#) as soon as possible to ensure that your application will be properly received by Echo, noting that separate applications are required for each graduate program at Notre Dame.*
- Dual Degree Agreements: Do not select anything here.
- Click **Continue**.

## Contact Information & Personal Information

*Fill in & continue (your information will automatically be saved).*

## Test Score Information

- As a reminder, Echo **DOES NOT require** GRE or other standardized test scores to be submitted. If you are submitting the GRE or another standardized test for consideration, read on...

- Enter your **GRE test date** and the three **scores/percentiles** you received.  
*(If you have yet to take the exam, please fill in the **date you plan to take the test**, or leave blank if date has not yet been set. See details below.)*
- If you take the GRE, please make sure to request that your scores be sent directly to the Notre Dame Graduate School, “Theology Department.” (You will do this by entering a code (1841) for the ND Grad School, and then another code for a general department, which will likely be labeled “Religion and Theology.”) *If you have a hard copy score report, you may scan and upload it to this section of the application.*

## Academic History

- Fill in the necessary information for your undergraduate, baccalaureate institution(s) and any other institutions through which you earned academic credit and/or a degree, including summer courses, graduate course credit, etc. (As you enter the name of each institution, an automated list of options will pop up corresponding with the text you have entered. Make sure to select your exact institution from the list, and it should auto-populate the fields with the school’s information.)
- Include the URL for each institution that you have attended. *Note: before submitting your application, you may receive a warning message to check your institution’s URL. This is not an error message, but simply a warning to double check and make sure you have indeed added the (correct) website for each institution. The “warning” message will not prevent you from submitting your application.*
- Fill in the related information for each institution you have attended, including major(s), minor, and GPA as it appears on your transcript. *Note: There is only space to indicate one minor. If you have more than one minor, please choose one to list here and list all minors on your résumé. Also, if your actual major or minor is not listed, please select “other” and note your actual area(s) of study on your resume.*
- Upload an electronic copy of an unofficial transcript for each institution attended.  
*(Details below.)*
- Click “Save” after completing each entry.
- Click “Continue” after entering your academic history.

**Transcripts:** The application asks that only unofficial, electronic transcripts be submitted with your application. *Once admitted*, the Graduate School will need a complete, official transcript detailing your completed coursework and showing your degree earned. Since your final transcripts will not be available until after your undergraduate graduation, an electronic, unofficial transcript (or scanned copy) will serve in place of your official, complete transcript until the end of this school year. *For college graduates who already have final transcripts*, please upload a complete, unofficial or official electronic transcript to your application. *No paper materials will be accepted by the graduate school, and you will not be able to submit your application without uploading a transcript document for each institution attended. Please contact [Scott](#) with questions re: transcripts.*

## Additional Information

- When asked to rank your school preference, type “**Notre Dame**” as #1; if you are considering other schools which you would rank over Notre Dame, then enter them accordingly.
- Under “Applying to Notre Dame”: answer those questions as they are true for you.
- For the last item in that list (“How did you learn about graduate studies at Notre Dame?”), please select (among other responses that may be true for you): “**Contact from your prospective department or program.**”
- Fill in “Language Proficiency” fields as they pertain to you.
- Under “Additional Questions,” answer truthfully as they pertain to you.
- For the last question (“Will you be paying your application fee with a waiver?”): Those who apply on or before December 1 are eligible for a fee waiver. Please contact [Scott Boyle](#) by November 28 to request the fee waiver code needed for this field. (You will enter the code here.) For those applying after December 1,

you will select “no” from the drop-down menu, and follow payment instructions at the end of the application.

- Click “Continue.”

## Uploads

- **Résumé/CV:** The application asks you to upload your résumé or CV (*Curriculum Vitae*). Please keep your resume/CV to 1-2 pages.
- **Statement of Intent:** You are required to upload a Statement of Intent. In one (**double-spaced**) page or less, please respond to the following prompt: **What do you hope to gain from participating in Echo and how will your participation help you develop your long-term interests and goals?**
- **Program Upload:** (*Important!*) This is where you upload your completed version of the **Echo Supplemental Application**. This additional upload can be found on the Graduate School’s Downloadable Forms page, as well as the [Application Details](#) page on the Echo Website, under the “Apply to Echo” tab.
  - N.B. *The Echo Supplemental Application includes different questions, ranging from short, one-word biographical inquiries to a series of 300-word short answer questions. NOTE, there is an additional question that requires a response of 500-750 words. To be sure you’re completing the right application, please make sure the top of your application says Echo 20 Supplemental Application – 2023.*
- **Additional Documents:** You DO NOT need to upload additional documents, unless there is something you would like to have considered with your application that is not already included in the Graduate School or Echo-specific applications. (*N.B. If you do plan to upload an additional document, please indicate this within the Echo Supplemental Application document, under number 21: “Miscellaneous or Additional Information.”*)

## Recommendations

- You can request up to five (5) recommendation letters through the Graduate School application.
  - Echo requires **two (2) professor references** and **(2) personal references**, and a rector recommendation letter (for Notre Dame, Saint Mary’s College, and Holy Cross College students only).
  - Simply click on the “**add recommender**” link to enter up to five names of recommenders. They will receive a personal link (through their email) to complete the recommendation. (Professor recommenders need not be theology or religious studies professors, but they must have had you in an evaluated course in which you received a letter/number grade.) *Contact [Scott](#) with questions regarding recommenders.*
- **IMPORTANT:** Before filling in the fields requesting the professional and contact information for your recommenders, we suggest that you **first personally contact all of your potential recommenders** to send them the corresponding information about Echo (found on the Echo website, on the “[Application Materials](#)” page under the “Apply to Echo” tab), and invite them to write your letter. (*Once you fill in the names and contact information for your recommenders and click “send to recommender,” an email will be generated to your recommender’s corresponding email address immediately, prompting them to submit a recommendation letter on your behalf. You will want them to be prepared to receive the request and, hopefully, ensure that they know a bit about Echo before submitting a letter for you.*)
- Fill in the **names and contact information** for each of your (four or five) recommenders:
  - Please follow the Graduate School guidelines for providing recommender information.
  - Although the Graduate School does **not** require personal letters of recommendation, Echo does. Please add a **third and fourth** personal recommender (after your two professor contacts) who will

similarly be prompted to write a recommendation letter. *It is imperative that you personally send instructions from the Echo website to your personal recommenders, since the nature of his/her letters will differ from a professor recommendation letter.*

- (N.B. ND, SMC and HCC students will need to use a fifth field for their Rector Recommendation Letter, downloadable from the Echo website on the “[Application Materials](#)” page.)
- Click “Continue” when finished with the recommender portion.

## Signature

In lieu of a signature by hand, you will type your full name as a signature electronically, which indicates that everything you have included in this application is true and came from you alone.

## Review

This page has helpful payment information and also allows you to view the status of your application, including any areas that remain incomplete (in red) or may pose problems during processing (in orange). You can also preview your application (how it will look to those who receive it). *N.B. You will not be able to submit your application until items in red are addressed.*

## Submit Your Application

Once you submit your application, you cannot make changes to it.

**Application Fee:** Each application to the Graduate School requires a fee of \$75. When asked to “**Select Payment Method,**” choose your preferred method of payment. (You are responsible for the \$75 application fee.) *The application fee will be waived for all Echo applicants who submit the application by December 1. (Email [Scott Boyle](#) for the Echo application fee waiver code by November 28.)*

**Deadline and Submission:** As stated previously, the completed application (including both the **Graduate School component** and the **Echo Supplemental Application**) must be submitted to the Graduate School by the Echo deadline: midnight on **January 10**. *Important:* Once your on-line application is submitted, please inform Scott Boyle via email at [sboyle2@nd.edu](mailto:sboyle2@nd.edu).

**For Further Information:** If you have technical problems with the application, **please contact the Graduate School directly**. You will find contact information for tech support as well as very helpful answers to Frequently Asked Questions on their website: <http://graduateschool.nd.edu/admissions/faq/>.

Otherwise, please feel free to contact one of the following persons:

**Scott Boyle**

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McGrath Institute for Church Life  
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**Dr. Katie Cavadini**

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