

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:



THE GILDER LEHRMAN
INSTITUTE of AMERICAN HISTORY

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.

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Your Applications			
Type	Status	Started	Submitted
You have started 1 application, listed below, using this account.			
MA in American History	In Progress	04/29/2022	

[Start New Application](#)

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.



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[Home](#)

[Instructions](#)

[Personal](#)

[Background](#)

[Program of Study](#)

[Additional
Information](#)

[Previous](#)

[Education](#)

[Test Scores](#)

[Employment](#)

[History](#)

[Document Upload](#)

[Signature](#)

[Review](#)

Instructions

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[Continue](#)

Enter your personal information:

Mag Karpauskas TEST

Fall 2022 MA in American History, 507836399 [X](#)

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[Home](#)

[Instructions](#)

**Personal
Background**

[Program of Study](#)

[Additional
Information](#)

[Previous
Education](#)

[Test Scores](#)

[Employment
History](#)

[Document Upload](#)

[Signature](#)

[Review](#)

Personal Background

Name

First (Given)	<input type="text"/>
Last (Family, Surname)	<input type="text"/>
Suffix	<input type="text" value="v"/>
Preferred First Name	<input type="text"/>
Other Last Names Used	<input type="text"/>

Addresses

Residential Address [Delete](#)

Country	<input type="text" value="United States"/>
Street Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="Pennsylvania"/>
Postal Code	<input type="text"/>

Mailing Address [Delete](#)

Country	<input type="text" value="United States"/>
Street Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="Pennsylvania"/>
Postal Code	<input type="text"/>

Your email address will be filled in with the one provided for your account.

Email Address

Current Email

Telephone Numbers (include +country code)

Home

Work

Cell

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

Biographical Information

Sex

Gender Identity

Another Gender Identity

Pronouns
She/Her
They/Them
Another pronoun not listed here

Another Pronoun(s)

Birthdate

Native Language

Complete the personal information section and click “Continue.”

Citizenship Information

Primary Citizenship

Dual Citizenship

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

Continue



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.”

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mkarpaus@gettysburg.edu

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[Home](#)

[Instructions](#)

[Personal
Background](#)

Program of Study

[Additional
Information](#)

[Previous
Education](#)

[Test Scores](#)

[Employment
History](#)

[Document Upload](#)

[Signature](#)

[Review](#)

Program Information: MA in American History

Graduate program participants can take up to twelve credits as non-matriculated students. To take courses as a non-matriculated student, select the Non Degree option below.

Degree

Entry Term

Term 1 Start Date: June 1, 2023

Term 2 Start Date: July 13, 2023

Session

Continue

Enter additional information.

Additional questions on military affiliation will appear upon choosing “Yes.”

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Maggie Karpauskas Log

mkarpaus@gettysburg.edu

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Fall 2022 MA in American History, 507836399 X

- [Home](#)
- [Instructions](#)
- [Personal](#)
- [Background](#)
- [Program of Study](#)
- Additional Information**
- [Previous Education](#)
- [Test Scores](#)
- [Employment History](#)
- [Document Upload](#)
- [Signature](#)
- [Review](#)

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 criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise required by law or ordered by a court to be kept confidential.

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.”

The screenshot displays the 'Previous Education' section of the application portal. On the left, a navigation menu includes links for Home, Instructions, Personal, Background, Program of Study, Additional Information, Previous Education (highlighted), Employment History, Document Upload, Signature, and Review. The main content area shows the 'Previous Education' heading, a note about reviewing applications with unofficial transcripts, and a sub-section for 'Institution' with an 'Add Institution' link. A 'Continue' button is visible. An 'Add Institution' modal form is open, containing the following fields: Institution (text input), Country (dropdown menu set to 'United States'), City (text input), State (dropdown menu set to 'Select State'), Dates Attended (four dropdown menus for year and month), Level of Study (dropdown menu set to 'Undergraduate'), Degree (dropdown menu set to 'No Degree Awarded or Expected'), Major (text input), GPA (text input with a scale of text input and example '(e.g., 4.0, 4.3, 5.0, 15, 100)'), and Language (checkbox for 'Yes, English is the primary language of instruction at this institution.'). Below the form is a 'Submit Transcript' section with instructions and a 'Choose File' button next to the text 'PDF or Scanned Pages' and 'No file chosen'. At the bottom of the modal are 'Save' and 'Cancel' buttons.

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.

Date ▲	Type
--------	------

[Add Test](#)

08/12/2022	Duolingo English Test (100-point scale)
------------	---

[Edit](#)

Enter your current or last place of employment. Save individual entries and click “Continue.”

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mkarpaus@gettysburg.edu

Home
Instructions
Personal
Background
Program of Study
Additional Information
Previous Education
Test Scores
Employment History
Document Upload
Signature
Review

Employment History

Organization Name
Current Employer
Gettysburg College

Continue

Organization:

Country:

City:

State:

Telephone:

Dates of Employment:
from:

to:

This is my current employer

Does your employer provide tuition reimbursement?
 Yes
 No

Save Cancel

Maggie Karpauskas Logout

Summer 2023 MA in American History, 507836399

Upload all necessary documents:

Resume

Letter of Intent

Letter of Affiliation (not required for alumni of Gettysburg College)



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Maggie Karpauskas [Logout](#)

mikarpaus@gettysburg.edu

Summer 2023 MA in American History, 507836399 [X](#)

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[Home](#)

[Instructions](#)

[Personal](#)

[Background](#)

[Program of Study](#)

[Additional Information](#)

[Previous](#)

[Education](#)

[Test Scores](#)

[Employment History](#)

Document Upload

[Signature](#)

[Review](#)

Document Upload

Please upload your current Resume, Letters of Intent and Affiliation below. You may upload a PDF or Word Document.

Resume

The following files have been uploaded:

- 04/24/2022 - Test Resume.pdf - 1 page(s) [Preview](#) [Delete](#)
- [Add Another](#)

Letter of Affiliation

You can find a downloadable PDF of the Letter of Affiliation on the Gilder Lehrman website. Note: Gettysburg graduates are not required to submit a Letter of Affiliation unless they currently work for a Gilder Lehrman affiliate.

The following files have been uploaded:

- 04/24/2022 - Test Letter of Affiliation.pdf - 1 page(s) [Preview](#) [Delete](#)
- [Add Another](#)

Letter of Intent

In one to two pages, explain who you are, why you are applying to this program, and why you would be a valuable addition to the program.

The following files have been uploaded:

- 04/24/2022 - Test Letter of Intent.pdf - 1 page(s) [Preview](#) [Delete](#)
- [Add Another](#)

[Continue](#)

Type your full name as a signature and click “Continue.”

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mkarpaus@gettysburg.edu Sum

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[Home](#)
[Instructions](#)
[Personal Background](#)
[Program of Study](#)
[Additional Information](#)
[Previous Education](#)
[Test Scores](#)
[Employment History](#)
[Document Upload](#)
Signature
[Review](#)

In place of your signature, please type your full legal name:

Date Signed: April 24, 2022

Continue

Review the different components of your application and submit or save to edit later.

- [Home](#)
- [Instructions](#)
- [Personal Background](#)
- [Program of Study](#)
- [Additional Information](#)
- [Previous Education](#)
- [Test Scores](#)
- [Employment History](#)
- [Document Upload](#)
- [Signature](#)

Review

We have detected the following errors with your application. These errors must be corrected before submission.

Section	Required Field or Error
Personal Background	Mailing Address is Required
Personal Background	Primary Citizenship is Required
Program of Study	Degree is Required
Program of Study	Summer Session is Required
Signature	Please complete prior to submission.

As an administrator, you may bypass application warnings and submit the application in an incomplete state.

Review

Submit Application

Save for 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

Application Submitted: 04/28/2022

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:

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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.

Status	Details	Date
✓. Received	Transcript for College of William and Mary	04/24/2022
✗. Awaiting	Official Transcript for College of William and Mary	
✓. Received	English Proficiency Test Scores	04/24/2022
✓. Received	Letter of Affiliation	04/24/2022
✓. Received	Letter of Intent	04/24/2022
✓. Received	Reply to Offer of Admission	04/24/2022
✓. Received	Resume	04/24/2022
📄. Received	Letter of Affiliation	04/24/2022
📄. Received	Letter of Intent	04/24/2022
📄. Received	Resume	04/24/2022
📄. Received	TOEFL/IELTS/Duolingo Score	04/24/2022

Account Tools: [Change Email Address](#) [Change Password](#) [Logout](#)