The following are step-by-step instructions for submitting an online application to the MA Program in History via ApplyWeb. If you have technical difficulties, contact the History Department at hist@pdx.edu, or at 503-725-3917.

Page 1. Contact Information: Enter your name and contact information.

Page 2. Personal Information: Enter your personal information, including if you have taken courses previously at Portland State.


Page 4. Previous Institutions: Enter the information for all post-secondary institutions you have attended. Include any institution from which you have received college-level or graduate credits, regardless of whether or not you completed a degree program. Upload a legible copy of a transcript from each institution (in PDF, JPG, GIF, PNG, or TIF format). Unofficial transcripts or photocopies are acceptable (unlike for the University application) as long as they list course titles and grades in chronological (term-by-term) order. Degree audits are therefore usually not acceptable.

Page 5. Residency Information: This information will be used to evaluate your residency classification for tuition purposes.

Page 6. Testing Information: Indicate the date you took, or plan to take, the GRE. If possible, upload your copy of official test scores. Note: know that your application status will not be considered finalized until the department has received your official GRE scores from ETS. If English is not your first language, please indicate your TOEFL/IELTS score. The History Department adheres to the general university policy regarding minimum English language proficiency requirements for graduate admission.

Page 7. Employment (Graduate Assistantship): If you wish to be considered for a teaching assistantship in the History Department, click yes. For incoming graduate students, no application materials beyond the program application are necessary. Teaching assistants usually work with one of our undergraduate classes; assignments vary from term to term. Assistantships are for the academic year, subject to satisfactory performance. Renewal for a second year is possible but not guaranteed. Assistantships are defined as 0.30 FTE positions and receive a tuition remission and stipend per PSU Office of Graduate Studies standards. Information about other fellowship opportunities appears later in the form. Assistantships are awarded on a competitive basis; we are unable to provide them for all of our graduate students.

Page 8. Program-Specific Questions: A number of sections follow:

A. Here, applicants will have the option to apply for research assistantships open to incoming MA students: the Rose Tucker Fellowship at the Oregon Historical Society (usually serving as an editorial intern with the Oregon Historical Quarterly), and the Caroline P. Stoel Fellowships at the Pacific Historical Review editorial office in our Department. Both of these fellowship opportunities require additional application materials as indicated. Semi-finalists may be contacted for an interview as part of the selection process. As with the departmental teaching assistantships, these come with tuition remission and stipend per PSU Office of Graduate Studies standards. [For other scholarship and fellowship opportunities, consult the PSU Office of Graduate Studies website. See also the University Studies website about graduate mentorships in PSU’s general education program.] A resume/curriculum vitae is optional; you should use your statement of intent (see below) to describe any relevant preparation or experience other than college coursework.

B. Also in this section, applicants will designate a main field(s) of interest, defined geographically, thematically, and/or chronologically, e.g., American women's history, medieval Europe, 20th-century Middle East, history of modern science, etc. If you are interested in the public history or world history tracks, select the appropriate option. See the History Department website for description of the special requirements for these two tracks. Public history and world history track students should also designate field(s) of interest.
C. Regarding foreign language, the University requires completion of at least two years of college-level study of a foreign language, or passing an equivalency exam, for all MA degrees. Completion of this requirement is not itself a requirement for admission; however, please be aware that if you haven't already completed this requirement, you will need to plan for language study as part of your academic program. Beyond the University's language requirement, many fields of advanced historical study require competency in non-English language(s) in order to conduct research, i.e., to read primary and/or secondary sources. Study beyond the second college year may be a practical necessity. This is particularly the case for many fields outside of the U.S., but may also be relevant for some American history topics. At the Department's discretion, admission in these fields may include conditions for language study as part of your academic program. We urge you to consult an advisor in your chosen field if you have questions about appropriate language preparation.

Page 9. Program Materials: Applicants will need to upload:
A. Two writing samples, preferably history research papers. In addition to showing good writing skills, your work samples should demonstrate your ability to frame and support a historical argument, to conduct independent research, and to think critically about appropriate primary and secondary sources. The work samples should show your best accomplishments in historical research and writing. They are a crucial component of the application. Submit these documents in PDF, DOC, DOCX, RTF, or TXT format.

B. Upload a statement of intent, of a page or two in length, that addresses the following questions:
- Why do you want to obtain a Master's degree in history?
- If admitted, what geographic and/or thematic field(s) would you be most interested in studying and why?
- How have you prepared yourself to undertake advanced study in this field?
- How would the MA Program in History at PSU serve your interests in terms of curriculum, faculty research areas, or program specialties?
If there are relevant aspects of your background that do not appear elsewhere in the application, you may discuss them in your statement of intent. Submit this document in PDF, DOC, DOCX, RTF, or TXT format.

Page 10. Letters of Recommendation: Enter information for two letters of recommendation. ApplyWeb will send automated emails to your recommenders instructing them on how to submit their letters to the system. Note: only under special circumstances will the Department accept letters of recommendation directly from recommenders outside of normal ApplyWeb delivery. Ideally, letters should come from individuals who can comment on your academic performance and preparation in skills relevant for advanced study in research in history. Other professional references may be substituted in some cases, as we realize that some applicants may be several years removed from their undergraduate programs.

Page 11. Electronic Signature and Agreement: When you have completely finished working on your application, click the Submit button. Note: Once the form is submitted, no corrections are possible, so please double-check that all your information is complete and correct.