

## GEORGETOWN MBA PROGRAM- APPLICATION INSTRUCTIONS

These instructions provide important information that you need in order to submit your application. We use a self-managed application process that makes it incumbent upon you to follow the directions carefully so that you avoid processing delays. Most of your application components will be submitted online. However, any components that are not submitted online (i.e.: official transcript) must be submitted in one envelope.

### DEADLINES, DECISIONS AND DEPOSITS

	DEADLINES	DECISION NOTIFICATION	1 <sup>st</sup> DEPOSIT DUE	2 <sup>nd</sup> DEPOSIT DUE
<b>FULL-TIME MBA PROGRAM</b>				
Round One	November 1, 2010	January 15, 2011	March 1, 2011	June 1, 2011
Round Two	January 1, 2011	March 15, 2011	May 1, 2011	June 1, 2011
Round Three (Final Round)	April 1, 2011	May 15, 2011	June 1, 2011	N/A
<b>MBA EVENING PROGRAM</b>				
Round One	January 15, 2011	March 25, 2011	April 15, 2011	N/A
Round Two (Final Round)	April 15, 2011	May 30, 2011	June 15, 2011	N/A

### POLICIES AND PROCEDURES

#### PROGRAM START DATE

Admission to the Georgetown MBA Program is for the fall semester; we do not offer mid-year admission. You are encouraged to apply as early as possible in the admission cycle based on the deadlines indicated in the “Deadlines, Decisions, and Deposits” section of this document.

#### MEETING THE DEADLINE

The online application must be submitted by 11:59 p.m. Eastern Standard Time on the deadline date. Any mailed credentials must be postmarked no later than the deadline date. Applications that are received after the deadline will be considered for the next admissions round.

#### APPLICATION COMPONENTS

The Admissions Committee uses a holistic approach when making an admissions decision. Therefore, it is necessary for you to submit all application components so that the Admissions Committee can make an informed decision about your application. The Admissions Committee will only review completed applications that include the following components:

- Application Form (*online*)
- Personal Essays (*online*)
- Current Résumé (*online*)

- Professional Recommendations (*online*)
- Official Transcripts/Academic Documents (*mail original/official copies*)
- Official GMAT Score
- Official TOEFL, IELTS or Pearson Test of English Score (if applicable)

## APPLICATION FEE

In addition, you must submit a \$175 **non-refundable** application fee, payable online via credit card or e-check. Please do not send personal checks or money orders.

The McDonough School of Business will grant an application fee waiver to candidates who are active duty in the U.S. Military at the time they submit an application. Upon completing the online application, the applicant will receive instructions on submitting their application based on their active duty military status.

Applicants to the MBA Full-Time Program, who attend the Experience Georgetown on-campus visit program, prior to submitting their application, will receive an application fee reduction. The reduced application fee will be \$100, payable online by credit card or e-check. Upon completing the online application, applicants will receive instructions on submitting their application based on their Experience Georgetown attendance between September 1, 2010 and March 31, 2011.

## DUAL DEGREE APPLICANTS

If you are applying to a Full-Time Dual Degree program you must submit your MBA application by the deadlines stated above. Applications to the other schools (Law, Foreign Service, Medical or Public Policy) must be submitted by the deadlines set by the respective school. Please note that admissions decisions are made independently by each school. If admitted to both programs, you will submit a deposit only to the program in which you intend to enroll for this coming fall.

Detailed information for each application component can be found below.

## APPLICATION COMPONENTS DETAILS

### ONLINE APPLICATION FORM

We require you to apply online: <http://msb.georgetown.edu/mbaapply>

### PERSONAL ESSAYS

The online application has specific questions for Full-Time MBA Program, MBA Evening Program, Dual Degree Programs and for Re-applicants. You will create your essays in a separate document and upload them into your application. Begin your essay by restating the essay question at the top of the page and answer each essay question according to the specified word limit. Also, be sure to include your name on each page of your response.

### PROFESSIONAL RECOMMENDATIONS

Two recommendations are required for the Georgetown MBA application. We are interested in gaining insight from someone who can objectively evaluate your professional performance as well as managerial and leadership potential. We strongly discourage letters from university faculty and family members. A current supervisor is preferred, though not required. Evening Program applicants are **expected** to provide a recommendation from their current supervisor.

Recommenders are required to submit the recommendation forms online and will receive detailed instructions once you complete the "Recommendations" section of your application.

## **GRADUATE MANAGEMENT ADMISSIONS TEST (GMAT) SCORE**

An official score must be sent directly from Pearson Vue to Georgetown University MBA Admissions. Use the **GMAT® Program Code: JT7-G0-20** for the Full-Time MBA Program and **GMAT® Program Code: JT7-G0-64** for the MBA Evening Program. Your test result must not be more than five years old.

## **TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) SCORE, INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS) SCORE OR PEARSON TEST OF ENGLISH**

International students are required to demonstrate a level of competence in English sufficient to meet the admission requirements of the University. All non-U.S. applicants are required to submit a current TOEFL, IELTS, or the Pearson Test of English result unless they have earned a four-year academic degree (bachelor's degree) or advanced degree from an accredited institution of higher education in the United States or from a country where the official language is English. In the case where English is listed as one of multiple official languages, the TOEFL, IELTS or the Pearson Test of English is still required. If you have any questions, contact the MBA Admissions Office well in advance of the deadline so you are able to meet this requirement.

**TOEFL:** Official scores must be sent directly from ETS to Georgetown University MBA Admissions using **ETS Code Number: 5244-02**(Full-Time code) or **ETS Code Number: 5281-02** (Evening Program code). The minimum required score is 250 (computer-based), 600 (paper-based), or 100 (internet-based). Your test result must not be more than two years old.

**IELTS:** Official scores must be sent directly from Cambridge (IELTS) to Georgetown University MBA Admissions. We accept only academic module results; the minimum required score is 7.5. Your test result must not be more than two years old.

**PEARSON TEST OF ENGLISH:** Official scores must be sent directly from Pearson Vue to Georgetown University MBA Admissions. The minimum required score is 68. Your test result must not be more than two years old.

## **CURRENT RÉSUMÉ**

Submit a current résumé in month/year format that corresponds to the information submitted in your online application. Create a separate section on your resume to highlight part-time or internship experience.

## **OFFICIAL TRANSCRIPTS/ACADEMIC CREDENTIALS**

### *U.S. Institutions*

Official transcripts of all academic coursework (including any transfer coursework) must be submitted in sealed envelopes signed by the appropriate university official. Transcripts may also be sent directly from your university to the Georgetown MBA Admissions Office. Transcripts from institutions at which you studied abroad need not be included provided that the study-abroad courses and grades are reflected on your undergraduate transcript.

### *Non-U.S. Institutions*

Students who have attended or graduated from a non-U.S. college or university must provide an official transcript for each year of study. It must list the course name and grades received. A degree certificate that shows the date that the degree was conferred is also required. The official grading scale of the academic institution must also be submitted. If these documents are in a language other than English, follow the instructions included in the paragraph "Translation of Required Documentation" below.

If your institution issues only one original document we will accept a copy that has been appropriately certified as a true copy by a university official. Upon matriculation, you will be required to bring your original documents to the MBA Admissions Office for verification.

### *Translation of Required Documentation*

You are responsible for obtaining certified translations of all original documentation that is not in English. Your translator should certify that the original documentation was received in a sealed envelope from the school or the recommender; after translating, your translator should enclose both the original and certified translation in an envelope, seal it, and sign across the seal. Do not submit a translation only.

### **FALSIFICATION OF CREDENTIALS**

If application materials (including transcripts and letters of recommendation) are found to be forged, falsified, or altered, the University will notify all relevant officials, including the individual or institution issuing the document(s) and, as appropriate, immigration officers. If an offer of admission has been made, it will be withdrawn.

***Documents submitted to the McDonough School of Business become the property of Georgetown University and will not be returned to the applicant under any circumstances.***

### **MAILING ADDRESS**

Credentials that are sent via mail to the Full-Time MBA Program should be addressed to:

***Georgetown MBA Full-Time Program, Office of Admissions  
McDonough School of Business  
Rafik B. Hariri Building, Suite 390  
37<sup>th</sup> and O Streets, NW  
Washington, DC 20057  
USA***

Credentials that are sent via mail to the Evening Program should be addressed to:

***Georgetown MBA Evening Program, Office of Admissions  
McDonough School of Business  
Rafik B. Hariri Building, Suite 390  
37<sup>th</sup> and O Streets, NW  
Washington, DC 20057  
USA***

### **NOTIFICATION OF RECEIPT**

Upon submission of your online application, you will receive a confirmation email that will reflect the date and time of submission. Due to the volume of applications that we receive, we are unable to send a confirmation receipt for mailed credentials. Credentials that arrive by mail will be matched to your application and must include your name and date of birth on the top of every page to facilitate this process.

We will update the online application system indicating whether or not each application component has been received. Please allow 4-6 weeks of processing time from the deadline by which you submitted your application for this to occur. You will be able to check the status of your application online by logging back into your online application account. We encourage you to do this periodically throughout the application process.

### **INTERVIEWS**

Interviews are required for admission to the Georgetown MBA Programs. The evaluative interview helps the Admissions Committee learn about you as an individual and assess your candidacy according to various metrics. The interview also provides you with an additional opportunity to share supplemental information to support your candidacy. Interviews may be initiated by the applicant prior to the round 1

deadline through the Admissions website. After the round 1 deadline, interviews are offered by invitation only.

### **DECISION NOTIFICATION**

The Georgetown MBA Program does not provide verbal admissions decisions to candidates who call the Admissions Office. Candidates are notified via email for all decisions. Those who are offered admission to the business school will receive an admissions welcome packet in the mail shortly thereafter.

### **YOUR EMAIL CONTACT INFORMATION**

We require you to provide a non-work email that will be valid through August 2011. Also, you must add the appropriate Georgetown MBA email address below to your contacts list in order to prevent important emails from being directed to your spam folder:

Full-Time MBA Program candidates add: [GeorgetownMBA@georgetown.edu](mailto:GeorgetownMBA@georgetown.edu)

Evening MBA Program candidates add: [mbaprogram@georgetown.edu](mailto:mbaprogram@georgetown.edu)

### **YOUR MAILING ADDRESS**

The official admissions welcome packet for admitted students will contain specific information for completing the admissions process in order to matriculate at Georgetown University's McDonough School of Business. Be sure to include both a current address and permanent address if they are different. Follow the instructions carefully to secure your seat in the incoming class.

### **RE-APPLICATION PROCEDURE**

If you applied to the Georgetown MBA Program within the last year and would like to reapply, you must submit a new application form, the non-refundable \$175 application fee, an updated résumé, essays (including the re-applicant essay), and one additional letter of recommendation. An evaluative interview will also be required as part of the re-application process. Please refer to the "Interviews" section for more information on the interview process.

If you have any questions about this information, please contact the MBA admissions office well in advance of the deadlines in order to ensure that you are able to meet the earliest possible deadline. We ask that you send only the information outlined in these instructions. Additional supplemental materials will not be considered as part of your application file.

### **CONTACT INFORMATION**

#### **Georgetown MBA Full-Time Program, Office of Admissions**

MBA Full-Time Phone: (202) 687-4200  
MBA Full-Time Fax: (202) 687-7809  
MBA Full-Time E-mail: [GeorgetownMBA@georgetown.edu](mailto:GeorgetownMBA@georgetown.edu)  
MBA Full-Time Web site: <http://msb.georgetown.edu>

#### **Georgetown MBA Evening Program, Office of Admissions**

MBA Evening Program Phone: (202) 687-6069  
MBA Evening Program Fax: (202) 687-5192  
MBA Evening Program E-Mail: [mbaprogram@georgetown.edu](mailto:mbaprogram@georgetown.edu)  
MBA Evening Program Web site: <http://msb.georgetown.edu>