

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. Several of the application components (listed below) will be submitted online. Official academic documents and any other application component that is not submitted online must be submitted in one envelope (referred to as your loose-credentials envelope).

If you are sending your loose credential envelope via express mail or courier services, send it to: **Georgetown University, McDonough School of Business, 3520 Prospect Street, NW, Suite 215, Washington, DC 20007.**

If you are sending your loose credential envelope via U.S. mail, send it to: **Georgetown University, McDonough School of Business, Office of Admissions, P.O. Box 571148, Washington, DC 20057-1148.**

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. A complete application that will be reviewed by the Admissions Committee will include the following components:

- Application Form (*online*)
- Personal Essays (*online*)
- Professional Recommendations (*online preferred*)
- GMAT Score
- TOEFL or IELTS Score (if applicable)
- Current Résumé (*online*)
- Official Transcripts/Academic Documents

In addition, you must submit a \$175 **non-refundable** application fee. Detailed information for each application component can be found on page three (3) of this document.

DEADLINES, DECISIONS AND DEPOSITS

	DEADLINES	DECISION NOTIFICATION	DEPOSIT DUE
FULL-TIME MBA PROGRAM			
Round One	November 7, 2008	January 12, 2009	April 1, 2009
Round Two	January 16, 2009	March 23, 2009	May 1, 2009
Round Three (Final Round)	April 3, 2009	May 18, 2009	June 15, 2009
MBA EVENING PROGRAM			
Round One	January 9, 2009	March 9, 2009	April 15, 2009
Round Two (Final Round)	April 17, 2009	May 29, 2009	June 19, 2009

If you are applying to a Full-Time Joint 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.

POLICIES AND PROCEDURES

MEETING THE DEADLINE

Submitting a portion of the application components on or before a deadline does not constitute meeting the deadline; **all** components of your application must be received by the deadline date. We will consider applications received after the deadline for the next admissions round. Deadlines that occur on a holiday or weekend will be extended through the next business day at 12:00 PM (Noon), Eastern Standard Time.

NOTIFICATION OF RECEIPT

Upon submission of your online application, you will receive a confirmation email that will reflect the date and time of submission. It is important that your loose-credentials envelope reaches us by the deadline as well. Allow ample time for the envelope to arrive by the deadline. Due to the volume of applications that we receive, we are unable to send a confirmation receipt for each loose-credentials envelope.

Your loose credentials will be matched up with your application and we will inventory each application in chronological order according to the date/time stamp on your submitted application. (To facilitate this process, include your name and date of birth on the top of every page of your loose credentials.) We will update the online application system following the inventory process, 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 the inventory process to occur. You will be able to check the status of your application online by logging back into your online application account.

INTERVIEWS

Interviews are required for admission to the Georgetown MBA Program. The interview helps the Admissions Committee get to know you as an individual and to assess your candidacy according to various metrics. Additionally, the evaluative interview provides an additional opportunity for you to share information to supplement your application.

DECISION NOTIFICATION

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

It is important that you provide a non-work email that will be valid through August 2009. Also, add Georgetown MBA (mba@georgetown.edu) to your contacts list to prevent important emails from being directed to your spam folder.

The official notification packet for admitted candidates will contain specific information for completing the admissions process in order to matriculate at the 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.

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.

REAPPLICATION 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 reapplication process.

APPLICATION COMPONENTS DETAILS

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 Program, Office of Admissions

Phone: (202) 687-4200

Fax: (202) 687-7809

E-mail: mba@georgetown.edu

Web site: <http://msb.georgetown.edu>

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, Joint Degree and Re-applicants. You will create your essays in a separate document and upload them into your application. Answer each essay question according to the specified word limit.

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. Evening Program applicants are **required** to provide a recommendation from their current supervisor.

We encourage your recommenders to submit your letters online, but they may also print a hard copy and mail it directly to the MBA Admissions Office in a sealed envelope, signed across the seal.

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 as of the date that your application was submitted.

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

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 or IELTS result unless they have obtained 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 or IELTS 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**. 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 as of the date that your application is submitted.

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 as of the date that your application is submitted.

CURRENT RÉSUMÉ

Submit a current résumé in month/year format (a sample résumé link is included within the résumé section of the online application).

OFFICIAL TRANSCRIPTS/ACADEMIC DOCUMENTS

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 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. Request that the institution sends your official transcripts directly to you. Include your **unopened** transcript envelope(s) in the larger loose credentials envelope.

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.

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.

Translation of Required Documentation

You are responsible for obtaining certified translations of all original documentation 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.