



**Georgetown University, McDonough School of Business**

**Full-time and Evening MBA Program Application Instructions**

These instructions provide important information that you will need in order to successfully submit your application. We encourage you to read instructions thoroughly and refer to our [Frequently Asked Questions](#). If you have any questions, contact the MBA Admissions Office well in advance of the deadline to ensure that the processing and review of your application is not delayed. All initial requirements must be submitted through the online application system.

**NOTE: Only unofficial copies of test scores and transcripts are required for application submission. Official copies of these documents will only be required from applicants once they are admitted and prior to matriculating into the program.**

**DEADLINES, DECISIONS AND DEPOSITS**

FULL-TIME & EVENING PROGRAM MBA	APPLICATION DEADLINE	DECISION NOTIFICATION	DEPOSIT DUE
Round One	October 10, 2014	December 20, 2014	February 15, 2015
Round Two	January 5, 2015	March 20, 2015	May 1, 2015
Round Three (Final Round)	April 1, 2015	May 15, 2015	June 1, 2015

**POLICIES AND PROCEDURES**

**PROGRAM START DATE**

Admission to the Georgetown MBA Program is for the fall semester; we do not offer spring 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 5:00 p.m. Eastern Standard Time on 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. The Admissions Committee will only review completed applications that include the following components:

- Application Form (*online*)
- Personal Essays (*online*)
- Current Résumé (*online*)
- Professional Recommendation (*online*)
- Transcripts/Academic Documents/Translations (*online; unofficial copies must be uploaded prior to application submission; official copies must be submitted once you have been admitted and prior to matriculating into the program*)
- GMAT or GRE Score (*online; unofficial copies must be uploaded prior to application submission; an official score report must be submitted once you have been admitted and prior to matriculating into the program*)
- Demonstration of English Language Proficiency, if applicable - TOEFL, IELTS or Pearson Test of English Score (*online; unofficial copies must be uploaded prior to application submission; an official score report must be submitted once you have been admitted and prior to matriculating into the program*)

We ask that you send only the information outlined in these instructions. We cannot guarantee that additional supplemental materials will be considered as part of your application file.

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

### **SUBMITTING UNOFFICIAL/OFFICIAL DOCUMENTS**

Unofficial documents, including test scores and academic transcripts, should be uploaded directly into the online application and are sufficient for the review of your application by the Admissions Committee. Should you be admitted, you will receive a conditional offer and will be required to mail all original/official copies of these documents to the Admissions Office at the same time you submit your deposit to enroll.

Official transcripts **must** arrive in sealed envelopes signed by the appropriate university official. Offers of admission are contingent upon verification of academic records. Discrepancies between self-reported/unofficial documents and official records may result in an admissions offer being rescinded.

### **APPLICATION FEE**

You are required to submit a \$175 **non-refundable** application fee, payable online via credit card or e-check. Please do not send a personal check or money order.

The Georgetown McDonough School of Business will grant an application fee waiver to candidates who are active duty, reservists or veterans of the United States military, as well as Management Leadership for Tomorrow (MLT) Fellows and members of the Consortium. This will occur automatically when you submit your application.

Applicants who meet the criteria below will receive a fee reduction and pay an application fee of \$100. The fee reduction will be applied automatically when you submit your application. Criteria for the fee reduction are as follows:

- Active participants or alumni of the Peace Corps, AmeriCorps or Teach for America
- Members of Women in Technology
- Members of the Forte Foundation
- Georgetown MBA Re-applicants
- Attendees of an Experience Georgetown, information session, class visit, or “Let’s do Lunch/Coffee” between September 2014 and March 2015

### **DUAL DEGREE APPLICANTS**

If you are applying to a 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.

## APPLICATION COMPONENTS DETAILS

### ONLINE APPLICATION FORM

Apply online at: <https://app.applyyourself.com/AYApplicantLogin/ApplicantConnectLogin.asp?id=gtu-mba>

### PERSONAL ESSAYS

Create your essays in separate documents and upload them into the appropriate application fields. Please adhere to word limits, and label each page with your name. Re-applicants will be prompted to submit a specific essay question. Dual degree applicants and Georgetown MBA re-applicants will be prompted to submit specific essay questions.

### Application Essays for Full-time & Evening MBA Program Candidates Seeking Fall 2015 Admission

	<b>Essay Question</b>  (Essays should be double-spaced using a 12-point font.)	<b>Word Limit</b>
<b>Essay One</b>	Why You? (Hint: we are looking for an answer that cannot be found from research on our website)	(750 words or fewer)
<b>Optional Essay One:</b>	If you are not currently employed full-time, use this essay to provide information about your current activities.	(250 words or fewer)
<b>Optional Essay Two:</b>	Please provide any information you would like to add to your application that you have not otherwise included.	(500 words or fewer)
<b>Re-Applicant Essay:</b> (required only for re-applicants)	How have you strengthened your candidacy since your last application? We are particularly interested in hearing about how you have grown professionally and personally.	(500 words or fewer)

### PROFESSIONAL RECOMMENDATION

One recommendation is required for the Georgetown MBA application. **At most two recommendations may be submitted. Please do not submit more than two recommendations.** 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 or former supervisor is strongly preferred for the Full-time MBA Program and required for the Evening MBA Program.

Recommenders are required to submit the recommendation forms online and will receive detailed instructions once you complete the “Recommendations” section of your application. The recommender may submit a letter or performance review as part of the online form.

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

Upon admission and matriculation into the program, 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**

**Use the GMAT® Program Code: JT-G0-64 for the Evening MBA Program.**

All components of the GMAT are required to be completed, including the Analytical Writing Assessment section. Your test result must not be more than five years old. For application submission purposes, applicants need only upload an unofficial copy of their test score sheet.

### **GRADUATE RECORD EXAMINATION (GRE) SCORE**

Upon admission and matriculation into the program, an official score must be sent directly from the Educational Testing Service to Georgetown University MBA Admissions.

**Use GRE® Program Code: 7821.**

Your test result must not be more than five years old. For application submission purposes, applicants need only upload an unofficial copy of their test score sheet.

Note that Georgetown MBA Program applicants may submit either a GMAT score or a GRE score. The test must be taken and submitted before the application deadline. If you plan to re-take the GMAT or GRE, please note the scheduled date of the re-take accordingly in the application.

### **DEMONSTRATED ENGLISH LANGUAGE PROFICIENCY: TOEFL, IELTS, OR PTE**

International students are required to demonstrate a level of competence in English to meet the admission requirements of the University. All non-U.S. citizens/permanent residents or non-native English speakers are required to submit a current TOEFL, IELTS, or the Pearson Test of English result **unless:**

- You have earned a four-year academic degree (bachelor’s degree) from an accredited institution of higher education in the United States or from a country where the official language is English.
- You have earned an advanced degree from an accredited institution of higher education in the United States or from a country where the official language is English.

Transcripts must clearly state that the primary medium of instruction of that institution is English. Applicants may also upload additional documentation that proves English was the sole medium of instruction at their university when prompted. 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.

**TOEFL (TEST OF ENGLISH AS FOREIGN LANGUAGE):** 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.

**IELTS (INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM):** 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.

**PTE (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. If your résumé is not in **month/year** format you may be asked to re-submit it. Your resume should clearly identify part-time and internship experience. If you have gaps in your work history, please use Optional Essay 2 to explain.

## TRANSCRIPTS/ACADEMIC CREDENTIALS

You are required to hold a four-year bachelor's degree from an accredited college or university in the U.S. or an equivalent degree from a foreign country. You are not eligible for admission if you have previously earned an MBA from another college or university.

### U.S. INSTITUTIONS

Unofficial documents may be uploaded to your online application for submission. It is only upon admission to the program that 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. If study-abroad courses and grades are reflected on your undergraduate transcript, you do not need to send transcripts separately. If either of those components is missing, please provide that institution's transcripts.

### NON-U.S. INSTITUTIONS

Students who have attended or graduated from a non-U.S. college or university must submit their academic documents according to World Education Services (WES) Standards.

- Academic transcripts must list the course name and grades received.
- A diploma /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".

If your institution issues only one original document, email the Admissions Office at [GeorgetownMBA@georgetown.edu](mailto:GeorgetownMBA@georgetown.edu) after submitting your application informing us of your situation. You will be required to bring these original documents to the MBA Admissions Office for verification before matriculating into the program.

### Translation of Required Documentation

If your original documents are not in English and require translation, you must upload **both** the certified translation as well as the original documentation. Translations alone are not sufficient for the review of your application.

Once admitted and prior to matriculating into the program, translators are required to send our office **both** the original documentation and certified translation in a signed and sealed envelope. Your translator should certify that the original documentation was received in a sealed envelope from the institution. Do not submit a translation only.

While we do not recommend one translation service over another, our admissions committee has had positive experiences with World Education Services (WES).

## **FALSIFICATION OF CREDENTIALS**

If any application materials are found to be forged, falsified, or altered in any way, 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 may be rescinded.

## **MAILING ADDRESS**

Credentials that are sent via mail to the MBA Admissions Office should be addressed to:

**Georgetown University  
McDonough School of Business  
MBA Admissions 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, a confirmation screen will display and your application will reflect the submitted status. Due to the volume of applications that we receive, we are unable to send a confirmation receipt for mailed credentials. However, we will update the online application system indicating whether or not each application component has been received. Please allow several weeks after the application deadline for your application materials to be processed.

You may check the status of your application online by logging back into your online application account and accessing the "APPLICATION STATUS" section. We encourage you to do this periodically throughout the application process.

## **INTERVIEWS**

Interviews are offered by invitation only. They are evaluative and help the Admissions Committee learn about you as an individual and assess your candidacy according to various metrics. The interview also provides you with an opportunity to share additional information to support your candidacy. Interview invitations will be extended following each application deadline and continue throughout the admissions cycle.

## **DECISION NOTIFICATION**

All admissions decisions are released on the published notification date. Candidates are notified via email on that date and may log on to their application to retrieve their official admissions decision. The Georgetown MBA Program does not provide verbal admissions decisions to candidates who call the Admissions Office or in advance of the notification date. To protect your privacy, we do not release the status or decision of your application via email, phone, or fax. Those who are offered admission will receive welcome information in the mail shortly after the notification date.

## **YOUR EMAIL CONTACT INFORMATION**

We require you to provide a non-work email that will be valid through August 2015. 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 & Evening MBA Program candidates add: [GeorgetownMBA@georgetown.edu](mailto:GeorgetownMBA@georgetown.edu)

## **YOUR MAILING ADDRESS**

Official welcome information for admitted students will outline steps for completing the admissions process in order to matriculate to the Georgetown McDonough School of Business. Be sure to include in your application a current address and permanent address if they are different, as well as the date until which your current address is valid.

### **RE-APPLICATION PROCEDURE**

If you submitted an application for the Georgetown MBA Program within the last year and would like to reapply, please email the Admissions Office at [GeorgetownMBA@georgetown.edu](mailto:GeorgetownMBA@georgetown.edu) to reset your account. Please include "APPLICATION RESET REQUEST" in the subject line of this email. You will not be able to log in using last year's application username and password until this is completed.

You are required to submit a new, reduced, non-refundable \$100 application fee, updated résumé, essays (including the re-applicant essay) and an updated recommendation.

### **CONTACT INFORMATION**

Georgetown MBA Admissions

Phone: (202) 687-4200

Fax: (202) 687-7809

E-mail: [GeorgetownMBA@georgetown.edu](mailto:GeorgetownMBA@georgetown.edu)

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