



Georgetown University, McDonough School of Business

Full-time MBA 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 may be submitted through the online application system. Official copies of test scores and transcripts will be required from applicants once they are admitted and prior to matriculating into the program.

DEADLINES, DECISIONS AND DEPOSITS

	APPLICATION DEADLINE	DECISION NOTIFICATION	1 st DEPOSIT DUE	2 nd DEPOSIT DUE
FULL-TIME MBA PROGRAM				
Round One	October 15, 2012	December 15, 2012	Feb 15, 2013	June 1, 2013
Round Two	January 5, 2013	March 15, 2013	May 1, 2013	June 1, 2013
Round Three (Final Round)	April 1, 2013	May 15, 2013	June 1, 2013	N/A

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 11:59 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 Recommendations (*online*)
- Transcripts/Academic Documents/Translations (*online; official copies must be submitted once you have been admitted and prior to matriculating into the program*)
- GMAT Score (*online; 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; 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. Additional supplemental materials will not be considered as part of your application file. *Documents submitted to the McDonough School of Business become the property of Georgetown University and will not be returned to the applicant.*

SUBMITTING OFFICIAL DOCUMENTS

Unofficial documents, including test scores and academic transcripts, may 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 prior to matriculating into the program.

Official documents must be post marked by the 1st deposit deadline for the round that you applied and 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 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. This will occur automatically when you submit your application.

Applicants to the Full-time MBA Program who meet the criteria below will receive a reduced 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 alumnus of the Peace Corps, AmeriCorps or Teach for America
- Members of Women in Technology
- Members of the Forte Foundation
- Attendees of an Experience Georgetown information session between September 2012 and March 2013

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. Restate the essay question at the top of the page and please adhere to word limits. Dual degree applicants and re-applicants will be prompted to submit specific essay questions. (See the last page of these instructions for a list of this year's essays.)

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.

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). 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. (The Full-time MBA Program does not accept the GRE.)

DEMONSTRATED ENGLISH LANGUAGE PROFICIENCY TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) SCORE, INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS) SCORE OR PEARSON TEST OF ENGLISH (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 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. Transcripts must clearly state the primary medium of instruction of that institution 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.

TOEFL: Official scores must be sent directly from ETS to Georgetown University MBA Admissions using **ETS Code Number: 5244-02** (Full-time MBA 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.

PTE: 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.

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

Upon admission to the program, 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 do not need to be sent separately 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 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 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 Full-time MBA Program should be addressed to:

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

NOTIFICATION OF RECEIPT

Upon submission of your online application, you will receive a confirmation email reflecting 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. 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 additional opportunity to share supplemental information to support your candidacy. Interview invitations will be extended following each application deadline and will continue throughout the admissions cycle.

DECISION NOTIFICATION

All admissions decisions are released on the notification date. The Georgetown MBA Program does not provide verbal admissions decisions to candidates who call the Admissions Office or in advance of the notification date. Candidates are notified via email for all decisions. Those who are offered admission will receive an admissions welcome binder 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 2013. 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

YOUR MAILING ADDRESS

The official admissions welcome binder for admitted students will contain specific information for completing the admissions process in order to matriculate to Georgetown University’s 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 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 application, non-refundable \$175 application fee, updated résumé, and essays (including the re-applicant essay). As a re-applicant you only need to submit one new reference. To do so, enter your own name and an alternate email address (an email address that you did not use when creating your account profile) as the second recommendation provider.

CONTACT INFORMATION

Georgetown Full-time MBA Admissions

Phone: (202) 687-4200

Fax: (202) 687-7809

E-mail: GeorgetownMBA@georgetown.edu

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

Application Essays for Full-time MBA Program Candidates Seeking Fall 2013 Admission

	Essay Question (Essays should be double-spaced using a 12-point font.)		Word/ Character Limit
Essay One: (answer both part A and part B)	Part A	What is your short-term goal following graduation from the Georgetown McDonough Full-time MBA Program? What skills are you seeking to develop or improve upon in order to reach your goals?	(500 words or fewer)
	Part B	What is your long-term career goal?	(100 words or fewer)
Essay Two: (answer either option A or option B)	Option A	Describe a global business challenge and its relevance to your post-MBA career.	(750 words or fewer)
	Option B	Describe yourself both personally and professionally and how you will contribute to the Georgetown McDonough community.	(750 words or fewer)
“Essay” Three:		Why do you want to attend the Georgetown McDonough Full-time MBA Program? Tell us in tweet format*.	(140 characters or fewer)*
Optional Essay One:		If you are not currently employed full-time, use this essay to provide information about your current activities.	(250 words or fewer)
Optional Essay Two:		Please provide any information you would like to add to your application that you have not otherwise included.	(500 words or fewer)

<i>Re-Applicant</i> Essay: (required only for reapplicants)	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)
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*Twitter is an online social networking service that enables its users to send and read text-based messages of up to 140 characters known as “tweets”. Applicants not familiar with Twitter can learn more, here. (<http://twitter.com/about>) Follow Georgetown McDonough on Twitter @msbgu for daily student, alumni, and faculty-sourced content.