

# INSTRUCTIONS

## THANK YOU...

...for your interest in the master's programs of Georgia State University's J. Mack Robinson College of Business.

To provide you with some guidance in assessing your possibility of admission, we have assembled a profile of the academic and work experience credentials of master's applicants accepted Fall Semester 2008.

Meeting this profile does not guarantee admission nor is admission automatically precluded if the profile is not met. The profile simply gives you an indication of the competitiveness of your credentials in these areas. It represents averages of applicants admitted, not minimums for admission.

## FALL 2008 ADMITTED MASTER'S APPLICANTS PROFILE

**Average GMAT scores:** 600  
**Average overall undergraduate GPA:** 3.39 (4.0 scale)  
**Average years of full-time work experience:** 5

## PROGRAMMING AND ORIENTATION FEE

The Robinson College of Business requires a one-time non-refundable Graduate Program Fee for the Flexible MBA and Specialized Master's degrees as well as all Certificate candidates admitted to the Robinson College of Business. This \$250.00 Orientation and Programming fee will secure your space in a Robinson Graduate Program. This commitment fee is due in full within 30 days of the offer of admission.

## ADMISSIONS PROCESS

The office of Graduate Admissions and Student Services (GASS) begins the evaluation of master's files as soon as possible after they become complete, regardless of the desired semester of entry. Early application is encouraged so applicants can receive their decisions well before the time they wish to enroll. A high volume of files completed at the application deadline may mean it takes longer than

the normal four-week processing period for decisions to be reached.

Please note that we cannot respond to any inquiries about the status of your application for two weeks immediately following the application deadline for each semester. During this time, we are attempting to reach admissions decisions as quickly as possible for the benefit of all of our applicants.

*These applications and instructions may be used to apply for admission through fall semester 2010.*

If you have questions about the master's application instructions, please do not hesitate to call Graduate Admissions and Student Services at 404/413-7167, fax us at 404/413-7162 or write us at our mailing address:

**Robinson College of Business  
Graduate Admissions and Student Services  
Georgia State University  
P.O. Box 3988  
Atlanta, GA 30302-3988**

Our delivery address and physical location:

**Robinson College of Business  
Graduate Admissions and Student Services  
Georgia State University  
35 Broad Street N.W., Suite 625  
Atlanta, GA 30303 (Robinson College of Business  
Building - corner of Marietta St. and Broad St.)**

## ON-LINE APPLICATION

Applicants may submit this application electronically. Submitting the application electronically is preferred but will not result in priority consideration.

For online applications, follow the instructions provided by

▪ Embark: <https://apply.embark.com/MBAEdge/GASate/>

## GENERAL INFORMATION

1. Read these instructions carefully before you begin preparing the applications; follow the instructions throughout the application process and answer all questions asked of you.
2. Your application is your means of presenting yourself to the Admissions Committee. Thus, it is important that the questions, especially the narrative questions, are answered thoroughly and thoughtfully. Evaluative interviews are not part of the admissions process for most business master's programs.
3. Please do not submit your applications in a binder or notebook of any kind. Also, do not submit term papers,

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videos or other items of this nature in support of your application.

- We recommend that you make a photocopy of your complete application, including all supplemental attachments and forms, for your own records.

## Term

fall semester (August)  
spring semester (January)  
summer semester (June)

## Deadline

February 1<sup>st</sup>  
April 1<sup>st</sup>  
September 1<sup>st</sup>

## SELF-MANAGED APPLICATION PROCESS

- The Robinson College of Business uses self managed applications for admission to its master's programs. This means that it is your responsibility to prepare or collect all credentials other than test scores and submit them at one time to Graduate Admissions and Student Services.

A self-managed application requires appropriate planning on your part to allow time for you to prepare the applications properly and collect all of your transcripts. This process also gives you—the applicant—control over when your application (except for test scores) is complete. It eliminates the need for concern over lost or misdirected applications or transcripts.

- You will be sent a notice by GASS acknowledging receipt of the completed application packet.
- Do not send an incomplete packet to GASS in an attempt to expedite review of your application. This will create a substantial delay in processing your application. **Files completed too late for consideration for the desired semester will be considered for the next semester upon written request. \* Late PhD applications will not be processed.**

## ADMISSION CALENDAR AND DEADLINES

- Flexible MBA and Specialized Master's applicants are considered for admission in all semesters of the year.
- Deadlines for receipt of all application materials from applicants for **master's and certificate programs and for nondegree status** for each semester of the academic year follow:

### U.S. Citizens/Permanent Residents

#### Term

fall semester (August)  
spring semester (January)  
summer semester (June)

#### Deadline

April 1<sup>st</sup>  
September 15<sup>th</sup>  
February 1<sup>st</sup>

### International applicants applying from abroad or living in the U.S.

- If the deadline falls on a weekend or a university holiday, application materials will be accepted on the next workday following the deadline.
- The Graduate Management Admission Test (GMAT) is required of all applicants to the MBA, MBA/JD, MHA/MBA and MPA programs as well as nondegree status applicants. Either the GMAT or the Graduate Record Examination (GRE) is required for admission to the other specialized master's programs. These tests are discussed further in the next section of these instructions. We encourage applicants to take their admission test as early as possible. An admission decision cannot be reached until official scores are received.

## GRADUATE MANAGEMENT ADMISSION TEST (GMAT)

The Graduate Management Admission Test (GMAT) is the primary admission test for admission at the master's level in the Robinson College of Business. All applicants to the programs listed below must take the GMAT. There are no substitutions for this test for these programs.

- Flexible Master of Business Administration
- Master of Health Administration/Master of Business Administration joint programs
- Master of Business Administration/Juris Doctor joint programs
- Master of Professional Accountancy
- Non-degree Status

Applicants to any non-MBA degree or graduate certificate program may submit scores on either the GMAT or the Graduate Record Examinations (GRE) unless otherwise noted.

Accepted applicants who take the GRE and later wish to change programs will not automatically be eligible to change to a program that does not permit the GRE for admission. Based on the overall credentials and grades and credit earned, the student may be required to submit GMAT scores. Students admitted to programs that permit the GRE are eligible to enroll only in courses that apply to those programs.

GMAT and GRE scores may not be more than five years old at the desired semester of entry. If scores are

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more than five years old, current scores must be submitted. The correct Educational Testing Service institution codes for these tests are as follows:

<b>GRE</b> –	5251	
<b>GMAT</b> –	Flexible MBA –	QCK-ZW-99
	Professional MBA –	QCK-ZW-81
	Specialized Master’s –	QCK-ZQ-67
	Ph.D. Program –	QCK-ZW-59
	Global Partners MBA -	QCK-ZW-74

The *GMAT Information Bulletin* and the *GRE Information and Registration Bulletin* include descriptions of the content of the tests and ways to register to take them. The Web sites also contain this information and test preparation methods, many of which are available without charge. Web site for GMAT: [www.mba.com](http://www.mba.com). Web site for GRE: [www.gre.org](http://www.gre.org).

## APPLICATION FORMS

Please type or carefully handwrite all forms and attachments except as noted below. **Be certain to sign and date all application forms.**

Applicants for transient (visiting student) status should refer to the section titled “Instructions for Transient Applicants” later in these instructions.

- **Application for Admission** This form must be completed for use by the Master’s Admissions Committee and Ph.D. Admissions Committee. In addition to asking for basic biographical and educational data, the master’s application also contains narrative questions. When completed, staple in this order: application with the pages in numerical order, additional sheets needed to answer questions on application (if any), narrative answers. Be certain your complete name is on each page of the application and on each page attached to the application. It is important that it be coded completely, correctly and legibly.

Part of the form is international applicant information. You must complete this section if you are not a U.S. citizen (whether applying from abroad or in this country) and/or if your native language is not English. This information lets the international services office know which applicants will need a visa and which ones will need to submit scores on the Test of English as a Foreign Language.

- **Narrative Questions.** This portion of the master’s and Ph.D. application is your opportunity to highlight qualities relevant to success in graduate study in business that may not be evident in test scores and

past academic performance. There are two narrative questions given for master’s students; number one is required, and number two is optional. Both narrative questions are required for the Global Partners MBA. Applicants to the Ph.D. program must submit a Statement of Purpose in lieu of the narrative questions.

- **Residency Information** This form will be used by the university’s residence auditor to determine if you are a legal resident of Georgia for **fee payment purposes**. Return this form even if you believe you are a nonresident.

## APPLICATION FEE

You will be assessed a \$50 application fee with your online application. The application fee is nonrefundable and does not apply toward registration fees. For each subsequent online application that you submit, you will be assessed another application fee. For paper applications the fees are the same as above. Checks or money orders (U.S. currency) should be made payable to Georgia State University; do not send cash. The application fee is nonrefundable and does not apply toward registration fees. If you have a U.S. Social Security number, please record it on the face of your check or money order.

## OFFICIAL TRANSCRIPTS

You must submit official transcripts from each educational institution you attended (or are currently attending) after high school in your application packet. This includes summer schools and graduate schools. *These transcripts are required regardless of your length of stay at the institution or if the grades are listed on another school’s transcripts.* **EXCEPTION: If you have attended Georgia State, list your dates of attendance on the applications; however, you do not have to request your Georgia State transcript. GASS will obtain a record of your Georgia State coursework.**

All transcripts submitted become the property of Georgia State University; they will not be returned to you or transferred to another institution.

## SEALED TRANSCRIPTS

A transcript request form has been provided to help you assemble your transcripts (Form 5). The envelope containing the transcripts(s) from each institution must be included — **unopened** — in your completed application packet. If you wish to have a personal copy of your transcript, make a separate request. Some schools prefer not to send official transcripts directly to applicants for use with self-managed applications. When this is the case,

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give the registrar's office of the school the mailing address printed on the introductory page of this application and have the appropriate number of transcripts sent directly to the office of GASS. Note on your application that the transcripts will arrive separately by the relevant application deadline.

## —All Applicants—

### Number of Transcripts to Request:

- If you have never attended Georgia State, **you must request one official copy of each transcript.**
- If you have attended Georgia State, request official copies of your transcript as follows:
  1. One copy of transcripts from each institution you attended before being admitted to Georgia State.
  2. One copy of transcripts from each institution you attended after attending Georgia State.
  3. If your status at Georgia State when you attended previously was that of a transient or postbaccalaureate student, submit one copy of transcripts from each institution.
- See special instructions below under "Additional Requirements for International Applicants" if you completed all or part of your education abroad.

## LETTERS OF RECOMMENDATION

Letters of recommendation are not required for master's level admission. You may include them, however, with your application materials if you wish to do so. For Master of Science in Information Systems - Managing Information Technology admission, three letters of recommendation are required. At least two of the recommenders must be IT associates or managers. For Ph.D. level admission, three letters of recommendation are required. For the Global Partners MBA applicants, two letters of recommendation are required. Collect your letters from your recommenders in sealed envelopes; recommenders must sign their names across the sealed portion of the envelope. Submit the letters unopened with the rest of your application packet. Electronic recommendations may be submitted when using the online Embark application. You may not review the letters submitted to GASS at any time. If you do not wish to waive access to your letters of recommendation, arrange for the recommenders to provide you with a copy.

## RESUME

A resume is required for all graduate programs. Please ensure you include the following information: Name of

employer, dates of employment, current title, job responsibilities, number of hours worked per week, title of supervisor, approximate number of employees in organization, professional affiliations, awards, salary (*salary information optional*)

## INTERVIEW

Evaluative interviews are not a required part of the Flexible MBA admissions process. However, interviews may be requested at the Masters Admissions Committees request. Certain other master's programs and majors, such as the Professional MBA, Global Partners MBA, Master of Science in Information Systems - Managing Information Technology and the Ph.D. program, do require an interview. In such cases, the applicant will be notified.

## CERTIFICATE OF IMMUNIZATION

The Board of Regents of the University System of Georgia requires that accepted applicants who have never attended Georgia State University submit proof of immunization from MMR, Tetanus/Diphtheria/, Varicella and Hepatitis B (in addition to the Meningitis Law.)

Questions about the requirements may be directed to the Georgia State University's department of Health Services (141 Piedmont Ave., Ste D.) Phone: 404/413-1940; Fax: 404/413-1955) or [www.gsu.edu/health](http://www.gsu.edu/health). Immunization information must be on file with the university prior to an accepted applicant's first registration. **Immunization forms should be sent directly to the Immunization Office. Do not send Immunization forms with the application.** The certificate is not due on the application deadlines listed at the beginning of these instructions.

## ADDITIONAL REQUIREMENTS FOR INTERNATIONAL APPLICANTS

1. Applicants who completed all or part of their education abroad may be required to have their international credentials evaluated by an independent evaluation service. If this evaluation is needed, the applicant will be notified by the Office of Graduate Admissions and Recruiting.
2. Test of English as a Foreign Language. International applicants whose native language is other than English must submit scores on the Test of English as a Foreign Language (TOEFL) before admission can be considered. TOEFL scores may not be more than two years old. If your test date does not meet this criterion, you must retake the TOEFL and submit current scores before your application will be considered.

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**The correct Educational Testing Service institution code number is 5251; the correct department code number is 02.**

Exception: The TOEFL is not required of permanent residents, U.S. naturalized citizens or international applicants who have received a bachelor's degree or higher from a regionally accredited U.S. institution. Documentation of citizenship status or proof of a U.S. degree must accompany the application.

Official scores must be sent to Graduate Admissions from ETS by the deadline for completed files for the desired semester of entry. Candidates' copies will not be accepted.

Georgia State also requires that all accepted international applicants demonstrate proficiency in English when they arrive on campus. This testing will be conducted during the international student orientation program that is held each semester before classes begin. Orientation is mandatory; dates will be included with the immigration document (I-20 or DS-2019) sent after acceptance.

3. **Georgia State University Financial Statement**  
You will be contacted by the Office of International Student and Scholar Services regarding the submission of financial documents after being accepted to the university. If you have questions regarding this process, contact that office at 404.413.2070, [iss@gsu.edu](mailto:iss@gsu.edu) or [www.gsu.edu/iss](http://www.gsu.edu/iss).
4. When documents submitted are in a language other than English, they must be accompanied by official translations. These translations must be original and should be made by the American Embassy, the home country Embassy or an appropriate government official.
5. International applicants should be aware that collecting the documents for the application packet may take additional time since international mail may be involved. Additional time also must be allowed to submit the Georgia State University Financial Affidavit and supporting documentation about financial resources. **We recommend that you begin the application process at least 18 months in advance of your desired semester of entry.**

## INSTRUCTIONS FOR TRANSIENT APPLICANTS

Students enrolled in a graduate degree program at another accredited institution may apply for transient status to take

graduate courses that can be transferred to their "home" institution. To enroll as a transient student, submit the following information as a complete packet by the deadlines given below:

- Application for Admissions (Form 1)
- Residency Information (Form 4)
- Certificate of Good Standing (Form 5)
- \$50 application fee
- Certification of Good Standing completed by the home institution. After an appropriate official at your home institution has completed this form, it should be placed in an envelope, sealed with the official's signature across the back flap of the envelope and sent to you. Submit this to us unopened.

### Completed File Deadlines - Transient Applications

fall semester (August)	May 1
spring semester (January)	October 1
summer semester (June)	March 1

## ADDITIONAL INFORMATION FOR DUAL DEGREE APPLICANTS

Applicants to dual degree programs in the Robinson College of Business and other Georgia State University Colleges must follow the application instructions and meet the requirements for each program separately.

## ADDITIONAL INFORMATION FOR PH.D. APPLICANTS

The Ph.D. Program will begin accepting applications on September 15 for the following fall semester. All applications and supporting documentation must be received by February 1. Applications received after the deadline will not be considered.

Admission decisions are based on a careful review of the applicant's scholastic record, admission test score(s), letters of recommendation and the other information submitted in support of the application (including an interview, if required by the academic unit). In making the decision, each unit and the Director of the Ph.D. program must consider at all times the optimum number of students in the program. This could result in the denial or deferral of otherwise qualified applicants. Applicants are not required

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to submit a certification of their state of health. The College reserves the right to investigate the health, character and personality of each applicant.

Ph.D. applicants should send all correspondence to the following address:

**Regular Mail:**

Robinson College of Business  
Graduate Admissions and Student Services  
Georgia State University  
P.O. Box 3988  
Atlanta, Georgia 30302-3988

**Express Mail:**

Libby Diaz  
Ph.D. Program  
J. Mack Robinson College of Business  
35 Broad Street, Ste. 831  
Atlanta, Georgia 30303

All Ph.D. applicants who are considered for admission are automatically considered for financial assistance in the form of graduate assistantships, scholarships and tuition waivers.

Admission is granted for entry into a specific Ph.D. program and a specific major. A student may enter a different major/program only if, and after, formal approval has been given by the Ph.D. Admissions Committee of the College.

Admission to the Ph.D. program is for the specific semester and year stated in the acceptance letter. Anyone who does not enroll in the semester and year for which acceptance was granted, must notify the Ph.D. Program Office so his/her records may be updated for consideration for the fall of the next year. Admission for the next year is not guaranteed. Applicants should be aware that assistantships or other funding could be affected by such a change.

**ADDITIONAL INFORMATION FOR MSIS - MANAGING INFORMATION TECHNOLOGY**

**These requirements are in addition to the general Graduate Admissions requirements noted above.**

Professional Experience:

- Five to eight years of full-time relevant IT experience required
- Future IT management career goals

Resume:

- Current resume required

- Resume must show all relevant IT experience and skills

Letters of recommendation:

- Three letters of recommendation required
- Two must be from IT associates or managers

Interview:

- Qualified candidates must be interviewed by the Program Director
- Interviews are scheduled at mutually convenient times

Participant evaluation and selection:

- Participants will be selected as a group immediately after the June 30, 2010 deadline

**ADDITIONAL INFORMATION FOR GLOBAL PARTNERS MBA APPLICANTS**

**SELECTION OF CANDIDATES – GLOBAL PARTNERS MBA APPLICANTS**

Applications for admission to the Global Partners MBA Program are reviewed by an admissions committee consisting of the Global Partners MBA Directors and faculty, and a language instructor, if needed. In selecting program participants, the following three areas are considered:

Academic Qualifications:

- Ability to handle graduate-level study based on college transcripts and performance on GMAT
- TOEFL or IELTS (if applicable)
- Bachelor's degree
- Proficiency in a second language, as demonstrated in the interview

Professional Experience and Aspirations:

- Two or three years of full-time relevant work experience preferred/not required
- Future career goals

Additional Criteria

- Contribution to the class and the program
- Maturity and motivation
- Ability and willingness to make a positive 14-month full-time commitment

The application deadline is April 1, 2010.

**APPLICATION CHECKLIST – REQUIRED MATERIALS GLOBAL PARTNERS MBA APPLICANTS**

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The following required materials are in addition to the materials listed previously in these instructions:

- Current Resume – submit online or with packet
- Copy of current passport valid through June 2012 – send with packet (**Please note you will need 6 blank visa pages in your passport**)
- Two letters of recommendation – submit online or with packet – The letters should come from those with whom you have/had a professional or academic relationship with who can speak to your qualifications and strengths and weaknesses for the Global Partners MBA program.

Letter of Recommendation Questions:

- How long and under what circumstances have you known the applicant?
- What do you consider the applicants most outstanding talents or characteristics?
- What are the applicant's chief liabilities or weaknesses?
- To what extent does the applicant demonstrate originality and independence in thinking? Under what circumstances have you observed this?
- How will the Global Partners education in business help the applicant to realize his or her goals?

## SCHOLARSHIPS & FINANCIAL ASSISTANCE – GLOBAL PARTNERS MBA APPLICANTS

Scholarships will be available on a competitive basis reflecting the quality of the applicant. The scholarship deadline is April 1, 2010. No additional application is necessary to qualify. Please note that the scholarships will reduce the total fee of the program and there is no fixed amount. Financial aid information is available online at [www.robinson.gsu.edu/gpmba](http://www.robinson.gsu.edu/gpmba).

## FOR ALL GLOBAL PARTNERS MBA APPLICANTS

You will be notified as soon as possible regarding your admissions decision. Any questions concerning the status of your application should be directed to the Global Partners MBA Program, Robinson College of Business, Georgia State University, [gpmba@gsu.edu](mailto:gpmba@gsu.edu), 404/413-7296 (Robin Mladinich, Director – Program Administration) or [kloch@gsu.edu](mailto:kloch@gsu.edu), 404/413-7295 (Dr. Karen Loch, Faculty Director).

Mailing Address:

**Robinson College of Business  
Institute of International Business/Global Partners  
Georgia State University  
P.O. Box 3989  
Atlanta, GA 30302-3989**

Delivery/Physical Address:

**Robinson College of Business  
Institute of International Business/Global Partners  
Georgia State University  
35 Broad Street, Suite 837/834  
Atlanta, GA 30303**

## ADDITIONAL INFORMATION FOR PROFESSIONAL MBA APPLICANTS

The Professional MBA Program offers admission for the Buckhead, dual degree program in PMBA/Master of Health Administration at Peachtree-Dunwoody cohorts for the fall semester and the Alpharetta, Henry County and Peachtree-Dunwoody cohorts for the spring semester. The PMBA Program requires approximately four years of full-time work experience for admission consideration. Please follow the steps below for consideration for the PMBA Program:

1. Email current resume to Toby McChesney, Director of the Professional MBA Program at [tmcchesney@gsu.edu](mailto:tmcchesney@gsu.edu) for prequalification
2. Submit one official transcript from all schools attended
3. Submit online application
4. A one-hour interview will be scheduled
5. Submit GMAT scores
6. One letter of recommendation – submit online or with packet – The letter should come from those with whom you have/had a professional or academic relationship with who can speak to your qualifications and strengths and weaknesses for the Professional MBA program.

All PMBA admission questions should be directed to Kendall Jones, Admissions Coordinator, at [kjones@gsu.edu](mailto:kjones@gsu.edu) or at 404/413-7042.

## FEDERAL AND STATE LAW DISCLOSURE REQUIREMENTS

Federal and state laws require all colleges and universities receiving federal funds to establish certain programs, policies and procedures, and to distribute an annual report describing them and providing statistics regarding: graduation rates; drug, alcohol and weapon violations; and certain crimes on campus, which include murder, robbery, aggravated assault, burglary, motor vehicle theft and sex offenses. Georgia State University's annual report and information regarding these programs, policies, procedures and statistics are available upon a written

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request directed to the Georgia State University Office of University Relations,

**Office of University Relations  
Georgia State University  
P.O. Box 3983  
Atlanta, GA 30302-3983**

Georgia State University, a unit of the University System of Georgia, is an equal opportunity educational institution and is an equal opportunity/affirmative action employer.