Applications for Fall 2015 admission to both the Weekend and Evening MSEM Programs are due as follows:

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<th>Application Round</th>
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<td>Round 2</td>
<td>March 15, 2015</td>
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<td>Round 3</td>
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<td>Rolling Admissions</td>
<td>After June 15, 2015</td>
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* Note for International Applicants: It is strongly recommended that international applicants submit their applications by the January 15 deadline.

Since space in the programs is limited, all applicants are encouraged to apply by the January 15 Round 1 application deadline. If you have extenuating circumstances and would like to be considered for financial aid we strongly encourage applicants to complete their application no later than the March 15 Round 2 application deadline.

Following June 15 applications will be accepted on a space available basis. Applications will not be reviewed until all required materials are received.

Each round the Admissions Committee may place applicants on the waitlist. There is no rank order to the waitlist. If spaces to the incoming class become available, generally after June 1, the Committee will reach out to select candidates with an admission offer.
APPLICATION REQUIREMENTS

☐ **Online Application for Admission**
Application materials and supporting documents become the confidential property of Tufts University and cannot be returned. We suggest that, for your own records, you retain a copy of the application and make a copy of those documents that are not confidential. To apply visit: gradase.admissions.tufts.edu/apply/

☐ **Application Fee of $75.00 – Waived for Information Session & Webinar Attendees**
The fee is payable by credit card, check or money order made out to Tufts University. The application fee is nonrefundable. For applicants who have attended an MSEM information session or webinar this fee is waived. If you have questions about how to do this please email tgi@tufts.edu.

☐ **Academic Transcripts from all previously attended colleges and universities.**
You may submit scanned copies of official transcripts with your online application.

Original transcripts do not need to be submitted until you are accepted and decide to enroll in the MSEM program.

Transcripts not in English must be accompanied by a certified English translation. Transcripts should show the name of each course taken and the grade received, as well as the year/term in which it was taken.

If your college or university does not use a traditional 4.0 grading scale, please provide an explanation of the grading system, including systems of designation for honors and distinction.

☐ **Two Letters of Recommendation**
The letters should be from individuals who can make specific comments on your performance in the workplace. It is preferable for your current supervisor to complete one of the recommendations.

We request that you use the online recommendation system included with our online application. Once you register your recommenders online, they will receive instructions on how to complete and upload their letter of recommendation.

If for some reason you are unable to use the online recommendation system, you may have your recommenders submit their letters to the Office of Graduate Admissions, Tufts University, Bendetson Hall, Medford, MA 02155.

☐ **A Current Résumé**

☐ **Essay 1: Personal Statement** (600-800 words, single-spaced, Times New Roman 12 point font)

Please note: Tufts Gordon Institute’s personal statement requirements differ from those noted on the online Tufts Graduate School application.
Why do you want to attend Tufts Gordon Institute MSEM program and how does it fit into your future career aspirations and personal goals? Why have you selected this degree program? The admissions committee encourages you to focus your essay on your rationale for earning a Tufts MSEM and your goals for the future rather than focusing on your past accomplishments.

- **Essay 2 – Optional** (200-250 words, single spaced, Times New Roman, 12 point font)
  This essay is truly optional and not a requirement. Only complete this essay if you feel it adds value to your application and provides the admissions committee with a more complete picture of who you are. If possible, include examples within the last three years.

  **Please note:** You will receive a prompt that provides you with the opportunity to upload an optional essay only after you submit the main online application. If you have questions about how to submit an optional essay, please email us at tgi@tufts.edu.

Please choose from one of the three questions below.

1. Tell us about a time when you had to convince an individual or group of your idea.
2. Tell us about your most meaningful leadership experience.
3. Tell us about a time when you identified an opportunity for improvement within your department/company/organization and you were able to successfully implement this change.

- **Official Test Scores**
  Test scores from standardized tests such as the Graduate GMAT or GRE are not required. Tufts Gordon Institute believes that the quality of the applicant’s academic record, work experience and letters of recommendation are the best indicators of potential for success in the program. If you have previously taken the GRE and GMAT and would like to submit your scores as part of your application, the Tufts University code number is 3901.

  **TOEFL or IELTS – For International Students**

  If your native language is not English and you have not earned a university degree (undergraduate degree or graduate degree lasting two or more years) where English was the language of instruction, you are required to take either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).

  A minimum score of 90 on the Internet-based TOEFL (577 on the paper-based TOEFL), with subscores of 22 - 30 on each of the four components (reading, writing, listening, speaking) is generally considered evidence of sufficient English language ability for graduate study at Tufts Gordon Institute. Equivalent scores of 6.5 on the IELTS (with subscores of 7), are also considered indication of sufficient ability. Please note: Student copies or photocopies of TOEFL/IELTS scores are not accepted.

  Information about registering for the TOEFL is available at [www.toefl.org](http://www.toefl.org). Information about the IELTS is available at [www.ielts.org](http://www.ielts.org). Remember to enter the **Tufts University code number 3901** to send the score report directly to Tufts University’s Office of
Graduate Studies. **To ensure timely score reporting, we suggest that you take the required standardized test at least one month prior to the admissions deadline.**

- **In-person Interview – Optional**
  An interview with the admissions committee is recommended but not required. It provides you an excellent opportunity to tell the committee more about yourself as well as a chance for you to learn more about the program. To schedule an interview send an email to tgi@tufts.edu. Candidates cannot be interviewed until they have submitted the online application for admission.

- **Financial Aid - Scholarship Application (if applicable)**
  Tufts Gordon Institute strives to keep tuition costs at a reasonable level and, therefore, we offer limited tuition scholarships. If you have extenuating circumstances and would like to be considered for financial aid, please fill out the section for financial aid on the online application form. We strongly encourage financial aid applicants to complete their application for admission no later than the Round 2, March 15 application deadline.

  Low-interest Federal Direct Loans, Federal Perkins Loans, and Federal Work Study programs are administered by Tufts Student Financial Services which maintains information on all federal programs as well as alternative forms of financing such as non-need based loans. Federal aid is available for U.S. citizens and permanent residents only. To apply for Federal Direct loans and/or Federal Work Study, complete the Free Application for Federal Student Aid (FAFSA). The form is available online at www.fafsa.ed.gov, and the Tufts University Institution code is 002219.

  Students who will finance all or part of the tuition costs can obtain information on student loan programs through the [Tufts University Office of Financial Aid website](http://www.tufts.edu/financialaid), the Dowling Student Services Center at Tufts University at 617-627-2000 or by email at studentservices@ase.tufts.edu.