APPLICATION INSTRUCTIONS

The Graduate Admissions Committee will review your application after all of your applications materials have been received. Please check the online admissions portal to confirm the status of your application. If applicable, scores from the following tests must be sent directly from their respective testing services. The Tufts University code number is 3901.

- Graduate Management Admission Test (GMAT)
- Graduate Record Examinations (GRE)
- Test of English as a Foreign Language (TOEFL)
- International English Language Testing System (IELTS)

We require that all applications be submitted electronically (online). Contact us if you are unable to complete the online application.

Current Tufts students and alumni within two years of graduation may be eligible for application and enrollment benefits associated with the Tufts Plus Program. For more information, visit: https://gordon.tufts.edu/programs/m-s-in-innovation-management

1. 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/

2. APPLICATION FEE OF $85.00
   Waived for Information Session & Webinar Attendees and Tufts Plus candidates
   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 information session or webinar as well as Tufts Plus applicants (current Tufts students as well as alumni within two years) this fee is waived. If you have questions about how to do this please email: tgi@tufts.edu.

3. ACADEMIC TRANSCRIPTS
   You may submit scanned copies of official transcripts of all previously attended colleges and universities with your online application.

   Original transcripts do not need to be submitted until you are accepted and decide to enroll in the MSEM OR MSIM 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.
4. **TWO LETTERS OF RECOMMENDATION**  
*For M.S. in Engineering Management (MSEM) Applicants*  
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.

*For M.S. in Innovation and Management (MSIM) Applicants*  
The letters can be either academic (written by professors) or professional. If you have some work experience, it is preferable for one of the letters to be from a work supervisor/manager.

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.

5. **CURRENT RÉSUMÉ**  
You will need to submit a current, detailed résumé outlining your employment and academic history.

6. **REQUIRED ESSAY**  
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 or MSIM 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 or MSIM and your goals for the future rather than focusing on your past accomplishments.

7. **OPTIONAL ESSAY**  
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.
8. GRADUATE RECORD EXAM (GRE) or GRADUATE MANAGEMENT ADMISSIONS TEST (GMAT)

For M.S. in Engineering Management (MSEM) Applicants
For MSEM applicants 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 this 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.

For M.S. in Innovation & Management (MSIM) Applicants
MSIM applicants are required to take either the Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT). Subject tests of the GRE are not required. The Tufts University code number is 3901.

Tufts Plus Program – Tufts Plus program is open to Tufts University undergraduates as well as Tufts University alumni who are within two years of graduation. Qualified applicants must have strong letters of recommendation and a strong academic record. Tufts Plus candidates are not required to submit the GRE or GMAT.

9. 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). Please note: student copies or photocopies of TOEFL/IELTS scores are not accepted.

If an applicant satisfies one of more of the following conditions, s/he is not required to provide a TOEFL or IELTS score:

- Citizenship of Australia, Canada (except Quebec), Great Britain, Ireland, New Zealand, Guyana, an Anglophone country of Africa, or an English-speaking country of the Caribbean;
- A college or university degree earned in the United States or in one of the countries listed above prior to submission of this application;
- Current enrollment as a full-time student in a degree-granting program in the United States or at an English-speaking school in one of the countries listed above. The student must have successfully completed two consecutive full time academic years of college or university work prior to the date of anticipated enrollment at Tufts University.

A minimum score of 100 on the Internet-based TOEFL (600 on the paper-based TOEFL), with subscores of 25 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 7 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. Information about the IELTS is available at 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.
10. INTERVIEW
We encourage you to attend one of our admissions events—either on-site or online to meet with faculty, alumni, students and admissions staff. Admissions events are a great opportunity to learn more about the program and make sure any questions you have can be answered.

Applicants may be contacted for an interview (either in-person or via Skype). You will receive an email when selected for an interview once you have submitted the full set of required materials.

11. FINANCIAL AID – SCHOLARSHIP APPLICATION (if applicable)
Since both the MSEM and MSIM are professional masters programs, Tufts University’s Gordon Institute unfortunately, cannot offer any regular research or teaching assistantships to students.

Tufts Gordon Institute strives to keep tuition costs at a reasonable level and, therefore, we offer limited tuition scholarships based on merit. Most students pay their own tuition cost. If you 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, the Dowling Student Services Center at Tufts University at 617-627-2000 or by email at studentservices@ase.tufts.edu.