MASTER OF SCIENCE IN ENGINEERING MANAGEMENT (MSEM) 
APPLICATION INSTRUCTIONS

Thank you for your interest in the Tufts Gordon Institute Master of Science in Engineering Management (MSEM) program. These instructions contain important information about the application process and will help to ensure you complete your application properly. Please review this document carefully before completing your application.

A few things to note:

- Applications cannot be reviewed until all required materials are received.
- Please use the online application to submit all information.
- All materials submitted in support of an application become the property of Tufts University and neither originals nor copies of this material will be returned or sent to a third party. Therefore, we suggest you make a copy of the application and those documents that are not confidential for your records.

We sincerely appreciate your interest and look forward to receiving your application. If you have any questions about the application process or Tufts Gordon Institute’s MSEM program, we are always available to speak with you – whether by phone or by email. Please call 617-627-3110 or email tgi@tufts.edu.

The MSEM Admissions Team
Tufts Gordon Institute

200 Boston Avenue, Suite 2400
Medford, MA 02155
Applications for Fall 2014 admission to both the Weekend and Evening MSEM Programs are due as follows:

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<th>Application Round</th>
<th>Application Deadline</th>
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<tr>
<td>Round 1</td>
<td>January 15, 2014*</td>
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<td>Round 2</td>
<td>March 15, 2014</td>
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<td>Round 3</td>
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<td>Round 4</td>
<td>June 15, 2014</td>
<td>June 30, 2014</td>
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<tr>
<td>Rolling Admissions</td>
<td>After June 15, 2014</td>
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* Note: All international applicants should submit their application 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.

Please note that there is no spring enrollment option for the MSEM program.

**APPLICATION REQUIREMENTS**

Applicants to the MSEM program must submit the following:

- **Online Application for Admission via Embark**
  Please refer to the detailed instructions below for information on completing your application correctly. [Visit Embark for the 2014 online application.](#)

- **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. 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.

☐ **Scanned Copies of Academic Transcripts** from *all* previously attended colleges and universities. 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.

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

Upon enrolling in the program, you will be required to submit original copies of all transcripts to the Student Services, Dowling Hall, Tufts University, 419 Boston Ave, Medford, MA 02155.

☐ **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. Please instruct your recommenders to set any spam filtering software to allow all emails from notification@smtp.embark.com, as this address will be used to communicate with them through the recommendation process. Please do not submit your application until you receive notification that all your registered recommenders have submitted their evaluations.

If for some reason you are unable to use the online recommendation system, you may print the recommender form from the Supplemental Forms section of the online application and have your recommenders submit their letters in hard copy to Tufts Gordon Institute, 200 Boston Ave, Suite 2400, Medford, MA 02155 or email tgi@tufts.edu.

☐ **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 Embark 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 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.

☐ TOEFL or ILETS – For International Students

Applicants who are not native speakers of English are required to take 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. Remember to enter the Tufts University code number 3901 to ensure that the score report is sent to the Office of Graduate Studies (arts, sciences, and engineering programs).
Information about the IELTS is available at [www.ielts.org](http://www.ielts.org). IELTS scores should be sent directly to Student Services, Dowling Hall, Tufts University, 419 Boston Ave, Medford, MA 02155.

Providing a TOEFL or IELTS score is not required if an applicant satisfies one or more of these conditions:

- 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 prior to submission of this application and earned in the United States or in one of the countries listed above.
- 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. Student will have successfully completed two consecutive full time academic years of college or university work prior to the date of anticipated entrance at Tufts University.

☐ **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.

☐ **Official Test Score Reports – Optional**
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, please send the scores directly to: Student Services, Dowling Hall, Tufts University, 419 Boston Ave, Medford, MA 02155.

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**APPLICATION INSTRUCTIONS**

This section outlines pages of the Embark online application that require special attention or that do not apply to MSEM applicants. Please refer to the guide below when completing your online application. Link to online application:
[https://apply.embark.com/Grad/Tufts/grad/20](https://apply.embark.com/Grad/Tufts/grad/20)
**Page 1: Application Form**
For the program of study select: Engineering Management. For the degree select MSEM. For the concentration field select the evening or the weekend program.

**Page 1: Research Interests**
This section does not apply to MSEM applicants. You may skip this section.

**Page 1: Petition for Transfer of Credits for Courses Taken at Tufts University**
Please note the MSEM program does not typically accept any transfer of credits, as it is a pre-architected program. If you have questions about this please contact tgi@tufts.edu.

**Page 2: Recommendation Information**
Please note MSEM applicants only require two letters of recommendation. Please provide the contact information for your recommenders’ in this section. Note, you will need to register them through the online system in Step 5 of the online application.

We request that you use the online recommendation system included with our online application. Please instruct your recommenders to set any spam filtering software to allow all emails from notification@smtp.embark.com, as this address will be used to communication with them through the recommendation process. Please do not submit your application until you receive notification that all your registered recommenders have submitted their evaluations.

If for some reason you are unable to use the online recommendation system, you may print the recommender form from the Supplemental Forms section of the online application and have your recommenders submit their letters in hard copy to Tufts Gordon Institute at 200 Boston Ave, Suite 2400, Medford, MA 02155 or email tgi@tufts.edu.

**Page 3: Testing Information/Official Test Scores**
International students should use this section to fill in their TOEFL or IELTS score.

If you would like to submit GMAT or GRE test scores, please complete this section.

**Pages 5 and 6: Financial Aid Application**
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 application deadline.
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.

Page 7: 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 Embark 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.

Page 8: Resume
Use this section to upload your resume/C.V.

Page 9: Transcripts/Academic Records
Scanned copies of transcripts from each college or university attended where credit was earned toward undergraduate, graduate, or professional degrees are required. Transcripts for study abroad programs or transfer programs are not required if the course titles, grades, and credit hours are all included on the transcript of the degree-granting institution. If the original document is not in English, also provide an official, exact (literal) English translation.

• Scan all pages of each transcript. If the reverse side of the transcript provides information on the university’s grading policies, please scan and submit one sample.
• All transcripts should be scanned into a single document. PDF files preferred, but additional formats (.doc, .jpg, .gif, .tiff, .bmp) are accepted.
• Ensure file size does not exceed 2 MB.
• Scanned documents must be clearly legible and able to be printed on standard U.S. 8.5” x 11” paper.
• Tips for reducing file size:
  o Scan as a low-resolution image, or in black and white only.
  o Make a low-resolution black and white photocopy of your transcripts and scan each photocopy.

Page 10: Optional - Essay 2 (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 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.

Page 11: Additional Documents

No additional documents/essays are required. Please use this section to provide answers to any questions that did not fit in the application form or to provide additional information that you would like to bring to the attention of the Admissions Committee. 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 in this section.

APPLICATION STATUS

Once your application has been completed and we have received the other necessary materials (your official transcripts and letters of recommendation) Tufts Gordon Institute Admissions Team will send you an email confirming receipt.

It is the longstanding policy of Tufts University and Tufts Gordon Institute to actively support equality of opportunity for all personas and no individual shall be denied admission or be otherwise discriminated against because of race, color, sex, sexual orientation, age, marital or veteran status, religion, national or ethnic origin or disability.

OTHER IMPORTANT ADDRESSES

Student Services
Dowling Hall
419 Boston Ave
Tufts University
419 Boston Avenue
Medford, MA 02155
http://www.gradstudy.tufts.edu

Tufts University Student Financial Services
Dowling Hall Student Services Center
Tufts University
419 Boston Avenue
Medford, MA 02155
Phone: 617-627-2000, Fax: 617-627-4691
Email: StudentServices@ase.tufts.edu
Web site: http://uss.tufts.edu/finaid/gradaid

Test of English as a Foreign Language (TOEFL)
Institutional Code: 3399
Phone: 609-771-7100
Email: toefl@ets.org
Web site: http://www.ets.org

International English Language Testing System (IELTS)
Email: ielts@ieltsintl.org
Web site: http://www.ielts.org