MSCF Application Instructions
Fall 2016

MSCF APPLICATION DEADLINES, DECISION NOTIFICATIONS AND DEPOSIT DUE DATES

In order that you can best manage your application process, here are the dates for applying, when you will receive your admission decision and the due date for your deposit.

<table>
<thead>
<tr>
<th>Program</th>
<th>Application Deadline</th>
<th>Decision Notification</th>
<th>First Deposit</th>
<th>Second Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round 1 Full-Time MSCF</td>
<td>Nov 5, 2015 11:59 PM ET</td>
<td>Jan 27, 2016</td>
<td>March 10, 2016</td>
<td>May 1, 2016</td>
</tr>
<tr>
<td>Part-Time MSCF (On-Campus and Online)</td>
<td>Jan 10, 2016 11:59 PM ET</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part-Time MSCF (On-Campus and Online Hybrid)</td>
<td>Mar 10, 2016 11:59 PM ET</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Round 4 Part-Time MSCF</td>
<td>May 5, 2016 11:59 PM ET</td>
<td>Jun 13, 2016</td>
<td>June 24, 2016</td>
<td>N/A</td>
</tr>
<tr>
<td>Part-Time MSCF (On-Campus and Online Hybrid)</td>
<td>May 5, 2016 11:59 PM ET</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Note: International students are encouraged to apply no later than the Round 2 Deadline of January 10, 2016 to ensure adequate time for the student visa processing.

ADMISSIONS PROCESS QUESTIONS?

After reading the instructions below, if you still have questions about the admissions process, you can reach us by email at mba-admissions@andrew.cmu.edu or by phone during our regular business hours of Monday through Friday, 9:00 a.m. to 5:00 p.m., EST, at +1 412.268.5687.

**TIP** Check the status of your application at any time using our online application system.

MSCF APPLICATION

We use a self-managed application procedure that requires you to prepare and submit a number of application components online. Make sure you submit your application on time and in accordance with the following admissions guidelines:

ONLINE APPLICATION FORM

This is the standard information we ask you to provide and includes a bit of personal, professional and educational information about you.

Update your contact information using the online application system should it change during the application process, but before you make an enrollment deposit. After a deposit is made, contact our office directly to ensure that we have your most up-to-date contact information.

**TIP** Use a personal email in lieu of your business email in case you wrap up work early and we need to contact you.

Once submitted, you cannot make any other changes to your application (other than your contact information). Be sure to review your application materials prior to submission.

CURRENT RESUME

Your resume should be 1-2 pages highlighting the achievements you have made in your professional career, using a standard (i.e. Times New Roman or Arial), 12-pt. font.

**TIP** It is important to include the month and year for starting and ending dates for each position held.
UNOFFICIAL TRANSCRIPTS OF ALL ACADEMIC WORK

Successful applicants will 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.

All candidates are required to upload legible scanned/digitized copies of their transcripts and degree certificates indicating name, degree earned, and the date the degree was completed (if applicable) for each institution attended.

Unofficial transcripts can be copies of your transcripts that you have on hand and should clearly state your name and the name of the institution. Upload all pages of your transcript, including the transcript key for your university (for U.S. institutions, this is often found on the back of the transcript).

**TIP** Internet printouts will NOT be accepted.

Didn’t attend college or university in the U.S.? If the transcript is in a language other than English, an official translation must be included. Also, we follow the World Education Services (WES) Standards to determine what documents non-U.S. candidates need to submit. 

**TIP** Applicants are NOT required to utilize the WES services, but rather, use their standards as a guideline to assure all required transcript components are uploaded and submitted with your application.

OFFICIAL TRANSCRIPTS

Official transcripts are those that are sent directly to Tepper Masters Admissions by your educational intuition. Should you be admitted, you are required to submit official transcripts at a later date. (See INFORMATION FOR ADMITTED STUDENTS)

OFFICIAL TEST SCORES

While we accept both the GMAT and the GRE, we prefer that candidates take the GRE. This score provides additional information to the Admissions Committee that may benefit the applicant. If you have not yet taken a test, we encourage you to take the GRE.

**TIP** It is not necessary to take both tests.

You will need to take the GMAT or GRE before submitting your application.

**TIP** Scores are valid for five years and must be valid at the time you submit your application.

A candidate who has taken the GMAT or GRE more than once will self-report the highest score when completing the online application.

When you take the exam, select the appropriate code as follows:

**Graduate Management Admissions Test (GMAT) Program Codes**

MSCF Program (Carnegie Mellon Tepper School of Business): 69H-XH-17

**Graduate Record Examination Test (GRE) Program Code**

Carnegie Mellon Tepper School of Business: 4883

Additional information can be found at [www.GMAT.com](http://www.GMAT.com) and [www.ets.org/gre](http://www.ets.org/gre).
ENGLISH LANGUAGE PROFICIENCY EXAMS (TOEFL OR IELTS)
Candidates are required to demonstrate a level of competence in English to meet the admissions requirements of the University. You are required to take a TOEFL or IELTS exam unless:

- You attended an undergraduate institution, earning a bachelor's degree, where the sole language of instruction is English.
- You earned a graduate degree that was taught in English. (Although not required, we do recommend that you take the English Language Proficiency exam.)

**TIP** A statement indicating that the primary language of instruction was English should be listed on the academic documents, if not a U.S. institution.

**TIP** If the academic document does not include this statement, an official letter from the University Registrar indicating English as the mode of instruction for the entirety of the degree.

Candidates who are required to take the TOEFL or IELTS must have received their unofficial scores prior to submitting their application. Be sure to request the official scores be sent to Carnegie Mellon University by the testing agency.

**TIP** Scores are valid for two years and must be valid at the time you submit your application.

When you take the exam, select the appropriate code as follows:

**TOEFL Program Code**
Institutional code 2074 and departmental code 02

**IELTS Program Code**
Select Carnegie Mellon and the Tepper School of Business

Additional information on the TOEFL can be found at [www.ets.org/toefl](http://www.ets.org/toefl) or the IELTS at [www.ielts.org](http://www.ielts.org).

ESSAYS
There are two required essays for all Tepper School MSCF applicants and they should be double-spaced, using a standard (i.e. Times New Roman or Arial), 12-pt font.

You may also submit an optional essay to add information that you do not feel is adequately covered elsewhere in the application. If you believe your credentials and essays represent you fairly, you should not feel obligated to complete the optional essay.

PROFESSIONAL RECOMMENDATION
Three Letters of Recommendation are required. Choose recommenders who know you well and are able to provide specific and relevant information about your potential for academic and career success.

If you are currently a full-time student or a recent graduate (within the past three years), you should submit one recommendation from an academic source. The admissions committee prefers at least one recommendation from a professional relationship.

Prior to submitting your application, you will input your recommender’s contact information in the online system.

**TIP** While you will complete the recommendation section of the application prior to submitting, aim to have your recommender submit their recommendation within a week of the application deadline. This is important because your application will not be forwarded the Admissions Committee until the recommendation is received.

APPLICATION FEE
A $125 application fee is required of all applicants. This fee must be paid online using a credit card at the time of submission.
INTERVIEWS

Due to the large volume of interview requests, admissions interviews are granted at the discretion of the admissions committee after an initial review of your application. You will receive additional information about the interview process at the time of invitation.

SCHOLARSHIPS AND FINANCIAL AID

All applicants admitted to the Full-Time MSCF program are automatically reviewed for a Tepper School MSCF merit scholarship. No additional application is required to qualify for the Tepper merit awards. Additional fellowship and scholarship opportunities are available.

Visit the Tepper Financial Aid website for additional information about these and other types of financial aid including eligibility requirements and how to apply.

SUPPORTING DOCUMENTATION

Once you have completed your online application, if you have any supporting documents they should be sent to the following address:

Masters Admissions Office
Tepper School of Business, Rm. 231
Carnegie Mellon University
5000 Forbes Avenue
Pittsburgh, PA 15213-3890

TIP If you have submitted all of the application components, it isn’t necessary to send anything else to us at this point. Upon admission, you’ll need to send your official transcripts/academic documents.

RE-APPLICANTS

If you have submitted an application for the Tepper MBA program within the last year, you will need submit a new application since we changed application systems. However, we will waive your application fee.

Please note you will need to submit a new application and updated letters of recommendation; however, you will not need to submit an application fee when reactivating an application submitted within the past year.

Interviews will be granted only at the invitation of the admissions committee based on our review of your submitted MSCF application. Please note that interview invitations may be extended at any time after you submit your reapplication, up until the date that your admission decision is released.

Should you have any questions about the re-application process, please contact mscf-admissions@andrew.cmu.edu.

INFORMATION FOR ADMITTED CANDIDATES

OFFICIAL TRANSCRIPTS

Admitted candidates will be required to submit one official transcript from each college or university attended, at both the graduate and undergraduate level, whether or not a degree was earned. Contact the institutions and request transcripts be sent to you in a sealed envelope, signed across the seal by the registrar’s office. When you have collected all of the transcripts mail them in a single envelope to the MSCF Masters Admissions Office. If your college or university will not give official copies of transcripts directly to students, then request they send them, as previously described, directly to the MSCF Admissions Office. Note: All international transcripts must also include a degree certification sheet, indicating name, degree earned and the date the degree was completed. If you are unsure what documents are appropriate, we follow the guidelines provided by the World Education Services. http://www.wes.org/students/tools-and-resources.asp

CREDENTIAL VERIFICATION

We are committed to ensuring the integrity of our admissions process and the reputation of our educational programs. We also want to protect and enhance the value of the degrees that we confer on our students. To guard against any allegations the candidates may have misrepresented themselves in their admissions applications, we have made the decision to establish an independent verification of applicant credential of all of our masters’ students. We believe that this verification process will support our efforts to ensure integrity throughout the program. Candidates will be required to submit a fee and verification release form at the time of deposit. Details will be provided in the admission letter.