

# MSEL APPLICANT CHECKLIST



**PLEASE E-MAIL COMPLETED APPLICATION MATERIALS TO:**  
[MSEL@SANDIEGO.EDU](mailto:MSEL@SANDIEGO.EDU)

- Completed and signed application
- Copy of your professional resume
- Self-evaluation essay
- Official copies of all college transcripts (in sealed envelopes from the institution)
- Three letters of recommendation (from a supervisor, a colleague, and a direct report)
- GMAT score from the last five years or a Professional Product that demonstrates your ability to analyze complex problems (see Professional Product supplement)
- TOEFL score – International applicants only (minimum score of 237/580 required)
- A check for \$80 written to “The University of San Diego” for the application fee

**APPLICATION DEADLINE:** ADMISSION DECISIONS ARE MADE ON A ROLLING BASIS BEGINNING **OCTOBER 1, 2009**. FINAL APPLICATION DEADLINE FOR COHORT 11 IS **JULY 15, 2010**. EARLY APPLICATION IS RECOMMENDED AS SPACE IS LIMITED.

**MSEL CONTACT INFORMATION:** phone: (619) 260-4828, email: [mssl@sandiego.edu](mailto:mssl@sandiego.edu)

## **ADDITIONAL REQUIREMENTS FOR INTERNATIONAL APPLICANTS:**

International applicants are advised to submit complete applications well in excess of the application deadline dates due to mailing delays in many countries. The \$45.00 nonrefundable application fee must be in U.S. dollars and payable to the University of San Diego.

**Financial Verification** – International applicants are required to complete the *Declaration of Finances* form to certify that they possess sufficient funds to cover all fees, transportation, and living expenses.

**English Language Requirements** - All international students are required to submit results of the Test of English as a Foreign Language (TOEFL) and the Test of Written English (TWE). Note: the TWE is the required essay component of the computer based TOEFL.

**Foreign Academic Records** – Official records from foreign institutions must be sent directly to the Office of Graduate Admissions. All applicants are required to submit official records from each institution attended after secondary school. All documents must bear the seal and title of the authorizing official and must be in a sealed envelope. Transcripts issued in English by the academic institution are preferred. Otherwise, all transcripts that are not issued in English must be accompanied by a certified English translation from an approved agency. International applicants are required to have their transcripts evaluated by the International Education Research Foundation, Inc. (IERF) or World Education Services, Inc. (WES). Applicants must submit a Transcript Evaluation Report. Contact IERF, Inc.: P.O. Box 3665, Culver City, CA 90231-3665, tel. 310-258-9451; [info@ierf.org](mailto:info@ierf.org), <http://www.ierf.org> or WES, P.O. Box 26879, San Francisco, CA 94126, tel. 415-677-9378, [sf@wes.org](mailto:sf@wes.org), <http://www.wes.org>.

# MSEL ADMISSION APPLICATION

PLEASE PROVIDE ALL INFORMATION REQUESTED. TYPE OR PRINT IN INK.



## ***Personal Information:***

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_

ADDITIONAL LAST NAME(S) THAT MAY APPEAR ON TRANSCRIPTS \_\_\_\_\_

Current Mailing Address:

Alternate Mailing Address:

STREET \_\_\_\_\_

STREET \_\_\_\_\_

CITY, STATE \_\_\_\_\_

CITY, STATE \_\_\_\_\_

ZIP OR COUNTRY \_\_\_\_\_

ZIP OR COUNTRY \_\_\_\_\_

TELEPHONE (\_\_\_\_) \_\_\_\_\_

BIRTHDATE \_\_\_\_/\_\_\_\_/\_\_\_\_

WORK PHONE (\_\_\_\_) \_\_\_\_\_

BIRTHPLACE \_\_\_\_\_

City and State or Country

ALTERNATE TELEPHONE (\_\_\_\_) \_\_\_\_\_

MALE  FEMALE

FAX (\_\_\_\_) \_\_\_\_\_

SOCIAL SECURITY NO. \_\_\_\_\_

E-MAIL \_\_\_\_\_ LANGUAGE SPOKEN IN THE HOME \_\_\_\_\_

## ***International Applicants and Permanent Residents Only:***

I AM AN INTERNATIONAL APPLICANT

I AM A PERMANENT RESIDENT APPLICANT

CURRENT VISA STATUS \_\_\_\_\_

ALIEN REGISTRATION NUMBER \_\_\_\_\_

I REQUIRE A STUDENT VISA (F-1)

I REQUIRE AN EXCHANGE VISITOR VISA (J-1)

HOW LONG HAVE YOU BEEN IN THE U.S.? \_\_\_\_\_

COUNTRY OF LEGAL PERMANENT RESIDENCY \_\_\_\_\_

COUNTRY OF CITIZENSHIP \_\_\_\_\_

\*NATIVE LANGUAGE \_\_\_\_\_

\*TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL): THE TOEFL IS REQUIRED OF ALL APPLICANTS WHOSE NATIVE LANGUAGE IS NOT ENGLISH. THE TOEFL IS WAIVED UPON REQUEST IF THE APPLICANT'S UNDERGRADUATE WORK WAS CONDUCTED IN ENGLISH.

DATE TAKEN: \_\_\_\_\_ DATE WILL BE TAKEN: \_\_\_\_\_ OVERALL SCORE: \_\_\_\_\_

***USD Plans:*** I AM APPLYING FOR ENTRANCE IN AUGUST \_\_\_\_\_.

I previously applied to USD for graduate admission in \_\_\_\_\_  N/A

I attended USD from \_\_\_\_/\_\_\_\_/\_\_\_\_ Program \_\_\_\_\_ Degree \_\_\_\_\_

**Recommenders:**

Three recommendation letters are required from a supervisor to whom you report, a working colleague, and a person who reports directly to you. Please provide the information on each.

SUPERVISOR: NAME \_\_\_\_\_ POSITION/TITLE \_\_\_\_\_

INSTITUTE/ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

COLLEAGUE: NAME \_\_\_\_\_ POSITION/TITLE \_\_\_\_\_

INSTITUTE /ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

DIRECT REPORT: NAME \_\_\_\_\_ POSITION/TITLE \_\_\_\_\_

INSTITUTE /ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

**ADDITIONAL INFORMATION**

**Resume:** Please attach a copy of your current professional resume (include community involvement).

**Military Record:** BRANCH \_\_\_\_\_ DATES \_\_\_\_\_ TO \_\_\_\_\_  
Month / Year Month / Year

HIGHEST RANK AT SEPARATION \_\_\_\_\_

**Hobbies or Special Interests:**

\_\_\_\_\_  
\_\_\_\_\_

**ACADEMIC INFORMATION**

**Professional Product:** As an alternative to the GMAT, you may submit a professional product that demonstrates your ability to analyze complex problems at the graduate level. The product should be one in which you were the dominant author. Content contributions from all others should be less than 20% of the total effort. Examples include: a technical report; a strategic business plan; a financial analysis; an investment analysis; or, a new project or business proposal.

**Test Data:** Instead of a professional product, you may submit recent (within the last 5 years) test scores for the Graduate Management Admission Test (GMAT).

- I am submitting a professional product.
- I have taken the GMAT Month/Year \_\_\_\_\_  I will take the GMAT Month/Year \_\_\_\_\_

**College/University Information:**

List in chronological order all colleges/universities from which you hold a degree; where you have taken undergraduate courses; where you have taken any graduate courses (including extension courses); and any college or university at which you have attempted any course work. **All transcripts must be on file before your application will be processed.** Insert additional sheet if required.

1. NAME OF INSTITUTION \_\_\_\_\_ STATE OR COUNTRY \_\_\_\_\_

ATTENDANCE DATES \_\_\_\_\_ DEGREE & MAJOR \_\_\_\_\_

2. NAME OF INSTITUTION \_\_\_\_\_ STATE OR COUNTRY \_\_\_\_\_

ATTENDANCE DATES \_\_\_\_\_ DEGREE & MAJOR \_\_\_\_\_

3. NAME OF INSTITUTION \_\_\_\_\_ STATE OR COUNTRY \_\_\_\_\_

ATTENDANCE DATES \_\_\_\_\_ DEGREE & MAJOR \_\_\_\_\_

4. NAME OF INSTITUTION \_\_\_\_\_ STATE OR COUNTRY \_\_\_\_\_

ATTENDANCE DATES \_\_\_\_\_ DEGREE & MAJOR \_\_\_\_\_

Have you ever been placed on academic probation or academic dismissal by any college or university?

Yes  No

If yes, please explain: \_\_\_\_\_

Estimated Grade Point Average for undergraduate work (last 60 semester units) \_\_\_\_\_

Bachelor's degree graduation date \_\_\_\_\_

Have you completed any post-baccalaureate degrees, credentials or certificates?  Yes  No

If yes, please list: \_\_\_\_\_

### INFORMATION ON CURRENT ORGANIZATION

This portion of the application is designed to determine your present, individual role within the greater organization.

#### ***General Information:***

NAME OF ORGANIZATION: \_\_\_\_\_

INDICATE THE CATEGORY OF THE ORGANIZATION:

FORTUNE 500  LISTED  PRIVATE  NOT FOR PROFIT  EDUCATION

MILITARY  GOVERNMENT  OTHER: \_\_\_\_\_

INDUSTRY: \_\_\_\_\_ TOTAL NUMBER OF EMPLOYEES: \_\_\_\_\_

ANNUAL REVENUE OF ORGANIZATION: \_\_\_\_\_

DESCRIBE THE STRUCTURE OF YOUR ORGANIZATION:

HOW OLD IS THE ORGANIZATION? \_\_\_\_\_

#### ***Description of Current Role:***

POSITION TITLE: \_\_\_\_\_

HOW LONG HAVE YOU BEEN IN YOUR CURRENT ROLE: \_\_\_\_\_

NUMBER OF DIRECT REPORTS: \_\_\_\_\_ NUMBER OF INDIRECT REPORTS: \_\_\_\_\_

BUDGET RESPONSIBILITY:  No  Yes, AMOUNT: \_\_\_\_\_

## SELF-EVALUATION ESSAY

Leaders in the 21<sup>st</sup> century are expected to be creative, ethical, and innovative problem solvers, as well as agents of change. Explain how you envision your role as a leader and the specific value you bring to your organization. What experiences in your past have prepared you for such leadership? (2 pages maximum).

### UNIVERSITY OF SAN DIEGO POLICY ON NON-DISCRIMINATION

The University of San Diego prohibits discrimination against current or prospective students and employees on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation, or any other legally protected characteristic. The University does not by this non-discrimination statement disclaim any right it might otherwise have to maintain its commitment to its Catholic identity or the doctrines of the Catholic Church.

It is the policy of the University to employ and promote personnel regardless of the foregoing characteristics, unless one or more of them are a bona fide requirement of a particular position. The University of San Diego is firmly committed to a policy of equal opportunity in all aspects of employee relations, including employment, salary administration, employee development, promotion and transfer.

Questions regarding the applicability of this policy to specific circumstance of current students should be addressed to the Vice President of Student Affairs, while questions regarding prospective students should be addressed to the Director of Admissions.

### CERTIFICATION OF APPLICATION

**I certify that the information on this application is true to the best of my knowledge. I have read all the instructions and I understand that refusal of admission or cancellation of registration will result from misrepresentation in any portion of this application form. I further understand that any submitted records and documents may not be photocopied for me or a third party and are non-returnable.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

### OPTIONAL STATISTICAL INFORMATION

This information will not be used in, or in any way affect, the admission decision. After a decision is made, however, certain facts may prove helpful in identifying candidates for specific privately-endowed scholarships, in reporting institutional statistics to the U.S. Office of Education, and in recognizing the needs in University planning. Your voluntary provision of this data is most appreciated.

#### ***Ethnic Background (U.S. Citizen/Permanent Residents only):***

1. Are you Hispanic or Latino (including Spain)? Yes\_\_ No\_\_

If YES, which best describes your background?

1. Central America
2. Cuba
3. Mexico
4. Puerto Rico
5. South America (excluding Brazil)
6. Spain
7. Other \_\_\_\_\_

In addition, please select one of more of the following groups or subgroups to describe yourself:

- American Indian or Alaska Native (including all Original Peoples of the Americas)

Which best describes your background?

Tribe \_\_\_\_\_

- Asian (including Indian subcontinent and Philippines)

Which best describes your background?

China

Japan  
Korea  
Pakistan  
Philippines  
Vietnam  
Other East Asia \_\_\_\_\_  
Other Indian Subcontinent  
Other Southeast Asia \_\_\_\_\_

- Black or African American (including Africa and Caribbean)

Which best describes your background?

U.S./African American  
Africa  
Caribbean  
Other \_\_\_\_\_

- Native Hawaiian or Other Pacific Islander (original peoples)

Which best describes your background?

Guam  
Hawaii  
Samoa  
Other Pacific Islands (excluding Philippines)

- White (including Middle Eastern)

Which best describes your background?

Europe  
Middle East  
Other \_\_\_\_\_

***Religious Preference:***

CATHOLIC    PROTESTANT    HINDU    ISLAMI    JEWISH    LDS    OTHER \_\_\_\_\_

***Relatives Who Have Attended or Worked at The University of San Diego:***

1. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ DATES \_\_\_\_\_

2. NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ DATES \_\_\_\_\_

***Application Influence:*** Who or what led you to apply to USD?

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