

## **Applying for Admission to the Marquette University Master of Science in Engineering Management Program**

The following document provides Engineering Management (ENMA) program applicants with detailed information on how to submit an application to the program. Guidelines are included to assist applicants in preparing an effective application.

Application to the ENMA program requires applicants to submit:

1. Completed Graduate School application and \$50 application fee. See this web site for application forms an on-line application: <http://www.grad.mu.edu/future/apply.shtml>. Note: The Graduate School accepts only on-line application.
2. Essay specified by the application form. In their response to the essay question, the applicant should:
  - Describe their career goals and the role they see for this degree in reaching these goals.
  - List and describe any professional and/or community activities in which they are or have been active.
  - List and describe any distinctions, honors or awards that they have received for academic, professional or civic duties.
  - Indicate any special circumstances they believe the admissions committee should consider in evaluating their application.
3. Official transcript from all current and previously attended universities except Marquette University (the Graduate School will obtain Marquette University transcripts upon receipt of the application). Transcript should indicate major areas of study and degrees received, as well as grades on courses taken.
4. Official test scores from the Graduate Records Examination (GRE) or the Graduate Management Admission Test (GMAT). As a general guideline, eight-year GRE and GMAT score *averages* for applicants that have been accepted to the program are as follows. Note: These averages are *not requirements* – they are provided as a guideline for you as you consider application to this program.

GRE Average Score

459 – Verbal  
702 – Quantitative  
604 – Analysis  
4.0 - Analysis/Written

GMAT Average Score

29.7 - Verbal  
37.2 - Quantitative  
4.4 - Analysis  
560 - Total

5. Resume, and job description (if available). Document(s) should highlight evidence of steady progress in activities and responsibilities related to engineering and/or

management, and also describe knowledge, skills, and experiences that will benefit other students in the program.

6. At least three letters of recommendation. Letters should address the following questions:
  - Can the applicant become a successful engineering manager?
  - Can the applicant contribute to the learning experience of other students in the program?
  - Does the applicant have the potential to maintain A and B grades in all ENMA courses?
  
7. For international students, official TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing Systems) scores or other acceptable proof of English proficiency. The general policy of the Graduate School is that international students who have successfully completed at least one semester at a college or university in an English speaking country do not need to provide TOEFL scores or other evidence of English ability. Additionally, if the student completed their undergraduate or a previous graduate degree at a college or university in which English was the language of instruction, then the TOEFL or other evidence of English ability is waived.

#### **Proof of English Language Proficiency**

For TOEFL testing, contact [www.toefl.org](http://www.toefl.org), phone +1 (609) 771-7100, or write to TOEFL Services, Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541-6151, USA. TOEFL Test score *targets* for ENMA candidates are:

- Paper version > 510
- Computer version > 213
- iBT overall total score > 80
- All iBT individual scores > 18

These values are targets. Students with scores approaching these targets may be accepted if they can demonstrate adequate English language skills.

For IELTS testing, contact [www.ielts.org](http://www.ielts.org), phone +1 (626) 564-2954, or write to: IELTS International, 100 E. Corson St., Suite 200, Pasadena, CA 9110, U.S.A. IELTS test score targets for ENMA candidate are being reviewed.

#### **GRE/GMAT Testing**

A request to waive the GRE/GMAT requirement may be submitted by either the COE or the GSM co-director in writing or via e-mail upon the completion of a personal interview with the co-director, and at least one of the following:

- Graduate-level degree from a college or university recognized by the co-director's school or college, or
- Undergraduate degree from Marquette University and two letters of recommendation from two Marquette Faculty, or
- Evidence of mastery of engineering such as Professional Engineer Certification.

### **Conditional Admission**

International students that need to strengthen their English language skills before beginning their coursework can apply for *conditional admission* to the ENMA program. The purpose of conditional admission is to provide applicants with an opportunity to study English in preparation for full admission to the program. This applies primarily to applicants that do not achieve adequate scores on TOEFL or IELTS tests.

For this situation, applicants apply for admission per the preceding guidelines, but specify their desire for conditional admission. Their application is reviewed in the normal manner, except that English proficiency and GRE/GMAT scores are not reviewed. If the applicant meets the program criteria, then their conditional admission is approved.

At this point, applicants are typically allowed one year of study in the English language. As the applicant approaches the end of their English language training, they must take the TOEFL exam or, by some other means, provide evidence of their English language proficiency. If the applicant attends the WESLI Institute in Madison, Wisconsin, they are expected to pass the 700-level courses with a grade of B or better. This will replace the requirement to take the TOEFL or IELTS test.

Upon achieving English language proficiency, applicants will be required to take the GRE or GMAT standardized test. Based on transcripts, GRE or GMAT scores, and/or conversations with our faculty, applicants may be required to take up to four prerequisite courses to strengthen their English language proficiency and academic background before full admission to the program. Once the applicant has demonstrated English language proficiency and an adequate academic background, their conditional admission is converted to full admission.

### **Note on Program Costs:**

A full-time student can expect to complete the ENMA degree within two years. The total cost for full-time resident students (program tuition plus student living expenses) can be expected to be approximately \$50,000 (\$25,000 for tuition, \$25,000 for living expenses). The ENMA does not provide any graduate assistanceships (e.g., research assistant, teaching assistant) at this time. For additional general information on financial aid, please visit: <http://www.grad.mu.edu/finaid/index.shtml>