



MASTER OF
ENGINEERING MANAGEMENT

APPLICATION FOR ADMISSION
TO THE GRADUATE DIVISION

Graduate Programs in Management
Valparaiso University

College of Business Administration | College of Engineering
(219) 465-7952

APPLICATION MATERIALS CHECKLIST:

- Two paragraph cover letter stating professional goals.
- Current Resume
- Completed, signed Master of Engineering Management Application.
- \$30.00 Application Fee.
- Official transcripts of all higher education work completed.
- GMAT or GRE scores. Valpo's insyitution code is 1874.
- Two letters of recommendation

Please request that all transcripts be sent directly to:
 Valparaiso Univeristy
 Office of Graduate Studies
 1700 Chapel Drive
 116 Kretzmann Hall
 Valparaiso, IN 46383

I. ENROLLMENT INFORMATION

Planned initial enrollment date: _____ Fall _____ Spring _____ Summer

Enrollment Year: _____ Full-time _____ Part-time

Have you previously applied for admission to Valparaiso University?

_____ Yes _____ No If yes, date _____ Program _____

Have you previously enrolled at Valparaiso University?

_____ Yes _____ No If yes, date _____ Program _____

II. PERSONAL INFORMATION

Last Name	First	Middle	Previous Name
-----------	-------	--------	---------------

Social Security	Email Address
-----------------	---------------

Street Address	City	State	Zip
----------------	------	-------	-----

Home Phone	Work Phone	Cell Phone
------------	------------	------------

Citizenship (Internation Students must complete the International Student Application)

III. EDUCATIONAL BACKGROUND

Please list all colleges and universities previously attended, beginning with the most recent. Official transcripts must be submitted directly from the institution to Valparaiso University.

Institution Name	Location (City, State)	Dates Attended	Degree Received
------------------	------------------------	----------------	-----------------

Institution Name	Location (City, State)	Dates Attended	Degree Received
------------------	------------------------	----------------	-----------------

Institution Name	Location (City, State)	Dates Attended	Degree Received
------------------	------------------------	----------------	-----------------

Institution Name	Location (City, State)	Dates Attended	Degree Received
------------------	------------------------	----------------	-----------------

Have you ever been placed on academic probation or dismissed from any college, university, or professional school for any reason?

_____ No _____ Yes (if yes, please attach explanation)

IV. EMPLOYMENT INFORMATION

Please list work experience beginning with most recent and attach a current resume.

Organization Name	Location (City, State)	Dates of Employment	Title
-------------------	------------------------	---------------------	-------

Organization Name	Location (City, State)	Dates of Employment	Title
-------------------	------------------------	---------------------	-------

Organization Name	Location (City, State)	Dates of Employment	Title
-------------------	------------------------	---------------------	-------

Are you eligible for tuition assistance through your employer?

_____ No _____ Yes _____ Not Certain

V. LETTERS OF RECOMMENDATION

Two letters of recommendation are required of all applicants. Please list the name of each reference below.

Name	Organization	Title	Email	Phone
------	--------------	-------	-------	-------

Name	Organization	Title	Email	Phone
------	--------------	-------	-------	-------

VI. OPTIONAL INFORMATION

Please list name and relationships of relatives who have attended or are currently attending Valparaiso University.

Name	Relationship	Years Attended	Program
------	--------------	----------------	---------

Name	Relationship	Years Attended	Program
------	--------------	----------------	---------

Please list the following.

Spouse's Name	Occupation
---------------	------------

How did you learn about Valparaiso University's Master of Engineering Management Program? (check all that apply)

College Adviser Valpo Alumni Professor
 Printed Material Reference Materials Recruiter
 Relative/Friend Religious Organization Website

Please order the factor(s) (1=most important) that will affect your choice for graduate school.

Reputation Accreditation Program of Study
 Cost/Value Ratio Location Other

The following information is used for statistical purposes only.

Date of Birth _____ Gender Male Female

Ethnic Background:

Asian American Indian/Alaskan
 Black/African American Hawaiian/Pacific Islander
 Hispanic/Latino Mexican American
 White Other
 Multiracial (please list) _____

Are you an active member of a church?

No, list religious preference _____
 Yes, list denomination _____

VII. SIGNATURE REQUIRED

"I submit this application as a true and complete statement of facts for your consideration."

Signature of Applicant

Date

INTERNATIONAL STUDENT SUPPLEMENTAL APPLICATION

I. PERSONAL INFORMATION

Full Legal Name	Family Name	First Name	Date of Birth
City and Country of: Birth		Citizenship	Native Language
Permanent Address		Mailing Address (as it should appear on the envelope):	
<hr/> <hr/> <hr/> <hr/>		<hr/> <hr/> <hr/> <hr/>	
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married		If married, will your family accompany you? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If married and family will accompany you, please list name, birthdate, and relationship of each:			
<hr/> <hr/> <hr/>		<hr/> <hr/> <hr/>	

II. LANGUAGE PROFICIENCY

Please provide the following information concerning your English language skills.

- a. Indicate present proficiency in English by checking the appropriate box below:

	Very good	Good	Fair	Poor	None
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- b. If English is not your native language, how will you fulfill the English requirement?

- TOEFL (minimum required TOEFL score is 575, or 230 on the computer based test)
- INTERLINK
- Other (Please Specify): _____

- c. If English is not your native language, you may attend the intensive English program (INTERLINK Language Center) at Valparaiso University. You may be granted admission into the Graduate Division subject to satisfactory completion of the INTERLINK program. Do you wish to receive more information INTERLINK?

- Yes
- No

- d. TOEFL or any other English Tests you have taken: (Please have official test results sent to Valparaiso University, Code #1874)

Name of Test	Test Score	Date Taken
--------------	------------	------------

Name of Test	Test Score	Date Taken
--------------	------------	------------

- e. Where did you study English (For example, in secondary school, at a University, etc. List locations and dates)

Location	Date
----------	------

Location	Date
----------	------

- f. Do you use English on a regular basis in business, the classroom, or in social situations? (Please provide details)

- g. Please list any other languages spoken: _____

III. FINANCIAL AND VISA INFORMATION

Who will finance your education in the United States? (Please check all that apply.)

Self Family Government Other (Please specify): _____

Please provide all sources of support with the **appropriate certified affidavits of support, financial statements, or bank letters** from the person or organizations sponsoring you:

	First Year	Second Year (if needed)
Personal Funds	\$ U.S.	\$ U.S.
Parents or Relatives	\$ U.S.	\$ U.S.
Sponsor (Specify)	\$ U.S.	\$ U.S.
Other (Specify)	\$ U.S.	\$ U.S.

Please indicate the type of visa you will be applying for:

Student (F-1) Exchange Visitor (J-1) Other: _____

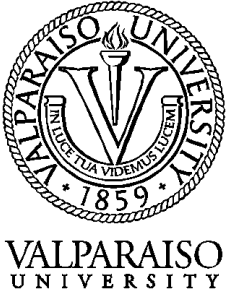
If you are already residing in the United States, please indicate your current visa type: _____

IV. SIGNATURE

“I submit this supplemental application as a true statement of facts for your consideration, and I realize that submission of inaccurate or incomplete information can be sufficient cause for denying or cancelling my enrollment at Valparaiso University. I understand the terms of my admission and agree to abide by the rules of the University. I, and/or my sponsor, will be fully responsible for the cost of my studies while at VU. Furthermore, I authorize the release of my credentials and of my medical records for medical and insurance purposes; I also authorize treatments of any illness or injury by qualified health personnel.:

Signature of Student (Required): _____

Date (Month/Day/Year): _____



VALPARAISO UNIVERSITY GRADUATE DIVISION

ADMISSION PROCEDURES FOR INTERNATIONAL STUDENTS 2008-2009 ACADEMIC YEAR

Valparaiso University welcomes applications from qualified international students. At present, over forty nations are represented in the University's international student population. In order to make the application process as easy and trouble-free as possible, please read and follow these guidelines carefully.

I. APPLICATION PROCESS

Application and Fee. The completed graduate application (online at <http://www.valpo.edu/grad/apply/steptwointl.php>), together with a check for \$50 payable to Valparaiso University, should be returned to the Graduate Division Office at least two months before you intend to begin your course of study. In addition to the application form and fee, we must receive documents 1-4 below before we can consider you for provisional admission.

1. **Academic Records.** Certified, official transcripts (both original and English translations of all university courses which have been completed or attempted). The undergraduate transcript should indicate the degree earned. Copies should be sent directly to our office by the Registrar of your undergraduate and/or graduate university or institute.
2. **Letters of Recommendation.** Submit two letters in support of your application or two completed reference forms (forms online at <http://www.valpo.edu/gce/graduate/forms.php>) directly to our office from academic advisers, teachers, or sponsors.
3. **Proof of English Proficiency.** Test of English as a Foreign Language (TOEFL) score of at least 550 (paper version), 230 (computer-based), or Internet Based Test (TOEFL iBT) score of at least 80; minimum IELTS (International English Language Testing System) score of 6; CET score of 6, or an INTERLINK Language Center Level 5, or the equivalent. For information on the TOEFL, visit their website at <http://www.toefl.org>. For information on the IELTS, visit their website at <http://www.ielts.org/>. US Embassies and Consulates are likely to have information about this test so your test scores can be sent directly to us from the testing organization. For more information about INTERLINK, visit their website at <http://www.valpo.edu/interlink/1/index.html>. For more information about INTERLINK, see the back side.
4. **Affidavit of Financial Support.** Valparaiso University is required by the United States Department of Homeland Security to determine that international applicants have sufficient financial resources to cover their expenses while in the USA. Under special circumstances that must include an explanation by the applicant, admission may be granted on a provisional basis until a notarized statement of your financial support has been received.
5. **Passport.** Provide either a scanned copy (emailed to our office), legible photocopy, or fax copy, of your passport, clearly showing your full name and date of birth.
6. **Health Statement.** A completed Valparaiso University Health Form must be on file in our office before you may enroll for classes, but is not required for provisional acceptance. This form will be sent to you once you have been provisionally admitted.

All application materials, including letters of reference and official transcripts should be sent to:

The Office of Graduate Studies, Kretzmann Hall 116, 1700 Chapel Drive, Valparaiso University, Valparaiso IN 46383-9978, USA

II. NOTIFICATION OF ADMISSIONS DECISION AND ISSUANCE OF THE "I-20" FORM

We realize that you need to know whether you have been granted admission to Valparaiso University at the earliest possible date. When we have received your completed application and fee, two letters of reference, either your TOEFL score or notification of your enrollment in our English language INTERLINK program (see backside), and an affidavit of financial support, we will review your materials for possible provisional admission. Upon provisional admission, our Director of International Students & Scholars, Moninder "Holly" Singh, will send you a Certificate of Admission, the Valparaiso University Health Form, and the necessary I-20 AB form for Immigration purposes. You will then need to apply for a student visa (F-1) at the nearest U.S. Embassy/Consulate. They will want to inspect the I-20 AB form, your passport, and your proof of financial support before issuing you the F-1 visa. You will also need to submit a completed and signed Valparaiso University Health Form. Full admission to the Graduate Division is not provided until all required documents have been received and reviewed by our office.

III. OTHER IMPORTANT INFORMATION

Full-time Enrollment.

If you are studying on the F-1 visa, you are required by the US Department of Homeland Security to successfully complete at least nine credit hours (3 courses) per semester; otherwise, your visa may be revoked. Decisions to withdraw from a course, take a leave of absence, or transfer to another school should be first discussed with the Director of International Studies at Valparaiso University.

Finances

As an international student at Valparaiso University, you must make your own arrangements for financing your expenses *before* you arrive in the U.S. A typical *estimate* of expenses, depending on your program of study, for two semesters (with and without optional summer coursework) at the current tuition level is given below. If English is not your native language, we strongly recommend Track 1, which involves less coursework each semester. Following Track 2, a much more intense schedule, would enable you to complete a Masters degree in some fields in 12-15 months.

	TRACK 1	TRACK 2
	18-24 Credits Per Year (3 courses each semester)	24-33 Credits Per Year (4 courses each semester)
Tuition and fees	\$ 8,260.00 - \$10,960.00	\$ 10,960.00 - \$15,010.00
Living expenses, books, misc.	\$9,000.00	\$9,000.00
Transcript evaluation, if necessary - up to	\$150.00	\$150.00
Health Insurance (approximately)	\$1,104.00	\$1,104.00
Total for nine months	\$18,514.00 - \$21,214.00	\$21,214.00 - \$25,264.00
Summer School (up to 12 credit hours)	\$5,400.00	\$5,400.00
Additional Living Expenses	\$2,500.00	\$2,500.00
Total for 12 months	\$26,414.00 - \$29,114.00	\$29,114.00 - \$33,164.00

Financial Aid

Valparaiso University does not offer financial aid to international students registered in the Graduate Division. See also the section on "Employment" below.

Health Insurance

Valparaiso University requires that you purchase health insurance in order to help pay for major medical expenses, unless you can show proof of comparable coverage from your sponsors. International Students are strongly encouraged to buy into the University's Student Accident and Sickness Plan.

INTERLINK

Students who need to improve their English language skills prior to graduate study at Valparaiso University are invited to enroll in the INTERLINK program. The INTERLINK program at Valparaiso provides intensive English language training, cultural orientation, social adjustment, and academic preparation for qualified international students, scholars, and professionals preparing to study and work in the United States. The curriculum focuses on reading, writing, grammar, listening, conversation, pronunciation, and study skills. Admission to the program is open to adults who have completed secondary school (high school) in good standing and are able to meet the education and living expenses of the program. For more information contact Becky Shelton, Director, INTERLINK Language Center, Heidbrink Hall 103, Valparaiso University, Valparaiso IN 46383 USA. Telephone: 219.464.5518. Facsimile: 219.464.6846 email: Becky.Shelton@Valpo.Edu. Website: <http://www.valpo.edu/interlink/>

Employment

There are a limited number of part-time jobs available for international students on campus each year, so you should not expect to pay for educational expenses in this way. The Department of Homeland Security generally does not permit any off-campus work during the first academic year. After that period of time, international students may, in special instances, be granted permission to work off campus.

We look forward to receiving your completed Application for Admission, and hope that we will be able to extend an invitation to join our University. If you have questions, please contact us.

Moninder "Holly" Singh
Director of International Students & Scholars
Valparaiso University
Valparaiso IN 46383 USA
Telephone: (219) 464-5333
Fax: (219) 464-6868
Email: Holly.Singh@valpo.edu

David L. Rowland, Ph.D.
Dean of Graduate Studies
Valparaiso University
Valparaiso IN 46383 USA
Telephone: 219.464.5313
Fax: 219.464.5381
E-mail: Graduate.Studies@Valpo.Edu