

Graduate Studies Application Supplement

Visit us online at: <http://ite.gmu.edu/graduates> for detailed information

Download the complete application package at: <http://admissions.gmu.edu/documents/GradAppl-ab.pdf>

Seven Easy Steps to Apply for Graduate Studies:

Step 1: Review this information brochure completely to ensure that you are clear on all the steps in the admissions process.

Step 2: Complete an online application at <http://admissions.gmu.edu> and click on the words "Apply Now!" A few other steps we encourage are:

- Previewing the "Helpful Hints" for completing an online application (<http://admissions.gmu.edu/ApplicationHints/>); this will help you to be informed and complete your application with ease.
- Be sure to select "GR IT and Engineering" if you plan to apply to any of The Volgenau School's graduate degree-seeking programs which include the Computer Science & Statistics majors.

Step 3: Contact your undergraduate and/or graduate institutions and have them send two (2) copies of your official transcripts in sealed envelopes directly to your home address. Remember:

- Do not open the transcripts, they must be submitted to our office in the envelope sealed by your institution.
- Please collect and submit transcripts for: (1) Your bachelors degree; (2) any undergraduate institution(s) where you've taken 30 or more credits; and (3) all graduate work. If you attended Mason in the past, these may already be part of your student record and do not need to be resubmitted.
- If you attended an international institution, please review the Mason policy on international transcript submission and submit the additional documentation required: http://ite.gmu.edu/graduates/international_transcripts.php.

Step 4: Sign up to take any required admissions exams, such as the GRE or TOEFL, if required (<http://www.ets.org>). Be sure to indicate on your exam that you want the test scores to go to George Mason University (institution code: 5827).

Step 5: Obtain letters of recommendation directly from professors or ranking officials at your place of business. You may choose to use our recommendation form, the recommenders may write letters on letterhead, or both.

Step 6: Download and complete any required forms from our website: http://ite.gmu.edu/graduates/graduate_forms.php.

Step 7: Collect all your materials in a single envelope, using the appropriate application materials checklist. Send all your documents directly to:

*The Volgenau School of IT & Engineering
Office of Graduate Admissions-Mail Stop 3D5
George Mason University
4400 University Dr.
Fairfax, VA 22030*

Application deadlines, exam score submission information, and more inside! →



Application Deadlines

Graduate level applications to The Volgenau School fall into the following categories:

- Degree programs: PhD, MS, and Certificate
- Non-degree: students who do not have all application materials ready to apply to a degree program by the final date (see table below) should apply as non-degree. Up to twelve credits with a B or better grade obtained as a non-degree student can be later transferred to a masters or PhD program.

There are two types of application deadlines: **priority** and **final** date.

The Volgenau School of IT & Engineering has nationally ranked and premier programs with competitive admission. Therefore, prospective students are best advised to apply early, taking advantage of our priority application dates. If you believe that the application deadlines will not allow you to submit a complete package in a timely fashion AND you do not require an F-1 visa to attend Mason, we recommend applying to the Volgenau School as a "non-degree seeking" student. An application as degree seeking student should then be sent for the following term.

Priority date applicants: Applicants who submit the application and all materials by the priority date for their category (see table below), will be guaranteed a decision for the start of the requested term. **Please note:** George Mason University will assess a late registration fee of \$125 for initial registrations after the first day of classes.

Final date applicants: Applicants who submit the application and all materials by the final date for their category (see table below) but after the priority date, may not obtain a decision in time for the start of the requested term. However, we will make every effort to process the application for the desired term.

Final date applicants who are not given a decision for the requested term: If a decision is not possible, applicants will be asked if they want a non-degree application to be opened for the requested term while the original application is being considered for the following term. Opening a non-degree application for the current term requires payment of the non-degree application fee. Documents already submitted for the original application do not need to be resubmitted.

All applicants are strongly encouraged to mail all application materials together, in a single envelope. To ascertain the application materials required for admission, please review the Application Requirements Chart on page 3.

Application Submission Dates

Citizenship Status	Level	Assistantship/ Funding Level	Fall 2009		Spring 2010	
			<i>Priority applications and all materials submitted by</i>	<i>Final date applications and materials will be accepted</i>	<i>Priority applications and all materials submitted by</i>	<i>Final date applications and materials will be accepted</i>
Domestic Students (Those not requiring an F-1 visa to attend)	Masters and Certificate Degrees	Funding consideration desired	March 15, 2009		October 1, 2009	
		No funding desired	May 1, 2009	July 15, 2009	November 1, 2009	December 1, 2009
	PhD Degrees	Funding consideration desired	January 15, 2009		October 1, 2009	
		No funding desired	May 1, 2009	July 15, 2009	November 1, 2009	December 1, 2009
Non-Degree Seeking	--	August 1, 2009	August 21, 2009	December 1, 2009	January 15, 2010	
International Students	Masters and Certificate Degrees	Funding consideration desired	February 15, 2009		October 1, 2009	
		No funding desired	February 15, 2009	July 15, 2009	October 1, 2009	December 1, 2009
	PhD Degrees	Funding consideration desired	January 15, 2009		October 1, 2009	
		No funding desired	February 15, 2009	July 15, 2009	October 1, 2009	December 1, 2009

Application Requirements Chart

Program Code	Graduate Program	Degree	Related Certificates	Official Transcripts	Goals Statement	Letters of Recommendation	Self-Evaluation Form	GRE*	Resume
AIT	Applied Information Technology	MS		✓	✓	3		✓(5)	✓
CEIE	Civil & Infrastructure Engineering	MS	Civil Infrastructure & Security Engineering; Discovery, Design, and Innovation; Leading Technical Enterprises; Water Resources Engineering	✓	✓	3		✓(3)	✓
CEIE	Civil & Infrastructure Engineering	PhD	See certificate requirements as listed under "Civil & Infrastructure Engineering, MS"	✓	✓	3		✓(3)	✓
CPE	Computer Engineering	MS	Computer Networking; Communications and Networking; Networks, System Integration, and Testing; Signal Processing; VLSI Design Manufacturing	✓	✓	3		✓(3)	✓
CFRS	Computer Forensics	MS		✓	✓	3	✓		
CS	Computer Science	MS	Biometrics; Computer Games Technology; Intelligence Agents; Information Engineering; Software Engineering	✓	✓	3	✓	✓(1)	✓
CS	Computer Science	PhD	See certificate requirements as listed under "Computer Science, MS"	✓	✓	3	✓	✓	✓
ECE	Electrical and Computer Engineering	PhD	See certificate requirements as listed under "Computer Engineering, MS"	✓	✓	3		✓(2)	✓
ELEN	Electrical Engineering	MS	See certificate requirements as listed under "Computer Engineering, MS"	✓	✓	3		✓(3)	✓
INFT	Information Technology	ENGR		✓	✓	3	✓	✓(6 & 7)	✓
INFT	Information Technology	PhD		✓	✓	3	✓	✓(6 & 7)	✓
ISA	Information Security & Assurance	MS	Foundations of Information Systems; Information Security Assurance	✓	✓	3	✓	✓(4)	✓
ISYS	Information Systems	MS	Foundations of Information Systems; Electronic Commerce; Database Management; Data Mining; Information Engineering	✓	✓	3	✓	✓(4 & 5)	✓
OPRS	Operations Research	MS	Military Operations Research	✓	✓	3		✓(3)	✓
REAL	Real Estate Development	MS	Foundations of Real Estate Development; Sustainability & the Environment	✓	✓	2			✓
SEOR	Systems Engineering & Operations Research	PhD	See "Systems Eng, MS" & "Operations Research, MS"	✓	✓	3		✓	✓
STAT	Statistics	MS	Biostatistics; Federal Statistics	✓	✓	3		✓(7)	✓
STAT	Statistical Science	PhD	See certificate requirements as listed under "Statistics, MS"	✓	✓	3		✓(7)	✓
SWE	Software Engineering	MS	Foundations of Information Systems; Software Architecture; Software Engineering; Web-Based Software Engineering	✓	✓	3	✓	✓(4)	✓
SYST	Systems Engineering	MS	Architecture-Based Systems Integration; Command, Control, Communication, Computing & Intelligence; Computational Modeling; Systems Engineering Software Intensive Systems	✓	✓	3		✓(3)	✓
TCOM	Telecommunications	MS	Advanced Networking Protocols for Telecommunications; Network Technology & Applications; Telecommunications Systems; Telecommunications Forensics & Security Modeling; Wireless Communication	✓	✓	3			✓

Additional Requirements

- ***GRE Key:** Applicants must meet all the conditions indicated by each individual cell for a waiver of the test requirement.
 - (1) Requirement is waived for GMU graduates of the same undergraduate program with at least a 3.0 GPA;
 - (2) Requirement is waived for GMU graduates of the same graduate program with at least a 3.0 GPA;
 - (3) Requirement is waived for all US degree holders;
 - (4) Requirement is waived for all US degree holders with a degree in a computer-, physics-, chemistry-, or mathematics-related field with at least a 3.0 GPA in the last 60 hours;
 - (5) GMAT scores are accepted in lieu of GRE scores;
 - (6) GRE is required for MOST concentrations and therefore, is strongly encouraged for all applicants;
 - (7) GRE is required for those desiring funding consideration.
- ***Non-Degree Seeking Applicants:** All Non-Degree Applicants are required to submit a [course selection form](#). Review the corresponding degree program above to ascertain requirements. Official transcripts, department/self-evaluation forms, resumes and English proficiency exams are required for admission. Goals statements, letters of recommendation, and GRE scores are not required.
- **English Proficiency Requirement:** Proficiency in English (via the IELTS or TOEFL exam) is required for all non-native English speakers regardless of current residence. Exemption from such a test include those who have completed a degree from a university or college in Australia, Canada, New Zealand, the United Kingdom and the United States. TOEFL score minimum requirements are: 230 on the computer-based test and 575 on the paper test; internet-based exam scores should be at least 20 in each section with a total score of 88. IELTS overall exam minimum is 6.5.
- **International Transcript Evaluation** is required for any applicant that does not hold a degree from a US institution.
- **International (F-1 Visa) Applicants:** Certificate of Financial Responsibility, Certified bank statement; statement of Financial Support (required for students supported by a third party); and a photocopy of your passport. *Transfer F-1 visa applicants also need to submit:* photocopies of I-20 and I-94 card.

Graduate Admissions FAQ's & Quick Links

Additional Program Information:

Q: Where can I find more information about course offerings or contact an advisor for the program I am interested in?

A: http://volgenau.gmu.edu/about_ite/departments.php

About Applying:

Q: Where do I apply online for any program at The Volgenau School?

A: <http://admissions.gmu.edu/grad>

Q: How can I find specific information regarding the application requirements?

A: <http://admissions.gmu.edu/grad>

Q: Where do I find the required forms necessary for admission?

A: http://ite.gmu.edu/graduates/graduate_forms.php

Q: I earned my undergraduate degree from The Volgenau School. Where can I find information on the 'Fast Track' admissions process and determine whether I qualify?

A: http://ite.gmu.edu/graduates/fast_track.php

About Required Admissions Examinations:

Q: Where can I find more information about admissions examinations and submission requirements?

A: http://ite.gmu.edu/admissions/standardized_test_scores.php

Q: Will the TOEFL be waived in my case?

A: The admissions office strictly interprets Mason's TOEFL policy. Exceptions may be made for applicants who have received or are about to receive a degree from the US, Canada (on an institution-by-institution basis), the UK, Australia, or New Zealand. The TOEFL will not be waived under any other circumstances. For more information, please visit: http://ite.gmu.edu/admissions/standardized_test_scores.php

Determining Your Application Status:

Q: How soon can I expect a decision on my application?

A: Domestic applicants who apply by the priority deadline and have submitted *all* application materials in a *single package* can get a decision within 2-4 weeks. All other applicants typically receive a decision within 6-8 weeks.

Q: How can I check my application status once I have submitted my documents?

A: The application process is based on self-service. If you applied online, you may check the status of your graduate application and identify which items are missing from your graduate application by accessing Patriot Web at: <http://admissions.gmu.edu/ApplicationStatus/>. If you applied online, you may use the web ID and password you created when you applied online. Then select the "Admission Term" link under "Processed Applications".

Please be advised that during the height of the application processing and review period, because of the volume of documents received, items marked as outstanding may have arrived to our office but will not be posted to your record for four (4) weeks. Please allow ample time for your documents to be processed.

Financial Planning:

Q: Where can I find information on tuition rates?

A: <http://studentaccounts.gmu.edu/tuition.html>

Q: Where can I find information on qualifying for in-state tuition rates?

A: <http://registrar.gmu.edu/domicile/index.html>

Q: Where can I find information about scholarships & financial aid?

A: http://ite.gmu.edu/about_ite/scholarships.php AND <http://financialaid.gmu.edu>

Q: Where can I find information about assistantships?

A: http://volgenau.gmu.edu/admissions/financial_aid.php

Additional Help:

Q: Who can I contact to help me with my additional admissions questions?

A: If you have reviewed this entire brochure and find that your answers have not been addressed, we will be happy to assist you! Current applicants should contact iteadm@gmu.edu to speak to a member of our application processing team. Prospective students should contact itegrad@gmu.edu to speak to a member of our recruitment team. Using the proper email address will result in a faster response.