



General Instructions for Applications

MICHIGAN STATE
UNIVERSITY

Thank you for your interest in the Master of Science (MS) programs as offered by *The School of Hospitality Business* at Michigan State University.

The Admissions Committee evaluates candidates and will review an application once all supporting documents and the application fee have been received. This procedure allows you greater control over the completeness and timing of your application package and reduces the chance of materials being lost or delayed. Applications cannot be considered until all materials are received. We do not guarantee that application materials sent independently will be added to your file. If you cannot avoid submitting a partial application, enclose an explanatory note with the completed portions of the materials.

If you have questions about either of the Master of Science program options or the application process, please phone: 517/353-9211, e-mail: mshb@bus.msu.edu or send your inquiry by FAX to 517/432-1170.

Admissions Policies

The Master of Science (MS) admissions policy is to assure that, in keeping with *The School's* philosophy of preparing future leaders for careers in management, we admit academically strong candidates who demonstrate high potential to become successful managers. In addition, we seek to ensure diversity in educational, experiential, and cultural backgrounds of the members of each MS class. We evaluate each applicant's potential on the following dimensions:

- Management potential as demonstrated by work experience. Work and college experiences that demonstrate commitment and dedication, and reflect your career goals.
- Academic record, including areas of academic strength and trends in scholastic performance, with greater weight given to the last two years of study. **Applicants must hold at least a bachelor's degree from a recognized college or university.** We welcome applications from graduates of all fields of study - liberal arts, engineering, social sciences, physical sciences, and others. Although no business courses are required for admission, applicants are expected to have an adequate background in mathematics, statistics, computers, and communication skills.
- General aptitude for graduate work as measured on the Graduate Record Examination Test (GRE), or the Graduate Management Admission Test (GMAT).

- Background, development, growth potential, maturity, motivation, and leadership as indicated by employment history, record of activities and community service, and letters of recommendation.
- Maturity, motivation, and ability to contribute to and benefit from the learning environment as indicated by the statement of career goals and a personal resume.

Applicants must have completed a college-level course in algebra or introductory calculus and statistics (covering probability, theory, distributions, and hypothesis testing) and accounting before enrolling in the program. Courses in applied mathematics or business mathematics do not satisfy the mathematics requirement. In addition, applicants should have a working knowledge of personal computers including word processing, spreadsheets, and database management systems.

Application Instructions

The Graduate School at Michigan State University requires that all students apply on-line for admission.

To apply on-line, please visit the following web address:
<http://grad.msu.edu/apply.htm>

If you have limited access and are not able to apply on-line, please contact *The School of*

Hospitality Business at (517) 353-9211 and request that a paper copy of the application be mailed to you.

Details of on-line application submission:

- Submit your application on-line and pay a \$50 application fee. All information is secured with SSL encryption.
- *The School of Hospitality Business* will receive your application electronically the following business day.
- Supporting application documents, such as transcripts and test scores, must be mailed to *The School of Hospitality Business*, Michigan State University, 232 Eppley Center, East Lansing, MI 48824-1121.

Please read the entire application and review all instructions before you begin completing each form. Print clearly in black ink or use a typewriter. Use your correct legal name. If your name or address should change prior to enrollment at the University, please notify the Office of Admissions.

We ask that you provide us your Social Security Number on the application and other forms. It is used for identification purposes. Furthermore, please check the appropriate boxes on the application form to indicate your ethnic and racial status. That information will provide statistical data for the University and assist in meeting federal regulations which require institutions of higher education that receive federal assistance to report ethnic and racial categories for student enrollment.

Application Packet

The completed application package you send should contain the following:

- **Resume.** Include a personal resume with a chronological employment history, professional and community activities, and other recognitions and accomplishments.
- **Three Recommendation Forms in their Sealed Envelopes.** While recommendations from any source are acceptable, it is desirable that at least one be work related. Print or type your name, check your choice with respect to waiving your right of access, and sign and date each form. You should provide each recommender with a recommendation form and an envelope, stamped and addressed to yourself. The recommender will return to you the completed recommendation form in the sealed envelope provided.
- **Official Transcripts in their Sealed Envelopes.** Two official transcripts are required from each college or university, undergraduate and graduate, that you have attended. Print or type the information requested in the "To the Applicant" section. Sign and date the form. Enclose one of the envelopes provided, stamped, and addressed to yourself, with each transcript request. The registrar will seal and sign the envelope with the transcript and return it to you for inclusion with the other application materials. If you attended Michigan State University, you do not have to request MSU transcripts. *The School of Hospitality Business* will request those for you at no charge.

In addition, you should ensure that we receive test scores from either one of the following:

- **Graduate Record Examination Test (GRE).** Arrange for your scores to be reported directly to us by the Educational Testing Service (ETS). The Michigan State University code number for the GRE is 1465. For department code/major field code please use 4208 (Hospitality Services Mgmt). No application will be considered until results of the GRE are on file, and we can accept only official score reports from ETS. We cannot accept test scores which are more than five years old. The test is administered several times each year at centers throughout the world, and we encourage you to take the test at your earliest convenience. Registration forms and information for the test may be obtained by contacting:

**Graduate Record Examination Test
Educational Testing Service
P.O. Box 6006
Princeton, NJ 08541-6006
Telephone: 609/771-7670**

- **Graduate Management Admissions Test (GMAT).** Please visit the following website for information about the GMAT.
www.gmac.com

Only official GMAT scores taken within the last five years will be accepted. Our code for the GMAT is 1742.

Information for International Students

All applicants are responsible for submitting the documents described earlier for the completed application package. In addition, international applicants must meet special conditions for transcripts of academic work, English language requirements, and financial resources certification. Criteria for admission pertain to all candidates, domestic and international.

All applicants who have received their preparatory education outside of the United States must have the equivalent of a U.S. bachelor's degree from academic institutions of recognized standing. Degree programs based on a total of 16 years of full-time academic work usually qualify as equivalent. Please list on your application all educational institutions you have attended.

Give the full actual names of the institutions attended and titles of all diplomas or degrees obtained.

Two official copies of all records of any previous schooling (mark sheets, transcripts, diplomas, certificates, etc.) must be submitted as official documents directly from each institution. The records must include dates of enrollment, a year-by-year listing of courses pursued with credit or time allotted and the mark obtained in each course, your rank in the total class or group (if determined by the institution), and verification of conferral date and title of degree. If performance is determined by comprehensive examinations, the records should show the dates and your scores, ratings, or class of passing attained. In all cases, the institutional grading scale or other standard of evaluation, including maximal passing and failing marks and definition of grades between them, should appear on official records or as an official attachment. Do not send the original of an academic record which cannot be replaced. Records issued only once

by institutions may be photocopied or certified as "official" copies by school officials or other legal authorities such as notaries or embassies. All academic records must be submitted in the original language with English translations. The translations (two copies of each) should be certified as accurate and correct by an appropriate public or school official or sponsoring agency or government.

The ability to understand rapid, idiomatic English is essential for all students in either MS program option; therefore, proficiency in reading, writing, and speaking English is necessary. Strong English language skills must be acquired prior to the beginning of classes. If your native language is not English, the Test of English as a Foreign Language (TOEFL) is required. The TOEFL is waived with a degree from an institution of higher education where English is the medium of instruction. The minimum acceptable TOEFL score for either MS program option is 87 (internet based) 237 (computer based) or 580 (paper based test). Arrange to have your TOEFL score reported directly to us by the Educational Testing Service. The Michigan State University code number is 1465. Registration forms and information for the test may be obtained by contacting:

**TOEFL/TSE Services
Educational Testing Service
P.O. Box 6155
Princeton, NJ 08541-6155
Telephone: 609/951-1100**

International students must demonstrate that they have sufficient funds available to meet all travel, living, and educational expenses for the full two years of study. Fellowship funds, while available for international students, are extremely limited, and international students are not eligible for U.S. government, State of Michigan, or Michigan State University loans. Consequently, international applicants must explore financial assistance from other sources, and full funding for either MS program option should be arranged prior to matriculation.

International applicants must submit The Statement of Financial Proof for International Graduate Students along with requested certifications and supporting documentation before a Certificate of Eligibility (U.S. Department of Justice Form I-20) can be issued. The purpose of the form is to verify financial sources and to determine eligibility for a visa. If you have not included the completed statement of financial proof with your application materials, you must provide it when you are notified of your admission to either MS program option.

If you are a permanent immigrant, you must attach a notarized certificate or certified copy (front and back) of your permanent immigrant visa card ("green card") to this application.

Sources of Information

For additional information consult the Michigan State University, Academic Programs at <http://www.reg.msu.edu/UCC/AcademicPrograms.asp>. If you wish additional information or have questions relating to specific topics, please consult the following offices. To each mailing address, add Michigan State University, East Lansing, Michigan 48824.

Master of Science in Hospitality Business Application Process: *The School of Hospitality Business*
Master of Science in Hospitality Business
231 Eppley Center - 517/353-9211
E-Mail: mshb@bus.msu.edu
<http://www.bus.msu.edu/shb/grad/hospitality.html>

The Michael L. Minor Master of Science in Foodservice Management Application Process: *The School of Hospitality Business*
The Michael L. Minor Master of Science in Foodservice Management
231 Eppley Center - 517/353-9211
E-Mail: mshb@bus.msu.edu
<http://www.bus.msu.edu/shb/grad/foodservice.html>

Admissions: Office of Admissions and Scholarships
250 Administration Building - 517/355-8332
E-Mail: Domestic Inquiries and Application Status:
admis@msu.edu
E-Mail: International Inquiries and Application Status:
intladms@msu.edu
<http://admissions.msu.edu/>

The Graduate School: The Graduate School
118 Linton Hall - 517/355-0301
<http://www.msu.edu/user/gradschl/>

Financial Aid: Office of Financial Aid
252 Student Services Building - 517/353-5940
E-Mail: finaid@msu.edu
<http://www.finaid.msu.edu/>

Michigan Residency Requirements: Office of the Registrar
150 Administration Building - 517/355-3300
E-Mail: reg@msu.edu
<http://www.reg.msu.edu/>

English Language Testing: English Language Center
A-714 Wells Hall - 517/353-0800
E-Mail: elc@msu.edu
http://elc.msu.edu/elc_testing.html

Resource Center for Persons with Disabilities: 4120 Bessey Hall - 517/353-9642
E-Mail: rcpd@msu.edu
<http://www.rcpd.msu.edu/Home/>
