

## Graduate Student Application Packet

Use this cover page to compile the application packet. Place a check mark next to each step as you complete it.

### Step 1: Download and Print related documents

Completed:

Introduction Letter  
Recommendation Form

### Step 2: Fill out documents

Completed:

<b>Application Form</b>	Complete and sign. May be denied if GPA on application differs from GPA on transcript.
<b>Recommendation forms (3)</b>	Recommenders (supervisors, professional co-workers or recent professors) should return form directly to EMGT. Not required for non-degree students.

### Step 3: Attach additional documents

<b>Admission Fee</b>	Nonrefundable application fee: \$40, paid via secure server
<b>Cover Letter</b>	Optional. To explain unusual circumstances or clarify admission concerns
<b>Resume</b>	To document two years experience; for adviser reference when discussing career goals.
<b>Transcripts</b>	Need <b>two original</b> transcripts for all undergraduate and graduate work. University Registrar usually sends directly to EMGT. Transcripts "Issued to Students" are not acceptable unless in sealed envelope. Usually must request in writing with a check; can take two weeks to receive.  <b>If you previously attended KU, you may order transcripts online from the Registrars office, <a href="http://www.ukans.edu/~registr/transcripts.shtml">http://www.ukans.edu/~registr/transcripts.shtml</a></b>

### Step 4: Mail supplementary materials to:

*EMGT Program  
KU Edwards Campus  
12600 Quivira Road, #225  
Overland Park, KS 66213-2402*

Engineering Management  
KU Edwards Campus  
12600 Quivira Road, #225  
Overland Park, KS 66213  
Phone: (913) 897-8560  
Fax: (913) 897-8682  
E-mail: [emgt@ukans.edu](mailto:emgt@ukans.edu)

Thank you for your recent request for information about the Engineering Management (EMGT) program. Information, including application forms and program requirements, are available on our homepage at <http://emgt.ku.edu>

Additional KU graduate school information is available on the KU web site at: <http://www.ukans.edu/~graduate/>

The basic admission requirements for our Engineering Management program are:

- A Bachelor of Science degree in engineering or related science
- Two years full-time work experience in the engineering field
- A 3.0 undergraduate grade point average (if below 3.0, probationary or provisional acceptance is possible).

Additional requirements for international students are:

**TOEFL:**

- 250 minimum score (computer, international version). Score must be less than two years old.
- 600 minimum score (paper, institutional version). KU accepts but no longer gives this version.

**I-20 (or visa):** Issued by International Student Services (ISS).

**Financial Support :** Statement of Financial Support

- Fall and Spring: \$14,715.50 or more
- Fall, Spring, and Summer: \$18,745.75 or more (or evidence of local full-time employment).

**Questionnaire:** EMGT will forward completed form to ISS. (Not part of application, but necessary)

Admission into the EMGT program is not required in order to take a course, but prerequisites must be met. Courses may be taken for undergraduate, graduate (non-degree or degree-seeking) or doctoral credit. The GRE and GMAT are not required. Tuition is the same regardless of whether you live in or outside of Kansas. You may enroll and apply anytime (and you may enroll during the pre-enrollment period even though your application is not yet complete). Including our distance learning students, we currently have about 275 practicing engineers and scientists (plus 256 alumni) who are continuing their professional development through our program. They represent over 100 employers in the Kansas City area alone.

Coming on Enrollment Day is optional but recommended if you would like to meet faculty or have not yet met with your advisor or me. Enrollment Day information is posted on the web site.

We do not have financial aid available through our department. However, there may be resources available through the Office of Financial Aid. Please visit their web site at:

<http://www.ukans.edu/~osfa/>

Please contact us if we may provide additional information or if you would like an appointment. I'm sure you would find participation in the program challenging and professionally rewarding.

Sincerely,  
Robert P. Zerwekh, Director  
Engineering Management Program

**Engineering Management Masters Degree Program  
The University of Kansas Edwards Campus  
12600 Quivira Road, Room 225  
Overland Park, KS 66213-2402  
RECOMMENDATION FORM**

**FOR THE APPLICANT**

Your name: \_\_\_\_\_ Beginning semester: \_\_\_\_\_

(Type or Print) Last First

I waive \_\_\_\_\_ / do not waive \_\_\_\_\_ my right of access to this recommendation from the Family Educational Rights and Privacy Act of 1974. I understand that this form will be used by the Graduate School solely in its procedures relating to admission.

\_\_\_\_\_  
Please sign your name

\_\_\_\_\_  
Date

**FOR THE PERSON MAKING THE RECOMMENDATION**

Please give us your evaluation of the above-listed applicant as a graduate student in engineering management according to the following:

1. How long have you known the applicant?

\_\_\_\_\_

2. In what capacity have you known him/her?

\_\_\_\_\_

3. The applicant's aptitude for graduate study is: (circle one)

Average

Above Average

Outstanding

4. The likelihood that the applicant will finish the course of study for the degree is: (circle one)

Likely

Very Likely

Virtually Certain

5. The likelihood of the applicant's success in management is: (circle one)

Likely

Very Likely

Virtually Certain

6. Please use the back of this form to add any comments that you feel will allow us to make a better decision about admitting the applicant to graduate study.

\_\_\_\_\_  
Please sign

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print your name

\_\_\_\_\_  
Position or Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Address

Please return this form in a sealed envelope by mail (to address at top of page) or by fax (913-897-8682).

**Engineering Management Masters Degree Program**  
**The University of Kansas Edwards Campus**  
**12600 Quivira Road, Room 225**  
**Overland Park, KS 66213-2402**  
**RECOMMENDATION FORM**

**FOR THE APPLICANT**

Your name: \_\_\_\_\_ Beginning semester: \_\_\_\_\_  
(Type or Print) Last First

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\_\_\_\_\_  
Please sign your name Date

**FOR THE PERSON MAKING THE RECOMMENDATION**

Please give us your evaluation of the above-listed applicant as a graduate student in engineering management according to the following:

7. How long have you known the applicant?

\_\_\_\_\_

8. In what capacity have you known him/her?

\_\_\_\_\_

9. The applicant's aptitude for graduate study is: (circle one)

Average

Above Average

Outstanding

10. The likelihood that the applicant will finish the course of study for the degree is: (circle one)

Likely

Very Likely

Virtually Certain

11. The likelihood of the applicant's success in management is: (circle one)

Likely

Very Likely

Virtually Certain

12. Please use the back of this form to add any comments that you feel will allow us to make a better decision about admitting the applicant to graduate study.

\_\_\_\_\_  
Please sign Date

\_\_\_\_\_  
Please print your name

\_\_\_\_\_  
Position or Title Organization

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Address

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**RECOMMENDATION FORM**

**FOR THE APPLICANT**

Your name: \_\_\_\_\_ Beginning semester: \_\_\_\_\_  
(Type or Print) Last First

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\_\_\_\_\_  
Please sign your name Date

**FOR THE PERSON MAKING THE RECOMMENDATION**

Please give us your evaluation of the above-listed applicant as a graduate student in engineering management according to the following:

13. How long have you known the applicant?

\_\_\_\_\_

14. In what capacity have you known him/her?

\_\_\_\_\_

15. The applicant's aptitude for graduate study is: (circle one)

Average

Above Average

Outstanding

16. The likelihood that the applicant will finish the course of study for the degree is: (circle one)

Likely

Very Likely

Virtually Certain

17. The likelihood of the applicant's success in management is: (circle one)

Likely

Very Likely

Virtually Certain

18. Please use the back of this form to add any comments that you feel will allow us to make a better decision about admitting the applicant to graduate study.

\_\_\_\_\_  
Please sign Date

\_\_\_\_\_  
Please print your name

\_\_\_\_\_  
Position or Title Organization

\_\_\_\_\_  
Address

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