

**Instructions for Completion of Application For  
Professional Masters in Applied Systems Engineering  
Spring Semester 2010 – Atlanta Campus (Orlando Location)**

**IMPORTANT** – Please read carefully and follow ALL instructions. If you have questions, please email [bm16@grad.gatech.edu](mailto:bm16@grad.gatech.edu). Use the **SUBJECT: PMASE** for fastest service.

1. Complete the attached application form
2. If you do not have the following leave the space provided blank.
  - a) Georgia Tech ID
  - b) Social Security Number
3. Permanent Address is your family home address.
4. Mailing Address is your current address if different from family home.
5. Leave 13 blank UNLESS you live in the US AND are a resident of the State of Georgia. If you ARE a Georgia Resident, please complete the Georgia Residency application attached.
6. Question 15 – Academic History  
List ALL schools and colleges attended. List ALL degrees awarded. You may leave the GPA blank. We will calculate your GPA from your transcripts.
7. Provide the name, email address, and institution for the three people you have asked to provide you with letters of recommendation.
8. List your GRE and TOEFL test scores and the date the test(s) were taken. NOTE: The GRE is not “required” for this program. However, if you have already taken the GRE within the past five years and know your scores, please indicate them on the application.

TOEFL is required for all applicants UNLESS you are a US Citizen or Permanent Resident OR have attended a US college or University for at least one full academic year. The TOEFL is valid for two years from the date of the test.

9. On a separate sheet of paper (no more than 2 typed pages), give us a brief Personal Statement outlining why you are interested in the Professional Masters in Applied Systems Engineering Program, what you have done to prepare yourself for graduate study in this field, what you expect to gain from this program and what special qualities or talents do you bring to this program.

**ATTACH THE FOLLOWING DOCUMENTS TO YOUR APPLICATION:**

1. Application Fee – Check payable to Georgia Tech – Amount \$50 drawn on a US bank.
2. If you are a Permanent Resident of the US, attach a copy of the front and back of your Permanent Resident Card.
3. Transcripts – in sealed envelopes from your schools (you may have these mailed directly to us if it is more convenient):
  - Official Native Language version of the transcript from each college or university you have attended
  - Official English translation of the transcript from each college or university you have attended
  - Official Native language version of the degree document for each degree awarded
  - Official English translation of the degree document for each degree awardedNOTE: The above apply to international schools. From US schools, only your final transcript show your awarded degree is required.
4. Three letters of recommendation (from the 3 people you listed on the Application) in sealed envelopes.
5. Statement of Purpose (see 9 above)
6. Resume
7. PAPER COPY OF TEST SCORES – GRE and TOEFL scores must be received directly from the Educational Testing Service. Mailed paper scores are not considered official. Please contact ETS at ETS.org to request your scores be sent or contact the Testing center nearest you.

**APPLICATION AND ALL MATERIAL MUST BE MAILED TO**

Georgia Institute of Technology  
Office of Graduate Admissions  
631 Cherry Street, Room 318  
Atlanta, Georgia 30332-0321

Please DO NOT send your material to any other address. Doing so will slow the processing of your application.

**APPLICATION FOR GRADUATE ADMISSION**  
**Professional Masters in Applied Systems Engineering**  
 GEORGIA INSTITUTE OF TECHNOLOGY IS A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

**Application Fee**  
**\$50.00**

*Attach Check*  
*Payable to Georgia Tech*

**1.** Have you ever enrolled as a graduate student at Georgia Tech?  Yes  No *If yes, DO NOT use this form. Obtain a READMISSION form from the Office of the Registrar, Georgia Tech, Atlanta, Georgia 30332-0315.*

**2.** U.S. Social Security Number: \_\_\_\_\_ (used for identification purposes) GTID Number: \_\_\_\_\_

**3.** Full Legal Name: \_\_\_\_\_  
Former GIT Undergraduate Students  
 Last Name (Family Name) First Name (Personal Name) Middle Name Suffix (e.g., Jr.)

**4.** Will we possibly receive records for you under any other name?  Yes  No *If yes, what name?* \_\_\_\_\_

**5. Permanent Mailing Address**  
 Street \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ Country \_\_\_\_\_ Zip \_\_\_\_\_  
 Permanent/Home Telephone \_\_\_\_\_

**6. E-mail address:** \_\_\_\_\_

**7. Current Mailing Address (if different from permanent)**  
 Street \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ Country \_\_\_\_\_ Zip \_\_\_\_\_  
 Current Telephone \_\_\_\_\_  
 Valid Until \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (mm/dd/yy)

**8.** Sex:  Male  Female **9.** Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yy) **10.** Place of Birth \_\_\_\_\_

**11. Ethnic Group** Are you Hispanic or Latino?  Yes  No *(Reported to federal/state agencies to evaluate civil rights compliance.)*  
**Racial Origin (check one or more)**  
 American Indian or Alaskan Native  Black or African-American  
 Asian  White  
 Native Hawaiian or Other Pacific Islander

**12. Citizenship**  
 U.S. Citizen  
 Non-US Citizen  
 Country of Citizenship (if not U.S.): \_\_\_\_\_  
 Visa Type (e.g., PR, F1, H1, J1) \_\_\_\_\_

[If Permanent Resident (PR), you must include a copy of your Alien Registration card, front and back, or you will be coded as International.]

**13. State of Legal Residence (Required for U.S./PR)**  
 State of Legal Residence: \_\_\_\_\_  
 If GEORGIA, County of Residence \_\_\_\_\_

[If GEORGIA, (U.S./PR only), you must complete the APPLICATION FOR GEORGIA RESIDENCY included with this application and provide a copy of your visa, if applicable, to be considered for resident tuition and fees.]

**14. Program of Study**  
 A. Planned Enrollment Term: **Spring 2010**  
 B. Home Campus: **Atlanta – Orlando Location**  
 C. Degree Objective: **Professional Masters in Applied Systems Engineering**  
 D. Graduate Major : **Applied Systems Engineering**

**15. Academic History**  
 A. List each institution after secondary school, **including Georgia Tech**, that you have attended or are attending. List all post-secondary degrees which have been or will be earned by your planned enrollment date. **Continue on a separate sheet if necessary.** If you are currently enrolled, give the last expected date of enrollment. Official transcripts are required from each institution you attended for a year or more. Failure to comply can disqualify your application.

| Name of Institution | Location | Attendance From (mm/yy) To (mm/yy) | Degree & Major | Degree Date | GPA | Class Rank |
|---------------------|----------|------------------------------------|----------------|-------------|-----|------------|
|                     |          |                                    |                |             |     |            |
|                     |          |                                    |                |             |     |            |
|                     |          |                                    |                |             |     |            |

**B. Letters of Recommendation have been requested from (e-mail address is required):**

\_\_\_\_\_  
 Name at \_\_\_\_\_ E-Mail Address of \_\_\_\_\_ Department/Institution

\_\_\_\_\_  
 Name at \_\_\_\_\_ E-Mail Address of \_\_\_\_\_ Department/Institution

\_\_\_\_\_  
 Name at \_\_\_\_\_ E-Mail Address of \_\_\_\_\_ Department/Institution

**C. GRE** Date taken or to be taken: \_\_\_\_/\_\_\_\_ (mm/yy) **Scores:** V \_\_\_\_ (raw) \_\_\_\_ (%) Q \_\_\_\_ (raw) \_\_\_\_ (%) A \_\_\_\_ (raw) \_\_\_\_ (%)

**TOEFL** *(required for most non-citizens)* Date taken or to be taken \_\_\_\_/\_\_\_\_ mm/yy **Score:** \_\_\_\_\_

I certify that the information provided in this application is true and complete. I understand that omission or misrepresentation of information herein may result in automatic rejection of my application to Georgia Tech. If admitted, I agree to abide by the Rules and Regulations and the Academic Honor Code of the Georgia Institute of Technology.

**Signature of Applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Full-time Employment**

Beginning with your most recent position, in the spaces provided below, list all full-time positions held (exclude part-time and summer employment).

**EMPLOYER** \_\_\_\_\_ Type of Industry \_\_\_\_\_  
Dates of Employment (From) \_\_\_\_\_ (To) \_\_\_\_\_ Total No. of Months Employed \_\_\_\_\_  
Position/Title \_\_\_\_\_ Number of People Supervised \_\_\_\_\_  
Responsibilities \_\_\_\_\_

**EMPLOYER** \_\_\_\_\_ Type of Industry \_\_\_\_\_  
Dates of Employment (From) \_\_\_\_\_ (To) \_\_\_\_\_ Total No. of Months Employed \_\_\_\_\_  
Position/Title \_\_\_\_\_ Number of People Supervised \_\_\_\_\_  
Responsibilities \_\_\_\_\_

**EMPLOYER** \_\_\_\_\_ Type of Industry \_\_\_\_\_  
Dates of Employment (From) \_\_\_\_\_ (To) \_\_\_\_\_ Total No. of Months Employed \_\_\_\_\_  
Position/Title \_\_\_\_\_ Number of People Supervised \_\_\_\_\_  
Responsibilities \_\_\_\_\_

**EMPLOYER** \_\_\_\_\_ Type of Industry \_\_\_\_\_  
Dates of Employment (From) \_\_\_\_\_ (To) \_\_\_\_\_ Total No. of Months Employed \_\_\_\_\_  
Position/Title \_\_\_\_\_ Number of People Supervised \_\_\_\_\_  
Responsibilities \_\_\_\_\_

**EMPLOYER** \_\_\_\_\_ Type of Industry \_\_\_\_\_  
Dates of Employment (From) \_\_\_\_\_ (To) \_\_\_\_\_ Total No. of Months Employed \_\_\_\_\_  
Position/Title \_\_\_\_\_ Number of People Supervised \_\_\_\_\_  
Responsibilities \_\_\_\_\_

# GEORGIA RESIDENCY FORM

If you indicated in Question 13 that you are a Georgia Resident, you must complete this form. Otherwise leave it blank.

Only US citizens and permanent residents are eligible for Georgia resident status. This form must be completed if you are claiming permanent legal residence in the State of Georgia for the purpose of paying in-state fees. All questions must be answered. If after submission additional information is needed, you will be contacted by the admissions office.

1. Social Security Number \_\_\_\_\_ 2. Birthdate \_\_\_\_\_(mm/dd/yyyy)
3. Name: \_\_\_\_\_  
Last First Middle
4. Citizenship  U.S.  Non-U.S. If Non-U.S., specify Visa or Green Card Number. \_\_\_\_\_  
 Please mail a copy of your Green Card or Visa to the Address given in the application instructions.
5. How long have you lived in Georgia? \_\_\_\_ Years \_\_\_\_ Months County of Residence: \_\_\_\_\_  
 Did you move to Georgia to attend school?  Yes  No
6. Where have you lived (in the sense of physical presence ) in the last two years? List current address first.

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7. Employment information (for at least one year prior to the date for which in-state tuition rates are sought).

|  | per |  |  | week |
|--|-----|--|--|------|
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|  |     |  |  |      |

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 7. Do your parents or legal guardian provide over half of your financial support or claim you as a tax dependent? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Will you have filed a tax return or paid income taxes to any state other than Georgia during the past year? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. For at least one year immediately prior to the term in which you will enroll, will you have   |                          |                          |
| a. filed a tax return or paid income taxes to Georgia on all earned income? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| b. been a registered voter in Georgia? Date Registered: _____ .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| c. held a valid Georgia driver's license? Date Issued: _____ .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| d. registered a motor vehicle in any state other than Georgia?<br>Date Registered _____ State _____ .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are you or any member of your immediate family presently in the military? If No, go to question 12. ....   | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, check: <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Parent/Guardian  |                          |                          |
| a. Are Georgia income taxes paid on all military income? If yes, please submit recent copy of Leave and Earnings Statement reflecting Georgia withholding. ....  | <input type="checkbox"/> | <input type="checkbox"/> |
| b. If your spouse is in the military and the answer to (a) is NO, will you have resided in Georgia, been employed, and paid taxes to Georgia for at least one year immediately prior to the term in which the applicant will enroll? ..... | <input type="checkbox"/> | <input type="checkbox"/> |
| Please indicate date military member was stationed or established residence in Georgia pursuant to military orders. _____  |                          |                          |
| Please mail a copy of the orders to the address given in the application mailing instructions.   |                          |                          |
| 12. During the past twelve months, have you attended an institution of higher learning outside the State of Georgia? If yes, proceed to the next question.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the institution charge out-of-state fees? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, have the institution's Registrar verify by letter that you paid out-of-state fees.   |                          |                          |

I certify under penalty of disciplinary action that the information I have provided is true and correct.

\_\_\_\_\_  
 Signature of Applicant \_\_\_\_\_  
 Date

**GEORGIA INSTITUTE OF TECHNOLOGY**

**INFORMATION FROM NON-CITIZENS**

COMPLETE ONLY IF YOU ARE NOT A US CITIZEN OR A PERMANENT RESIDENT HOLDING AN APPROVED PR CARD (MAIL COPY OF PR CARD WITH YOUR DOCUMENTS IF APPLICABLE).

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Planned Enrollment Year: **2010** Planned Enrollment Term: **Spring** Planned Major: **ASE**

Native Country Address: \_\_\_\_\_  
street city postal code

US Address (if available): \_\_\_\_\_  
street city postal code

E-mail Address: \_\_\_\_\_

**VISA INFORMATION:** Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Yes  No Do you have a permanent visa?  
If yes, what type visa do you hold?  F1  J1  H\_\_  Other  
If yes, enter Registration number and disregard the remainder of this form. \_\_\_\_\_  
Registration Number

Yes  No Are you currently enrolled in a college/university in the US or on OPT?  
If yes, where are you enrolled (or on OPT)? \_\_\_\_\_  
If yes, what is your SEVIS ID number? \_\_\_\_\_  
Name of college/university

If you do not have a permanent visa, what form is needed? (check one only)  I-20 for F1 Student Visa  
 DS-2019 for J-1 Exchange Visa

**DEPENDENT INFORMATION**

- Yes  No Do you plan to come alone?
- Yes  No Do you plan to bring dependents with you?  
If yes, how many? \_\_\_\_\_ (number is required – do not leave blank)
- Yes  No Do you plan to have your dependents come later?
- Yes  No Is your spouse applying for admission to another program at Georgia Institute of Technology?  
If yes, to which program? \_\_\_\_\_

The following information is required for each dependent. You must answer all questions – do not leave blanks. Provide full name, date of birth, country of citizenship and relation to the applicant for each dependent.

- A. Name \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_  
Gender:  Male  Female Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Visa Type: \_\_\_\_\_
- B. Name \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_  
Gender:  Male  Female Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Visa Type: \_\_\_\_\_
- C. Name \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_  
Gender:  Male  Female Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Visa Type: \_\_\_\_\_

**FUNDING**

Yes  No Do you wish to be considered for an assistantship?

If you are not offered an assistantship, what assured support do you have for your graduate study?  
In **US dollars:** Year 1 \_\_\_\_\_ Year 2 \_\_\_\_\_ Year 3 \_\_\_\_\_ Year 4 \_\_\_\_\_

From what sources do you expect to secure these funds?  
Parents or Personal Savings \_\_\_\_\_  
Government Funds \_\_\_\_\_ Source\* \_\_\_\_\_  
Other \_\_\_\_\_ Source\* \_\_\_\_\_

\*Certification of the availability of these funds must be mailed to Georgia Institute of Technology (see mailing instructions on website); document from the bank showing current balance (savings) or 6-month average checking balance; copy of government contract/scholarship; or letter from sponsor certifying support. Most programs will not process an admission offer until these documents are received.

I certify that the information provided above is correct and complete. I understand that omission or misrepresentation of information herein may result in rejection of my application.  Yes  No