



1. **APPLICATION FORM:** Follow the instructions and complete all data fields on the online application. If you do not have access to the online application, please contact the Owen Admissions Office for help. Please submit your application only when it represents your best effort, and only after everything is complete. Whenever possible, take the GMAT or GRE and TOEFL or IELTS (if necessary) before sending your application so that you can enter the scores in the system. If you submit your application prior to taking the GMAT or GRE, TOEFL or IELTS, we will not review your application until you notify us of your test score. Submitting an incomplete application may significantly delay the processing and review of your file.
2. **RÉSUMÉ:** Please include a current professional résumé that highlights your career objectives, educational background, work/internship experience and any other activities, interests or hobbies that are significant to you. Your résumé should be one or two pages in length, and in a format that you would normally present to a prospective employer.
3. **ESSAY AND ADDITIONAL INFORMATION:** Respond to the required essay questions in the online application system. It should be no more than three pages, typed and double-spaced with a font size of 12 points. We strongly advise you to provide an optional additional statement explaining poor academic performance, weak test scores, significant gaps in full-time employment, lack of recommendations, academic misconduct, violations of the law, or anything else you think is important for the Admissions Committee to know about you that is not already addressed elsewhere.
4. **TRANSCRIPTS:** At the time of application, upload an unofficial transcript from every college or university you attended. See online application system on how to upload your unofficial transcript. Only if you are offered admission will you be required to provide official transcripts from each institution, if you have not done so already. Please submit a copy of the diploma for any university degrees earned that are not explicitly specified on an official transcript.

If a cumulative grade point average is not specified on the transcript for each degree earned or institution attended, please calculate your cumulative GPA using the following four-point scale: A=4.0/Excellent, A-=3.7, B+=3.3, B=3.0/Good, B-=2.7, C+=2.3, C=2.0/Average, C-=1.7, D+=1.3, D=1.0/Below Average, D-=0.7, and F=0.0/Fail. If a cumulative GPA cannot be calculated or converted to a four-point scale, leave the field blank and we will evaluate your academic record accordingly. Non-US Students should leave this field blank if the degree was not obtained in the U.S.

When requesting an official transcript, either at the time of application or upon your acceptance of an admission offer, you should request that a sealed, official transcript be sent to you from the registrar's office of each institution you attended so that you can forward it, unopened, to the Owen Admissions Office with all other application or acceptance materials you will be mailing. If your college or university will not send an official transcript to you, the registrar can send one directly to the Owen Admissions Office at the address listed in item 11 on the 2nd page.

You must provide at least one final transcript that documents successful completion of a four-year U.S. bachelor's degree, or its equivalent. (International students - refer to the International Supplement for a list of acceptable degrees that we consider

admissible.) If you have not completed your current degree, if admitted, we will ask you to submit a final transcript once you have graduated.

5. **RECOMMENDATIONS:** You must submit two recommendations from professors or supervisors familiar with your work. Applicants with little or no full-time work experience should obtain recommendations from professors or supervisors of part-time work and internships. Recommendations from friends, family members, acquaintances, and other sources unable to evaluate you in an objective academic, professional or extracurricular context are not appropriate and may detract from your overall application.

We prefer that you use the online application system to email requests to your recommenders. If this is not an option for your recommender, have them fill out the Offline Letter of Recommendation Form. Type or print your name and address on a printed copy of each form and sign them before giving them to your recommenders. Once completed, the recommenders should return the evaluation to you in an envelope with their signature across the sealed flap. Return these envelopes, with seals unbroken, to our office. Additional letters of recommendation, while not encouraged or necessary, may be submitted if the recommender has special knowledge of your academic ability, work experience, career potential or personal qualities. Such letters should also be submitted in an unopened envelope with the recommender's signature across the sealed flap.
6. **GMAT or GRE SCORES:** The GMAT or GRE is required of all applicants. If you took the test more than 5 years ago, you must take it again. We recommend that you take the GMAT or GRE before submitting your application, so that you can record the scores and we can speed the processing of your file. Since we rely on the accuracy of self-reported test scores, it is not necessary to provide an official GMAT or GRE Score Report at the time of application. Only if you are offered and accept admission will you be required to have the Educational Testing Service (ETS) send official test scores to the Owen Admissions Office, if you have not done so already. **For the GMAT, choose the correct program from the score report list. For the GRE, Vanderbilt's institution code is 1871.**

7. **APPLICATION FEE:** The fee for each new application or reapplication is \$50. You must pay the fee with a major credit card through the online application system. This fee is not refundable or transferable.
8. **TOEFL and IELTS SCORES:** The Test of English as a Foreign Language (TOEFL) or the International English Language Testing Service (IELTS) is required for international applicants whose native language is not English, who have not earned a university degree in an English-speaking country (not just an English-speaking institution), or who have not lived and worked in an English-speaking country for the past two or more years. For more information, please see the International Supplement.
9. **PRELIMINARY FINANCIAL DECLARATION:** This additional information is required of all applicants who are not U.S. citizens or permanent residents. See International Supplement for details.
10. **DEFERRED ADMISSION AND REAPPLICATION:** The Vanderbilt MS Finance program offers deferred admission only as a result of circumstances beyond a candidate's control. If admitted to the

program in a year in which you choose not to enroll, you must decline our offer and reapply to the program the following year. Previous offers of admission or scholarship are not guaranteed from one year to the next, unless the Admissions Committee approves a deferral request for extraordinary reasons. The MSF Admissions Office retains applications for two years only, after which all materials are destroyed. If you are reapplying, please submit the following: 1) a cover letter requesting reactivation of your file; 2) an additional statement describing your personal and professional activities since the original date of application and explaining why you are now a stronger candidate for admission; 3) an updated résumé with current contact information; 4) \$50 re-application fee; and 5) any other materials that you think might strengthen your application, such as recent transcripts, improved test scores, revised essays, new recommendations, etc. International applicants must also include updated preliminary financial information. These items will be added to your file and reviewed by the Admissions Committee for new admission and merit scholarship decisions in the context of the current applicant pool.

11. **MAILING SUPPLEMENTAL MATERIALS:** While we prefer you submit all materials through the online application system, if you need to mail in a transcript or recommendation form please mail these together in a single envelope to speed the processing of your application. Official test scores will be sent to us from ETS, usually within two weeks of the test date. We recommend that you keep copies of everything you submit to Vanderbilt for the duration of the application process. Please mail all application materials to:

Owen Graduate School of Management
Vanderbilt University
MS Finance Admissions Office
401 21st Avenue South
Nashville, TN 37203-2422

12. **APPLICATION STATUS:** You will be notified through the online application system when your application materials have been received and processed. We will do our best to initiate timely and accurate communication about the status of your application throughout the process. Please allow sufficient time for the delivery and processing of all materials before contacting our office. We appreciate your patience and understanding, especially during the

busiest time of the admissions process from November through April.

13. **INTERVIEW:** Visiting the MS Finance program at Owen is a great way to determine whether Vanderbilt is the right school for you. Campus interview events are by invitation only for a select group of applicants who have passed an initial application review and first round phone screen. Visit our website at <http://www.owen.vanderbilt.edu/vanderbilt/Programs/msfinance/msfinance-admissions/index.cfm> for more details.
14. **ADMISSION DECISIONS:** Decisions about admission will initially be conveyed via the online application system. All decisions of the Admissions Committee are final and applicants will be considered for admission only once in any given academic year. The Admissions Committee reserves the right to deny any applicant, rescind any offer of admission, or dismiss any enrolled student if any part of the application is inaccurate, misrepresented, falsified or otherwise untrue.
15. **APPLICATION DEADLINES AND IMPORTANT DATES:** Please refer to the application deadlines on our website at <http://www.owen.vanderbilt.edu/vanderbilt/Programs/msfinance/msfinance-admissions/index.cfm>. For the “Round” in which you want to be considered, you must submit your online application and postmark any supplemental materials by the “Apply” date. If selected for an interview, you will be contacted to schedule this between the “Apply” date and “Decision” date. You will find out about potential admittance on or around the “Decision” date. Your response forms, official transcripts and test forms, and a non-refundable \$1,000 tuition deposit must be postmarked by the “Deposit” date to hold your place in the incoming class. Late applications will still be accepted and reviewed, but offers of admission and merit-based scholarship will be made on a space and funding available basis.
- Since space in the incoming class and merit-based scholarship is limited, you should plan to apply as early as possible.
16. **QUESTIONS:** Please contact us if you have any questions at msfinance@owen.vanderbilt.edu. We look forward to receiving your application and learning more about you.