

Application Packet 2008

Master of Design in Interaction Design

Master of Design in Communication Planning and Information Design

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Applying for Graduate Studies

Checklist

This page is the second of eight pages comprising the application packet for graduate studies. If you do not have all eight pages, please call the School of Design at 412.268.2828 or mail a request to the address below.

From You

- Application Form
- Statement of Intent
- Portfolio of work
- \$60 application fee

In order for you to apply for graduate study in this program, we must receive the following materials by **February 1, 2008**:

From Others

- GRE scores
- TOEFL or TSE scores (if applicable)
- Transcript(s)
- Letters of recommendation (three of them)

- 1 A completed Application Form, provided in this application packet.
- 2 A completed Statement of Intent in which you discuss your reasons for pursuing graduate studies, your educational and professional objectives, and any other information that you believe will aid the Admissions Committee in arriving at an admissions decision. A form for the statement is provided in this application packet. Please sign and date your statement.
- 3a For designers: A portfolio of work representing recent professional and/or school work. We accept submissions in these formats: website (preferred), CD-ROMs, DVDs, and/or print. Describe the content and context for each piece. Be sure to test your website's accessibility on multiple platforms.
- 3b For others: See above. Samples may be specifically oriented to your professional or educational interests. Do not submit long works, such as computer manuals or theses in their entirety; send only an excerpt. In the past, students have included in their websites writing samples, video clips, visual teaching aids and other items which show their ability to communicate well. If you are not sure what to send, please call 412.268.2828 and discuss this with the Director of Graduate Studies.
- 4 A check or money order for \$60 made payable to Carnegie Mellon University. This application fee is non-refundable.

In addition, we must receive the following items by **February 1, 2008**:

- 5 Your current GRE scores. Scores should be no more than two years old.
- 6 Your TOEFL or TSE scores if English is not your native language/mother tongue. Scores should be no more than two years old.
- 7 One copy of an official transcript for all undergraduate (and graduate, if applicable) studies mailed to the address below.
- 8 Three letters of recommendation from individuals who can attest to your academic or professional qualifications. Recommendation forms are provided in this application packet. Please complete all necessary information on the form before delivering it to the person writing the recommendation for you.

Mail all application materials to:

Director of Graduate Studies
School of Design, MMCH 110
Carnegie Mellon University
Pittsburgh, PA 15213
U S A

After **all items** listed above have been received in our office, your application will be ready for consideration. The Graduate Admissions Committee for this program will begin reviewing applications after February 1, 2008. Notification letters will be sent out by March 15, 2008. If you have questions about your application, call the graduate program coordinator at 412.268.6843 or e-mail grad-info@design.cmu.edu.

Application Form

check one

- Master of Design in Interaction Design
- Master of Design in Communication Planning & Information Design

Personal Information

Please print or type:

Name

Last First Middle

Present Address

Street Apt #

City State Zip Code

Home Phone Work Phone

Permanent Address (if different from above)

Street Apt #

City State Zip Code

Phone

E-mail

When did or will you take the:

Social Security

GRE _____

Birthdate (m/d/y)

TOEFL/TSE _____

(required of all non-native English speakers)

Gender

Male Female

Citizenship

Are you a citizen or permanent resident of the United States? Yes No

If you answered no, please complete the following section.

This information is needed to prepare a Certificate of Eligibility (Form I-20 or IAP-66) for non-immigrant student status.

City and Country of Birth _____

Country of Citizenship _____

Native Language/Mother Tongue _____

If you are now living in the U.S., what is your current immigration status?

Your Education

List the colleges and universities that you have attended:

1 _____
School

Dates of attendance Type of Degree earned

2 _____
School

Dates of attendance Type of Degree earned

Application Form

Experience

List any employment relevant to your career goals:

1 _____
Employer

_____ Dates of employment _____ Position held

2 _____
Employer

_____ Dates of employment _____ Position held

References

List the three people whom you have asked to write letters of recommendation on your behalf. Recommendation forms are enclosed.

1 _____
Name _____ Position _____

_____ Institution _____

2 _____
Name _____ Position _____

_____ Institution _____

3 _____
Name _____ Position _____

_____ Institution _____

Financial Information

Are you an employee of an organization that will provide educational benefits? Yes No

If so, please specify the organization: _____

Are you, your parent, or spouse an employee of Carnegie Mellon University? Yes No

If so, please specify who is a CMU employee and in what position:

_____ Name _____ Position _____

Signature

I affirm that the information supplied by me on this application is true and correct to my best knowledge, and the enclosed portfolio is an authentic representation of my work.

_____ Your Signature _____ Date _____

Optional Information

Providing information on your ethnicity is strictly voluntary and will not affect the consideration of your application in any way. This information is used only for reporting and/or affirmative action purposes.

- I am: White, other than Hispanic Native American or Native Alaskan
 African American Asian or Pacific Islander
 Hispanic, Latino, Mexican American, Puerto Rican

Statement of Intent

check one

- Master of Design in Interaction Design
- Master of Design in Communication Planning & Information Design

Directions for the Applicant

In the space below or on a separate page, please type a statement of your reasons for pursuing graduate studies, your educational and professional objectives, and any other information that you believe will aid the Graduate Admissions Committee in arriving at an admissions decision. Please sign and date your statement below.

Signature

Date

Recommendation

check one

- Master of Design in Interaction Design
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Directions for the Applicant

Please print the following information, then send this form to each person who is writing a letter of recommendation for you.

Applicant Name

is applying to Carnegie Mellon University for admission to the graduate program indicated above.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to review your educational records if you enroll at Carnegie Mellon. The Act also provides that you may waive your right to see your recommendations for admission. Please indicate whether or not you wish to waive this right by checking the appropriate box and signing this statement.

- I waive I do not waive any right of access that I may have to this letter.

Applicant Signature

Date

Directions for the Person Writing the Recommendation

Please print your name and indicate the position through which you know this applicant.

Name

Position

Date

School or Company

Our Admissions Committee would appreciate your candid assessment of this applicant. Especially useful is an evaluation of his or her intellectual ability, maturity, creativity, design, and communication skills. If you know the applicant as a teacher, comment on his or her effectiveness in the classroom. Please attach your signed and dated assessment and recommendation to this form and return both pages by **February 1, 2008** to:

Director of Graduate Studies
School of Design
Margaret Morrison 110
Carnegie Mellon University
Pittsburgh, PA 15213
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Thank you.

Recommendation

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