

# Loeb-Sullivan School

...charting the course in a global economy

## Admissions Requirements and Procedures

**LOEB-SULLIVAN SCHOOL** invites applications from all individuals interested in pursuing challenging new opportunities in international business/maritime management/supply chain management. For the benefit of participants and the program, the Graduate Admissions Committee seeks a group of students with comparable managerial aspirations, but with diverse skills and experiences. Applications are accepted until June 1 of the entering year.

Applicants must possess an accredited baccalaureate degree or equivalent. A baccalaureate degree in business is not a pre-requisite. Applicant selection is based on evidence of academic capability demonstrated by college grade-point average, scores on either the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT) (one or the other is **required**), and evidence of motivation for completing the program as demonstrated by the candidate's personal statement of intent and letters of recommendation. Applicants whose language of education is not English **must submit** results of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Please see the "International Student Admission Policy" below.

The Graduate Admissions Committee will consider the following primary criteria in determining admission to the graduate program:

- Ability to produce high-quality work
- Potential contribution to the class and the program
- Potential as a manager
- Level of maturity and motivation for completing the program
- Relevant professional experience

All application materials are available on-line at the Loeb-Sullivan School website:

<http://ibl.mainemaritime.edu>

Applicants are encouraged to make use of this option for faster service.

Alternatively, mail application materials to:

The Administrative Assistant  
Loeb-Sullivan School  
Maine Maritime Academy  
Castine, ME 04420 USA

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## International Student Admission Policy

To ensure the applicability of credentials and expedite the processing of Loeb-Sullivan School applications, the policy of the Loeb-Sullivan School of International Business & Logistics is that all non-U.S. diplomas, certificates, licenses, and transcripts must be evaluated by an approved clearinghouse. Clearinghouses verify international transcripts for: authenticity, grade and course equivalency, and transfer credits awarded.

The Loeb-Sullivan School of International Business & Logistics recognizes the following two evaluation service providers: (cut & paste the web addresses into your browser to connect to the web sites)

### **World Education Services**

[www.wes.org](http://www.wes.org)

Bowling Green Station

P.O. Box 5087

New York, NY 10274-5087

(212) 966-6311

(212) 739-6100 – fax

### **Globe Language Services, Inc.**

<http://www.globelanguage.com/>

Evaluation Service

305 Broadway Suite 401

New York, NY 10007

(212) 227-1994 - phone

(212) 693-1489 - fax

An application for evaluation is available through their respective on-line service. This service *does* require a fee directly to the provider. The fee varies depending on which service you choose and what type of evaluation you request. Maine Maritime Academy requests that prospective international students do an undergraduate course-by-course breakdown of credits, a calculation of credit hours, and a verification of authenticity.

## Information about the GRE, GMAT, and TOEFL & IELTS exams:

MMA's reporting code for GMAT, GRE, and TOEFL & IELTS is **3505**.

### GRE-Graduate Record Examinations

Educational Testing Service

660 Rosedale Road

Princeton, NJ 08541-6000 USA

Tel. 1-609-921-9000

Fax 1-609-734-5410

Web site: <http://www.ets.org/>

### GMAT-Graduate Management Admission Test

Educational Testing Service

P.O. Box 6101

Princeton, NJ 08541-6101 USA

E-mail: <https://www.mba.com/service/contact-us.aspx>

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Web site: <https://www.mba.com/service/contact-us.aspx>

AMERICAS: [GMATCandidateServicesAmericas@pearson.com](mailto:GMATCandidateServicesAmericas@pearson.com)

Web: <http://www.gmat.org>

Telephone (toll-free): 1-800-717-GMAT (4628)

Fax: 1-952-681-3681

ASIA PACIFIC: [GMATCandidateServicesAPAC@pearson.com](mailto:GMATCandidateServicesAPAC@pearson.com)

Telephone: 6038318 9961

In India: +91 120-439-7830

Fax: 6038319 1092

CHINA: [gmatservice@neea.edu.cn](mailto:gmatservice@neea.edu.cn)

Web: [GMAT.etest.edu.cn](http://GMAT.etest.edu.cn)

Telephone: +86-10-82345675

Fax: +86-10-61957800

EUROPE/MIDDLE EAST/AFRICA:

[GMATCandidateServicesEMEA@pearson.com](mailto:GMATCandidateServicesEMEA@pearson.com)

Telephone: +44 (0) 161 855 7219

Fax: +44 (0) 161 855 7301

## TOEFL Services

Educational Testing Services

P.O. Box 6151

Princeton, NJ 08541-6115 USA

Tel. 1-877-863-3546 United States,

Tel. 1-609-771-7100 All other locations

E-Mail: [http://www.ets.org/toefl/contact/contact\\_form](http://www.ets.org/toefl/contact/contact_form)

Web Site: <http://www.ets.org/toefl>

MMA's reporting code for GMAT, GRE, and TOEFL & IELTS is 3505.

## IELTS Services

[http://www.ielts.org/contact\\_us.aspx](http://www.ielts.org/contact_us.aspx)

## Loeb-Sullivan School

Pleasant St. - Pilot House

Maine Maritime Academy

Castine, ME 04420 USA

Telephone: 207-326-2212

207-326-2411 FAX

E-mail: [info.ls@mma.edu](mailto:info.ls@mma.edu)

Web site: <http://ibl.mainemaritime.edu>

## Maine Maritime Academy

1-800-464-6565 in Maine

1-800-227-8465 in the U.S.

207-326-2276 Career Services

207-326-2339 Financial Aid

207-326-2426 Registrar

207-326-2280 Student Services (Housing)