

GRADUATE ADMISSIONS Checklist



Are you ready to begin the application process? Please note application items below that are required to process your application for the online M.S. in International Logistics Management degree program. The application is accessible online anytime at: MAINEMARITIME.EDU/ADMISSIONS/GRADUATE-ADMISSIONS. Please submit the online application and supporting materials directly to the Loeb-Sullivan School. If mailing, send to: Loeb-Sullivan School; Maine Maritime Academy; 1 Pleasant Street; Castine, Maine 04420.

APPLICATION FOR ADMISSION Apply to the Graduate School by submitting an online application. If you would like a written copy for your records, please contact the administrative coordinator of the graduate school at info.ls@mma.edu or 207-326-2212. For applications submitted electronically, there is no application fee. Please include an application fee of \$50.00 if submitting an application by mail.

TRANSCRIPTS Please mail a copy of your transcript from each post-secondary institution you have attended directly to Maine Maritime Academy. We cannot accept email submissions or scanned copies. If you received your undergraduate degree from MMA, no action is required as we will request your transcript directly from the Registrar's Office.

TWO (2) LETTERS OF RECOMMENDATION A Letter of Recommendation request, academic or professional, will automatically be emailed to two (2) individuals of your selection when you complete the online application.

RÉSUMÉ Please submit a current curriculum vitae or résumé with your application.

PERSONAL STATEMENT OF INTEREST The Personal Statement of Interest should answer the following questions: How will your admission to the Loeb-Sullivan School help you achieve your professional goals? Why do you want to study logistics?

GMAT OR GRE SCORES GRE/GMAT test scores are normally required. Applicants may petition to waive the test if they hold a previous Master's degree. Official test scores should be sent directly to the Graduate School by the testing service. Test scores more than five years old cannot be accepted. Student copies and photocopies of scores are not considered official. Our GRE and GMAT Institutional Code is 3505.

ENGLISH LANGUAGE PROFICIENCY REQUIREMENT - INTERNATIONAL CANDIDATES ONLY Proficiency in English is required for graduate study at Maine Maritime Academy. Every applicant whose language of education is not English must demonstrate English proficiency. Applicants may submit results of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Examination results should be sent directly to Maine Maritime Academy, Loeb-Sullivan School Department of Graduate Studies by the testing agency. Our institutional code is 3505. No scans or copies will be accepted. As this is a requirement of admission, we do not offer a waiver.

NON-U.S. DIPLOMAS, CERTIFICATES, LICENSES, AND TRANSCRIPTS – INTERNATIONAL CANDIDATES ONLY A four-year baccalaureate degree, or equivalent, is normally the minimum academic certification required for admission. 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 recognizes the following two evaluation service providers:

- World Education Service www.wes.org
- Globe Language Services, Inc. <http://www.globelanguage.com>

If questions arise during the application process, please contact us by phone or email: **207-326-2212** or **INFO.LS@MMA.EDU**. We wish you the best of luck and look forward to receiving your application!