



Application for Admission

Advanced Management Program (AMP) /
Government Information Leadership (GIL)
Master of Science Degree Program

The Information Resources Management College at National Defense University (NDU iCollege) welcomes your interest in graduate study. The Advanced Management Program (AMP) is a 14-week in-residence program for middle and senior level managers GS-12 or O-4 level and above (GS-14 or O-5 for Chief Financial Officer Leadership certificate program; see Minimum Eligibility Criteria section below).

Applicants have an option to apply for both the AMP and the Government Information Leadership (GIL) Master of Science Degree Program using this form.

Before completing this application, please consult the *Catalog* (<http://www.ndu.edu/icollege>) for a complete description of eligibility criteria, basic admission requirements, required fees and course offerings.

APPLICATION INSTRUCTIONS

AMP Program

Applicants applying to the **AMP Program only** may submit the following documents to the iCollege Office of Student Services by email, fax or postal mail:

Email: iCollegeOSS@ndu.edu	Fax: 202-685-4860 DSN 325-4860	Mail: Information Resources Management College Office of Student Services 300 5 th Avenue, Bldg 62 Ft. Lesley J. McNair, DC 20319
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Incomplete applications will be held for 60 days. Application materials become the property of the College and cannot be returned.

Required documents for the AMP Program:

1. "Application for Admission for the Advanced Management Program/GIL M.S. Degree" form.
2. Nomination Letter from immediate supervisor.
3. Résumé detailing last 5 years of employment history. The résumé should include a complete work history that describes the applicant's position title, organization, responsibilities, and accomplishments, and any awards or recognitions earned for each position held. If there are gaps in the résumé, a short paragraph is required to explain them.
4. English Language Proficiency: ECL or TOEFL scores (if necessary). Applicants whose native language is not English are required to demonstrate their ability to communicate using the English language by passing either the ECL with a score of 85, or the TOEFL with a score of 213 (computer based), unless their degree is from an institution where the curriculum was taught exclusively in English. Contact the NDU iCollege Office of Student Services for details on this requirement.

AMP and GIL M.S. Degree Program

Applicants applying to the **AMP and the GIL M.S. Degree Program** must submit the following documents to the iCollege Office of Student Services **in one package** via postal mail or hand delivery only. Incomplete applications will not be reviewed, and the applicant will be notified of missing documentation. Applicants will then have 60 days to complete their applications, after which time the application will be canceled.

Mail: Information Resources Management College Office of Student Services 300 5 th Avenue, Bldg 62 Ft. Lesley J. McNair, DC 20319
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Required documents for AMP/M.S. Program:

1. "Application for Admission for the Advanced Management Program/GIL M.S. Degree" form.
2. Nomination Letter from Supervisor.
3. Résumé.
4. Employer Verification and Sponsorship Form for the GIL Master of Science Program (MS-EVS Form). The MS-EVS Form is required to verify employment. The template can be found on the iCollege website at http://www.ndu.edu/icollege/pdf/forms/iCollege_GILEVF.pdf. Only the applicant's most immediate supervisor or Human Resources Officer holding a grade of GS/GM-12, O-4, or higher, may complete and sign the form in one of two ways. Option 1: Copy and complete the form on agency letterhead and hand sign the document. Option 2: Sign the PDF MS-EVS Form digitally using the CAC. If the form is not completed correctly, the application will not be processed until corrected.
5. Official Transcript(s): Applicants must submit one official transcript from the institution where the highest educational level of degree was obtained. The transcript must bear the official seal of the issuing institution and must be submitted in a sealed envelope. Transcripts from the NDU iCollege do NOT need to be submitted; however transcripts from other NDU components (e.g., National War College) must be submitted.
6. Recommendation Letter: In addition to the nomination letter for AMP applicants, one additional recommendation letter is required for admission to the GIL M.S. Degree Program. The letter should be completed on either the recommendation form provided on the iCollege website (http://www.ndu.edu/icollege/pdf/forms/iCollege_GILMSRF.pdf) or by a letter written on organizational letterhead by the recommender. All recommendations, regardless of format must address the questions asked on the iCollege recommendation form. The letter may come from another professional or academic source. The letter should be written by a person able to judge the applicant's ability to complete a challenging graduate-level degree program.

Recommenders are asked to comment on the applicant's leadership potential, academic ability, motivation to complete the degree program, and commitment to leading Information Age defense and government organizations. The recommendation letter must be placed in a sealed and signed envelope and returned to the student for inclusion with the application packet.

MINIMUM ELIGIBILITY CRITERIA

1. U.S. Government Affiliation	Federal government civilian employees, military officers, non-federal government employees (state and local government), and private sector employees.
2. Education	All applicants must possess a Bachelor's degree from a regionally accredited U.S. institution or the equivalent from a foreign institution. <u>Additional for M.S. Degree Program:</u> The minimum grade point average (GPA) considered for admission is a 3.0 on a 4.0 scale for all previous undergraduate work. In cases where the undergraduate GPA is below a 3.0, a cumulative GPA of 3.5 in 12 or more graduate credit hours (from NDU iCollege or other graduate programs) may be used to determine eligibility.
3. Pay Grade/Rank, Experience	Varies by NDU iCollege Program
<i>Master of Science (M.S.), Advanced Management Program (AMP), Certificate Programs, & Professional Development Program (PD)</i>	Federal civil service pay grade of GS/GM-12 or equivalent/military officer rank of O-4 or above. Non-federal employees, to include state and local government, must be of an equivalent grade. Private sector employees must be of an equivalent grade and provide a résumé detailing last 5 years of employment history.

<i>CFO Leadership Program (CFO)</i>	Federal civil service pay grade of GS/GM-14 or equivalent/military officer rank of O-5 or above. (High performing GS/GM-13s and O-4s are also eligible on a case by case basis.) Non-federal employees, to include state and local government, must be of an equivalent grade. Private sector employees must be of an equivalent grade and provide a résumé detailing last 5 years of employment history. Documented Knowledge of Financial Management/Experience: Undergraduate or Graduate degree in finance or business field, CPA, CGFM or CDFM or three years of federal financial management experience is required.
4. English Language Proficiency	ECL or TOEFL scores (as necessary). Applicants whose native language is not English are required to demonstrate their English proficiency by passing an English comprehension test with either an ECL of 85 or TOEFL of 213 (computer based), unless their university degree is from an institution where the curriculum was taught exclusively in English. Contact the NDU iCollege Office of Student Services for further details.

Change in Eligibility: The NDU iCollege will periodically review eligibility of active students; however, if a student’s eligibility changes (e.g., employer, pay grade, rank), he or she must notify the Office of Student Services and submit a new Employer Verification and Sponsorship Form. In cases where course credit is earned after eligibility ceases, course credit may be revoked and/or the student may be held liable for tuition owed.

International Students: International students (non-U.S. citizens) must apply through the appropriate Security Assistance Training Field Activity (SATFA) country program manager.

Military Reserves or National Guard: Members in the Military Reserves or National Guard who do not meet the above employment criteria (e.g., government affiliation, grade/rank) may apply for admission based on their full-time Military Reserve or National Guard status (i.e., drilling status) and must maintain eligibility while enrolled in coursework (i.e., must be in active duty status at the time the course is in session). Contact the NDU iCollege Office of Student Services for details and list of required documentation.

QUESTIONS

Questions concerning admission should be addressed to the Office of Student Services either by telephone (202-685-6300; DSN 325-6300) or by e-mail (iCollegeOSS@ndu.edu).

Department of Defense policy is to protect the privacy rights of individuals in accordance with the Privacy Act (5 United States Code 552a). Disclosure of this information unless otherwise indicated is voluntary.

Application Checklist

Before submitting your application packet, please ensure all materials are complete, official and, in the case of the AMP/M.S. program, enclosed in one envelope (incomplete applications for the AMP/M.S. program will not be reviewed and students notified of missing documentation). See the application form for full instructions.

AMP Program

- Application Form (with essay question)
- Nomination Letter from Supervisor
- Résumé
- English Language Proficiency score (if required)

AMP and GIL M.S. Degree Program

- Application Form(with essay question)
- Nomination Letter from Supervisor
- Résumé
- MS-Employer Verification and Sponsorship Form
- Official Transcript – Institution of Highest Educational Level Attained

Must be issued by the institution in a sealed envelope.

- Recommendation Letter #1 – From supervisory chain

Must be in a sealed envelope.

- Recommendation Letter #2 – Other

Must be in a sealed envelope.

AMP/M.S. Program: Hand delivery to the NDU iCollege Office of Student Services Marshall Hall Bldg. 62, Room 145 or submit to the iCollege Office of Student Services in one package via postal mail to:

Information Resources Management College
Office of Student Services
300 5th Avenue, Bldg 62
Ft. Lesley J. McNair, DC 20319



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Items noted with an asterisk are required to complete your application

SECTION ONE: Eligibility and Program Information

* Have you previously attended the NDU iCollege? Yes No

*Employment Category (i.e., Primary employer for eligibility purposes, see Minimum Eligibility Criteria):
Civilian:

DOD Civilian – Government Civilian employed by a DoD agency

Non-DoD Government Civilian – Any Non-DoD Federal, State, or Local government employee

Private Sector Civilian – Private Sector Employees who work in a field relevant to the iCollege curriculum

Military and Uniformed Services:

Active U.S. Military and Uniformed Services – Active Military Officer (full-time active duty assigned to a U.S. armed forces component or U.S. uniformed service; excludes members of the Military Reserve and National Guard)

Active Military Reserve or National Guard – Member of the Military Reserve or National Guard serving in a temporary, full-time active status, or who will be in a part-time active status (i.e., “on orders”) at the time the course is in session. Note: Applicant will be asked to provide details on permanent (non-Military Reserve/National Guard) employer.

AMP Program:

This application is for the AMP SPRING 2013 Term (AMP46) for which the Chief Information Officer (CIO) Certificate is earned. AMP 46 dates are Jan 28, 2013 - May 3, 2013. Applications due Nov 15, 2012.

* **Essay Question:** What professional goals do you hope to accomplish in the next five years and how will participating in AMP help you achieve these goals? (Answers must be 200 words or less.) Attach the essay on a separate sheet.

OPTIONAL: AMP and GIL M.S. applicants only

*Proposed M.S. Concentration (select only one):

Chief Information Officer (CIO)

Government Strategic Leadership (GSL)

Chief Financial Officer (CFO)

Enterprise Architecture (EA)

Cyber Leadership (Cyber-L)

Information Technology Program Management (ITPgM)

Cyber Security (Cyber-S)

SECTION TWO: Biographical Information

Name (use full legal name):

Salutation:

*First Name:

*Last Name:

Middle Name:

Suffix:

Biographical Information:

*Date of Birth:

*Country of Birth:

*Gender: Male Female

*Country of Citizenship:

*Ethnicity:

*Race: Please select at least one and as many as applicable

American Indian/Alaskan Native

Asian

Black or African American

Native Hawaiian/Pacific Island

Undisclosed

White

Contact Information:

*Preferred Email Address:

Home

Work

*Alternative Email Address:

Home

Work

*Preferred Telephone:

Home

Work

*Alternative Telephone:

Home

Work

Home Mailing Address:

*Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

*City:

*State:

*Postal Code:

*Country:

SECTION THREE: Academic Information

*Highest Educational Level(s) Earned:

Bachelor's Master's Doctoral or PhD Other:

*List the following information for each college or university attended:

Complete Name of School:	Location: (City/State)	Date of Attendance:	Title of Degree Earned or Expected:	Date Earned or expected:
		/		
		/		
		/		
		/		

*UG Major(s):

*GR Major(s):

SECTION FOUR: Employment

1. Security Clearance Level:

2. Primary Work Information (e.g. employer indicated in Section One for eligibility purposes. Private Sector/Contractors: Provide Employer information here.):

*Employer Name (Department/Agency):

Employer Description (Unit/Bureau):

*Job Title:

*Employment Start Date:

Applicant's Work Contact Information (onsite location):

*Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

*City:

*State:

*Postal Code:

*Country:

Work Phone:

DSN Phone:

Supervisor's Contact Information:

Salutation:

*First Name:

*Last Name:

Middle Name:

Suffix:

*Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

*City:

*State:

*Postal Code:

*Country:

Supervisor Work Phone:

DSN Phone:

*Email:

3. Other Work Information (Required for applicants applying under a Military Reserve or National Guard status in

Section One. Provide name/contact information for non-Reserve/Guard employer.):

*Employer Name (Department/Agency):

*Job Title:

*Start Date:

Other Work Contact Information:

*Address Line 1:

Address Line 2:

*City:

*State:

*Postal Code:

*Phone:

Ext:

Other Work Supervisor Information:

*Supervisor Name:

*Supervisor Phone:

*Supervisor Email:

Federal Government Civilian Only

*Federal Civilian Pay Grade:

Federal Job Series Code:

Military and Uniformed Services Only (includes Military Reserve and National Guard)

*Service Branch or Uniformed Service:

*Current Status: Active Duty Armed Forces National Guard Reserves

*Primary Specialty:

*Specialty Code:

*Rank:

Date of Rank:

Private Sector Civilian Only – If sponsored by a Government Agency

*Sponsoring Department/Agency:

*Agency Description:

Government Supervisor's Contact Information:

Salutation:

*First Name:

*Last Name:

Middle Name:

Suffix:

*Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

*City:

*State:

*Postal Code:

*Country:

Sponsor Work Phone:

DSN Phone:

*Sponsor Email:

SECTION FIVE: Certification and Academic Integrity Statement

COLLEGE POSITION STATEMENT ON ACADEMIC INTEGRITY

The NDU iCollege has a zero tolerance policy toward falsification of online identity, plagiarism and other forms of academic dishonesty, and will enforce the National Defense University Statement on Academic Integrity as summarized below. Students should consult the NDU website at <http://www.ndu.edu/aa/policies.cfm> for the complete and/or most current NDU academic integrity policy.

Academic dishonesty includes, but is not limited to: falsification of professional and academic credentials; obtaining or giving aid on an examination; having unauthorized prior knowledge of an examination; doing work or assisting another student to do work without prior authority; unauthorized collaboration; multiple submissions; and plagiarism.

Sanctions for Violations of Academic Integrity

Sanctions for violating the academic integrity standards include but are not limited to: disenrollment, suspension, denial or revocation of degrees or diplomas, a grade of F with a transcript notation of "academic dishonesty," rejection of the work submitted for credit, a letter of admonishment, or other administrative sanctions. Additionally, members of the United States military may be subject to non-judicial punishment or court-martial under the Uniformed Code of Military Justice. Negative academic actions may be disclosed to the student's sponsoring service or organization, as well as to investigators for employment or security clearances. The authority for decisions and actions rests at the NDU iCollege.

I certify that I have read this application and instructions and that, to the best of my knowledge, the information given is correct and complete. I understand that if it is found to be otherwise, my application is invalid, or in the event that I am enrolled, I will be subject to dismissal from the NDU iCollege.

I agree to notify the NDU iCollege Office of Student Services of any changes to the above information including, but not limited to **biographical and employment** information. Additionally, I agree that I have read and understood the statement on academic integrity and violations of the same.

Signature: _____ Date : _____