	Application for Admission Government Information Leadership (GIL) Master of Science Degree Program

The Information Resources Management College at the National Defense University (NDU iCollege) welcomes your interest in the Government Information Leadership (GIL) Master of Science Degree Program. The GIL Master's Degree Program is offered with nine concentrations that also correspond to our certificate programs:

- Chief Information Officer (CIO),
- Chief Financial Officer (CFO),
- Chief Technology Officer (CTO),
- Cyber Leadership (Cyber-L),
- Cyber Security (Cyber-S),
- Government Strategic Leadership (GSL),
- Enterprise Architecture (EA),
- Information Operations (IO), and
- Information Technology Program Management (ITPgM).

Applicants to the GIL Master's Degree Program must select their concentration at the time the application is submitted. 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.

CONTACT

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).

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 sponsored by a government agency.
2. Education	All applicants must possess a Bachelor's degree from a regionally accredited U.S. institution or the equivalent from a foreign institution**.** **___Additional for M.S. Degree Program:___** 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
Master of Science *(M.S.)*	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 sponsored by a government agency. Private sector employees must provide a résumé detailing last 5 years of employment history as part of their application.
Advanced Management Program (AMP), *Certificate Programs, &* *Professional Development Program (PD)*	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 sponsored by a government agency. Private sector employees must provide a résumé detailing last 5 years of employment history as part of their application.

CFO Leadership Program (CFO)	Federal civil service pay grade of GS/GM-14 or equivalent/military officer rank of 0-5 or above. (High performing GS/GM-13s and 0-4s 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, sponsored by a government agency 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. If a student's eligibility changes (e.g., employer, pay grade, rank), he or she must notify the Office of Student Services. 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.

APPLICATION INSTRUCTIONS

ALL application documents must be submitted to the iCollege Office of Student Services <u>in one package</u> via postal mail to:

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

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 or hand delivery to the Office of Student Services Marshall Hall Bldg. 62, Room 145. **Incomplete applications will be returned to the applicant.** Application materials for complete packages become the property of the College and cannot be returned.

Required documents:

1. **Application Form:** Students must complete the attached application in its entirety. Unsigned applications will be considered incomplete.

2. **Résumé**. 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.

3. **Employer Verification and Sponsorship Form for the GIL Master of Science Program (MS-EVS Form)**. The Employer Verification and Sponsorship Form is required to verify employment. The template can be found on the iCollege website at http://www.ndu.edu/icollege/admis/admis_approver5.html. The applicant's most **immediate supervisor or Human Resources Officer** holding a grade of GS/GM-12, O-4, or higher, must complete and sign the form. (Private sector applicants: The applicant's sponsoring government agency's contract coordinator or supervisor must complete this form.) The form must be *printed on organizational letterhead*, but does not need to be submitted in a sealed envelope*.

4. **Official Transcript(s):** Applicants must submit one official transcript from the Bachelor's degree granting institution and all graduate institutions where graduate work was earned or attempted (regardless of whether

credit or degree was issued). An official 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.

The minimum grade point average (GPA) required is a 3.0 on a 4.0 scale for all undergraduate or graduate degrees completed. In cases where the undergraduate GPA is below a 3.0, a GPA of 3.5 on a 4.0 scale for 12 or more graduate credit hours (from the iCollege or another graduate program) may be used to determine eligibility.

5. **Recommendation Letters:** Two recommendation letters are required for admission to the GIL M.S. Degree Program. Recommendations should be completed on either the recommendation form provided on the iCollege website (http://www.ndu.edu/icollege/admis/admis_approver5.html) or by a letter written on organizational letterhead by the recommender. All recommendation letters, regardless of format must address the questions asked on the iCollege recommendation form. At least one recommendation must come from an individual in the applicant's professional supervisory chain. The second may come from another source (e.g., professional). Both recommendations should be written by persons 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 the applicant's commitment to leading Information Age defense and government organizations. Recommendations must be placed in a sealed and signed envelope and returned to the student. Recommendations emailed directly to the iCollege will not be accepted.

6. **English Language Proficiency:** ECL or TOEFL scores (as 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.

PROCESSING TIME

Complete applications will be reviewed within four to eight weeks of receipt, depending on application volume. Questions concerning the status of pending applications should be addressed to the Office of Student Services by phone (202-685-6300; DSN 325-6300) or e-mail to iCollegeOSS@ndu.edu.

ADMISSION DECISIONS

Applicants to the GIL MS Degree program will receive an e-mail notification of their admissions decision from the Dean of Faculty and Academic Programs and also communication from the Office of Student Services which will detail the admitted student's program status and his/her academic advisor contact information.

ACCEPTANCE OF ADMISSION

Admitted students must confirm their acceptance to the GIL MS Degree program in writing via email to the iCollege Office of Student Services iCollegeOSS@ndu.edu and to their advisor. Instructions and deadlines will be included in the offer of admission letter.

Application Checklist

Before submitting your application packet, please ensure all materials are complete, official and enclosed in one envelope. <u>Incomplete applications will be returned to the applicant.</u> See the application form for full instructions.

__ **Application Form**

__ **Résumé**

__ **Employer Verification and Sponsorship Form (MS-EVS Form)**
- Must be signed by an official, but does not need to be in a sealed envelope.

__ **Official Transcript – Undergraduate degree-granting institution**
- Must be issued by the institution in a sealed envelope.

__ **Official Transcript(s) – Graduate institutions (all)**
- Must be issued by the institution in a sealed envelope.
- Transcripts from the NDU iCollege do NOT need to be submitted.

__ **Recommendation Letter #1 – From supervisory chain**
- Must be in a sealed envelope.

__ **Recommendation Letter #2 – Other**
- Must be in a sealed envelope.

__ **English Language Proficiency score (if required)**

Submit to the iCollege Office of Student Services <u>in one package</u> via postal mail to:

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or hand delivery to the Office of Student Services Marshall Hall Bldg. 62, Room 145.
Incomplete applications will not be processed and will be returned to the applicant.
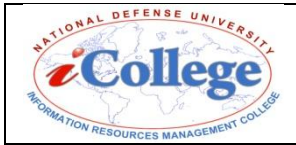
![iCollege logo]	***Application for Admission*** Government Information Leadership (GIL) Master of Science Degree Program

Items noted with an asterisk are required to complete your application

SECTION ONE: Concentration Selection

* 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/Contractor sponsored by a government agency on a valid government contract

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.

*Proposed Concentrations (select only one):

Chief Information Officer (CIO)	Government Strategic Leadership (GSL)
Chief Financial Officer (CFO)	Enterprise Architecture (EA)
Chief Technology Officer (CTO)	Information Operations (IO)
Cyber Leadership (Cyber-L)	Information Technology Program Management (ITPgM)
Cyber Security (Cyber-S)	

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):

1. Security Clearance Level:

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

*Sponsoring Department/Agency:

*Agency Description: *Contract Number:

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

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 <u>NDU iCollege Office of Student Services</u> of any changes to the above information including, but not limited to **biographical and employment** information.

Signature: _____ Date : _____