

Application Instructions: Master of Science in Integrated Marketing Communications

Deadlines and Notification Dates

Medill reviews applications submitted by the application deadline on an expedited basis. If you submit your completed application by the deadline, you will receive your admissions decision by the date listed below:

Program	Deadline	Notification Date
Full-time IMC – Fall start – Round 1	November 1	February 1
Full-time IMC – Fall start – Round 2	January 3	April 1
Part-time IMC – Fall start	June 1	July 15
IMC Online– Spring start	January 1	February 1
IMC Online– Fall start	July 1	August 1

For the Full-time IMC program, applicants have the option of applying by November 1 for Round 1 and January 3 for Round 2. Applicants who submit completed applications by the November 1 deadline will receive an admissions decision by February 1, and applicants who submit completed applications by the January 3 deadline will receive an admissions decision by April 1.

Full-time IMC applicants should choose which round they wish to apply in based on when they are able to submit **completed** applications and when they wish to be notified of their decision. Completed applications must include all transcripts, test scores, letters of recommendation and required essays. Submitting an application early will not enhance or decrease one's chance of admission. Students are reviewed equally within deadline groups, regardless of submission date.

International applicants to the Full-time IMC program are highly encouraged to submit a completed application for the Round 1 deadline. If an international applicant is unable to submit a completed application by Round 1, they may still submit for Round 2.

Late applications for the Full-time and Part-time IMC programs are reviewed on a space-available basis. If you miss the deadlines for these programs, please submit your application as soon as possible.

If you miss a deadline for the IMC Online program, we encourage you to submit your application for the next quarter.

Application Requirements

1. Bachelor's Degree

You must have a bachelor's degree or expect to earn one before enrollment.

2. Academic Transcripts

When you apply, you must submit academic transcripts from all colleges and universities attended, excluding institutions where you took non-credit coursework, such as a certificate program. *If you have transfer credit or study abroad credit, submit a transcript from the original grade-granting institution even if the transfer credit appears on your final degree transcript.* Applicants can submit either official or unofficial transcripts; you can upload unofficial transcripts into your online application in the Academic Experience section.

Applicants with international transcripts must provide an English translation if the transcripts were not originally issued in English. To expedite the application review process, applicants with international transcripts can submit an independent course-by-course credential evaluation and degree verification from a NACES provider (see www.naces.org for a list) at the time they submit their applications. This will allow the admissions committee to expedite a decision on their application.

If you are admitted, you will be required to submit **official** copies of all of your transcripts 30 days prior to enrollment, including your final undergraduate transcript with proof of your degree and the date it was conferred. Medill reserves the right to withdraw an admission offer if we do not receive these official transcripts by this deadline. It is your responsibility to request an official, sealed transcript from the registrar of each institution and to ensure transcripts are sent to Medill. The registrar should send transcripts to the Medill Office of Graduate Admissions at 1845 Sheridan Road, Evanston, IL 60208-2101 or electronically to MedillGraduateAdmissions@northwestern.edu.

Admitted students with an international transcript (except Fulbright candidates) must submit an independent course-by-course credential evaluation and degree verification from a NACES provider (see www.naces.org for a list) and an official English translation of the transcripts (if they were not originally issued in English). If you did not already provide these with your application, the credential evaluation and degree evaluation form is due 30 days prior to enrollment.

3. Admissions Interview

For applicants to the Full-time IMC program, admissions interviews will be conducted by **invitation only** after we have received your application. An invitation to interview means that your application has advanced in the process, but does not imply admission.

For applicants to the Part-time IMC and IMC Online programs, interviews are required. You can [schedule an interview](#) at any time during the application process. We encourage you to schedule your interview prior to submitting your application or no later than two weeks afterwards. Interviews are held in person at Medill or off campus in locations that our admissions officers visit. For applicants unable to meet in person, interviews may be held via Skype or similar service. If none of the listed interview times are convenient for you or if no interview slots are currently posted, contact Melissa Sersland at melissa.sersland@northwestern.edu or Tatyana Rodriguez at tatyana.rodriguez@northwestern.edu to schedule one.

4. GRE or GMAT Test Scores

Medill requires **GRE** or **GMAT** scores. The test must have been taken within five years of your application submission date.

Medill allows you the option to self-report your test scores on your application. Once you submit your application, we will review these unofficial scores along with the rest of your file. If we decide to offer you admission based on these unofficial scores, it will be on the condition that you send us your official scores at least 30 days prior to enrollment.

The official copy of the test scores should be sent directly to Medill from ETS or GMAC. Our GRE code is 1699. Our GMAT code is 6WZ-XH-66. Allow four weeks for our office to receive your scores.

You may request a waiver of the GRE and GMAT requirement if:

- You are a current degree-seeking Northwestern University student or degree-holding Northwestern University alumnus/a;
- You have 5 or more years of full-time professional work experience in marketing or a closely related field;
- You are an approved dual degree applicant currently attending Nanyang Technological University;
- You are an approved dual degree applicant currently attending Peking University;
- You are an approved dual degree applicant currently attending City University of Hong Kong and have a cumulative GPA of 3.5 or above.

If you are requesting a waiver based on any of the above criteria, you should check the GRE/GMAT waiver box in the Test Information section of the application. Also, if you request a waiver based on work experience, you are required to submit a written request with your current resume to MedillGraduateAdmissions@northwestern.edu for approval.

Please note, if you request a waiver, we may still recommend that you take the GRE or GMAT if we think it will allow us to give better consideration to your application.

If you would like verification of your waiver prior to submitting your application, you may email MedillGraduateAdmissions@northwestern.edu. Please attach relevant documents to your email request (e.g. resume, undergraduate and/or graduate transcripts).

If we approve your request, you can view the waiver approval by logging into your online application portal.

Please email MedillGraduateAdmissions@northwestern.edu if you have questions about your eligibility for a waiver.

5. TOEFL or IELTS Test Scores (For International Applicants)

If you are an international student who earned an undergraduate degree at a college or university where the primary language of instruction was not English, submit **TOEFL** (Test of English as a Foreign Language) or **IELTS** (International English Language Testing System) scores. The TOEFL or IELTS must have been taken within two years of your application submission date. Send TOEFL scores to Medill using code 1699-18. The IELTS test must be the Academic version.

If you earned your entire bachelor's degree from a non-U.S. institution where the language of instruction was English, you do not need to submit TOEFL or IELTS scores. Instead, please provide official documentation from your college or university that the language of instruction was English.

If you completed your bachelor's degree at an institution (U.S. or non-U.S.) where the language of instruction was English, but you did not study at this institution for all four years of your degree, you will need to submit TOEFL or IELTS scores to complete your application.

Medill allows you the option to self-report your test scores in your application. Once you submit your application, we will review these unofficial scores along with the rest of your file. If we decide to

offer you admission based on these unofficial scores, it will be on the condition that you send us your official scores at least 30 days prior to enrollment.

Students who are submitting IELTS scores can provide their TRF number on the application instead of sending an official report.

6. Resume

Submit your current resume, which should highlight your professional and academic experiences.

7. Essays

Please upload a Professional Essay as described in the IMC Essays section of the application:

Professional Essay: Please describe your interest in Medill's Integrated Marketing Communications program in 750 words or less. Be sure to address the following questions:

- If you had to explain to someone what IMC is, what would you say?
- What experiences in your life have led you to pursue an IMC degree?
- What is it about Medill's IMC program that particularly attracts you?
- How will this program help you to achieve your future plans?

8. Recommendations

Medill requires two letters of recommendation for applicants to our graduate programs. You may submit a third recommendation if you wish. Recommendations should be from someone who can assess your academic and professional abilities (e.g., employers, supervisors, current or former professors). Recommendations from family members or from friends who do not have direct experience with your professional or academic work will not be accepted. Enter your recommenders' contact information in the online application. The system will then email your recommenders instructions on how to submit their letters online. You are responsible for reminding recommenders to submit their letters through the online system by the deadline.

9. Application Fee

There is a \$75 non-refundable application fee. You may pay this online by credit card or indicate that you will be paying by check. If paying by check, please ensure your name and "application fee" appear on the check and mail it to the Medill Office of Graduate Admissions and Financial Aid, Northwestern University, 1845 Sheridan Road, Evanston, IL 60208-2101.

Medill will automatically waive the application fee for current Northwestern University undergraduates and current or former members of the U.S. Armed Forces, AmeriCorps, Teach for America or the Peace Corps.

Medill also offers a limited number of application fee waivers based on financial need. Application fee waivers based on financial need must be requested in writing prior to submitting your application. Requests should be sent to MedillGraduateAdmissions@northwestern.edu.

10. Dual Degree Applicants

If you are an applicant to Medill's dual degree programs with City University of Hong Kong, Nanyang Technological University, or Peking University, please contact the [Medill Office of Graduate Admissions](#) for questions about the application instructions for your program.

11. Statistics Prerequisite for Full-time IMC Program

Students in the Full-time IMC program are required to have taken one college-level probability and statistics course in the past five years prior to **starting** the Full-time IMC program. You do **not** need to have taken this course when you **apply** for the Full-time IMC program.

If you have not taken a college-level probability and statistics course, Medill provides three options for you to complete this pre-requisite **prior to starting the Full-time IMC program** in the fall:

- Take a statistics course at any accredited school, including a local community college, as long as you can provide a certificate of completion; or
- Take the [Medill IMC Online statistics course](#); or
- Take an intensive, on-site class that Medill will offer before the Full-time IMC program starts in the fall. This on-site class is basic, introductory statistics. It is not for students who have a solid statistics background already who want to take it to get ahead before the program starts. It will also be very intensive and might not be a good fit for those who want or need more time to learn the concepts.

If you have any questions about completing this requirement, please email MedillGraduateAdmissions@northwestern.edu.

Financial Aid and Scholarships

Based on eligibility, you may be awarded merit and/or need-based scholarships, grants and federal loans. Merit scholarships are awarded based on the content of your application. If you are a U.S. citizen or permanent resident and would like to apply for Medill grant aid and federal financial aid, you may do so after you are admitted. Complete the [Free Application for Federal Student Aid](#) (FAFSA) online and the Medill Financial Aid Application included with your admissions packet. You can expect to receive a Provisional Financial Aid Award four to six business days after we have received all completed documents.

If you are an international student, you are not eligible for federal financial aid, but you may be considered for Medill grants or scholarships.

Mailing Application Materials

Send materials that cannot be uploaded or entered into your online application account to:

Office of Graduate Admissions and Financial Aid
Medill, Northwestern University
1845 Sheridan Road
Evanston, IL 60208-2101

Please note that application materials become property of Northwestern University and will not be returned. Remember to retain a personal copy of your application.

Medill reserves the right to revoke admission if new information is obtained that would warrant such action.

In exceptional circumstances, Medill reserves the right, at its sole discretion, to waive any documentation normally required for admission. Medill also reserves the right to admit or deny admission whenever it believes that it has sufficient evidence to do so.

Northwestern University reserves the right to change without notice any statement in this application or instructions concerning, but not limited to, rules, policies, tuition, fees, curricula and courses.

Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, parental status, marital status, age, disability, citizenship or veteran status in matters of admission, employment, housing, or services or in the educational programs or activities it operates.

Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would sense is an intimidating, hostile or offensive environment.

While Northwestern University is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this policy are neither legally protected expression nor the proper exercise of academic freedom.

For advice or assistance regarding this policy, see www.northwestern.edu/provost/policies/civility-and-campus-safety/index.html.

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