



Contact Information

Applicants must use up-to-date application materials to ensure that all current admission requirements are met. Download current forms at <http://grad.css.edu> or contact the Office of Graduate Admissions (866) 478-9277 or by e-mail at gradstudies@css.edu for new forms.

For information regarding Financial Aid, call (800) 447-5444, ext. 7027, and identify yourself as a graduate applicant.

For information regarding other payment options, call student accounts at (800) 447-5444, ext. 6134, and identify yourself as a graduate applicant.

Admission Requirements

The Master of Arts in Information Technology Leadership Program will consider applicants who:

- Submit a completed Graduate Admissions Application form and nonrefundable fee of U.S. \$50.
Effective March 15, 2007, when you provide a check as payment, you authorize us to either use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. For inquiries, please call The College of St. Scholastica Business Office at (800) 447-5444 or (218) 723-6092. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account the same day you make your payment and you will not receive the check back from your financial institution.
- Have earned a baccalaureate degree from an accredited college or university and meet the following criteria:
 1. Have a major in an IT-, CS- or MIS-related field (preferred, but not required).
 2. Have a minimum of two years experience in an information technology-related field if the baccalaureate degree is not in an IT-, CS- or MIS-related field.
 3. Completed the prerequisites prior to the beginning of the Information Technology Leadership Program, if less than two years experience in an information technology field and the baccalaureate degree is not in an IT-, CS- or MIS-related field.
- Earned a cumulative GPA of 2.8.
- Submit all official transcripts of baccalaureate and graduate coursework.
- Submit a completed Information Technology Competency form verifying skill level in office software, database systems, programming and Web design.
- Submit a complete Master of Arts in Information Technology Leadership Essay.
- Submit two Graduate Recommendation forms from individuals who have observed and evaluated your leadership competencies and abilities in the IT field.

Note: Meeting minimal entrance requirements does not necessarily guarantee admission. Exceptions to minimal criteria may be made at the discretion of the admissions committee.

Prerequisites

Those who do not meet the work experience and baccalaureate degree admission or IT experience requirements need to complete three prerequisite courses:

- CIS 2087 – Programming II
- CIS 3107 – Database Modeling (available as an online course at The College of St. Scholastica)
- CIS 3108 – Systems Analysis and Design (available as an online course at The College of St. Scholastica)

International Applicants

All applications must be received no later than 90 days prior to the beginning of the starting term. Students will be notified in writing of their admissions status as soon as possible after the committee review.

An international applicant is any candidate who is not a:

- U.S. citizen.
- U.S. permanent resident alien.
- Permanent resident of the Northern Mariana Islands.
- Permanent resident of the Trust Territory of the Pacific Islands.

In addition to the program requirements, international applicants must:

- Have a required English language translation of all transcripts, including transcript grading system.
- Submit a completed International Student Finance Statement form with current bank statement(s) showing evidence of adequate funds to cover one year's tuition.
- Make a minimum deposit of U.S. \$500. Without this deposit, the Immigration and Naturalization Form I-20A cannot be completed, and the international applicant cannot enter the United States.
- Submit an affidavit of support (INS Form I-134) for students with U.S. sponsors.
- Present the applicant's passport and/or current visa in addition to the I-94 card (for applicants already in the United States).
- Submit a TOEFL examination or the Michigan Test score, which is required of all international applicants and applicants whose primary language is not English. A minimum TOEFL score of 550 on the paper-based test, 213 on the computer-based test or 79-80 on the internet-based test is required. A minimum Michigan Test score of 80 is required.
- Submit documentation of enrollment in a current private or national health insurance plan or enrollment in a St. Scholastica health insurance plan.
- Submit proof of current immunization for tetanus, diphtheria and MMR (measles, mumps, rubella).
- Have a required English language evaluation when the applicant's primary language is not English.

Note: Upon acceptance, international applicants will need to provide information concerning marital status and children in order to complete the INS I-20 form.

U.S. Permanent Resident Alien Applicants

U.S. permanent resident alien applicants must:

- Present an official green card.

Application Priority Consideration

The deadline for priority consideration for fall term is Aug. 1 and summer term is April 1. Review of completed application files will continue until all open seats for the program are filled.

Application Checklist

Complete the following steps to be considered for acceptance into the Master of Arts in Information Technology Leadership Program. Review of completed application files will continue until all open seats for the program are filled.

- Step 1: Submit your completed Graduate Admissions Application and nonrefundable fee of U.S. \$50.
- Step 2: Submit a completed Information Technology Leadership Essay with your application.
- Step 3: Request all official transcripts from colleges and universities previously attended, including prerequisites, be sent to The College of St. Scholastica.
- Step 4: Discuss financing your education with the Office of Financial Aid early in the application process by calling (800) 447-5444, ext. 6047.
- Step 5: Submit a completed Information Technology Competency (form enclosed).
- Step 6: Submit two Graduate Recommendations from individuals who have observed and evaluated your leadership competencies and abilities in the IT field (forms and envelopes enclosed).
- Step 7: Have completed the prerequisite courses prior to beginning the CIS courses if your degree is not in an IT-, CS- or MIS-related field and you do not meet the IT experience requirements.
- Step 8: Submit TOEFL or Michigan Test score report (required of all international applicants and all applicants whose primary language is not English).
- Step 9: International applicants must complete the additional admission requirements as listed in this application packet. For further information, please contact the Office of Graduate Admission, (866) 478-9277.
- Step 10: Upon completion of the application process, a decision regarding your acceptance will be made.

**Return application materials to:
The College of St. Scholastica, Office of Graduate Admissions,
1200 Kenwood Avenue, Duluth, MN 55811-4199**

The College of St. Scholastica is registered as a private institution with the Minnesota Office of Higher education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.