

# Master of Design Methods (MDM) Application

## Application Checklist + Requirements

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### From you

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- Your portfolio  
*not more than 20 pieces*
- Your essay: Statement of Education  
and Career Goals
- Your completed application form *Part 1: pages 1-6*
- An application fee of US \$75

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### From others

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- 3 letters of recommendation *Part 2: pages 7-12*
- GRE/GMAT scores  
*optional for MDM applicants*
- TOEFL scores  
*for international students*
- Transcripts

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### Mail all application materials to:

#### Graduate Admission

/.../ IIT Institute of Design  
350 N. LaSalle Street, 4th floor  
Chicago, Illinois USA 60610

## What does that mean?

*A guide to common questions about admissions requirements*

### **PRIOR EDUCATION**

Prospective students must have a bachelor's degree in communication design or industrial design from an accredited educational institution and have a cumulative GPA of 3.0 or higher out of 4.0.

### **ESSAY REQUIREMENTS**

Your Statement of Educational and Career Goals should be roughly 500 words. It should also include your assessment of how advanced work in design methods will help meet these goals.

### **TRANSCRIPTS**

To be accepted, transcripts must indicate degrees awarded, course titles, credit hours and grades earned for all undergraduate and graduate schools you've attended.

All transcripts must be original, official transcripts, or be certified as "true copies." This means they must bear an original signature and seal, either of the issuing institution or of a notary public. They must have been issued within a year of the application date. Personal copies, while helpful in our preliminary evaluation, are not acceptable for admission.

If you have attended IIT, we can obtain transcripts with notification from you.

### **FOR INTERNATIONAL STUDENTS**

The TOEFL requirement is waived for applicants who have a degree from an accredited, English-speaking university. If you have not earned a degree from an accredited, English-speaking university, your TOEFL score must be at least 600.

Also, all international applicants must complete the financial affidavit on page 13. Then, have it certified and return it with your application in order to have your visa issued.

Lastly, all transcripts must be translated into English and certified by a consular official or person authorized to translate documents. To be accepted, all transcripts must have the translator's original signature and an unbroken seal.

### **APPLICATION FEE**

IIT cannot process applications without payment of the \$75 application fee. You may send a personal check, cashiers check or money order made payable to IIT. Money orders can be obtained at local banks and post offices. Do not send cash!

The fee is non-refundable and is not applied toward tuition charges.

PART 1

# Application for Graduate Admission Master of Design Methods (MDM)

Type or print all information. Attach a \$75.00 check or money order payable to Illinois Institute of Technology, or pay via credit card at [www.iit.edu](http://www.iit.edu). We must receive this fee and all supporting documents before we can consider your application.

The fee is non-refundable and will not be applied against tuition charges.

**PERSONAL INFORMATION**

LAST NAME FIRST MIDDLE

Enrollment date:  Spring  Fall Year: \_\_\_\_\_

SOCIAL SECURITY NUMBER

Intended Program of Study:  Full-time 2 semesters  
 Part-time 4 semesters  
 Part-time 6 semesters

REPLY ADDRESS: STREET

CITY, STATE, COUNTRY, ZIP CODE

TELEPHONE FAX E-MAIL

PERMANENT ADDRESS: STREET

CITY, STATE, ZIP CODE, COUNTRY

TELEPHONE FAX

**DEMOGRAPHIC INFORMATION**

DATE OF BIRTH (MONTH/DAY/YEAR) GENDER: Male Female

INTERNATIONAL APPLICANTS ONLY: CITY OF BIRTH COUNTRY OF CITIZENSHIP

International applicants only: Please indicate the type of financial sponsorship you will have:  
 Self-funded (F1 visa)  Corporate or Government Sponsorship (J1 visa)  
 If you are currently residing in the U.S. please indicate the type of visa you hold:  
 F1/F2  Permanent Resident  
 J1/J2  Other  
 B1/B2  
 L1/L2

U.S. citizens and permanent residents only (optional) indicate your ethnic origin by checking one or more boxes below:  
 Asian or Pacific Islander (O)  American Indian or Alaskan Native (I)  
 Black/African American, Non-Hispanic (B)  Chicano/Mexican American (C)  
 Hispanic (H)  Puerto Rican American (P)  
 White, Non-Hispanic (W)

Information on sex, age, ethnic origin, and citizenship status is collected for compliance reports in connection with federal regulations pursuant to the Civil Rights Act of 1964, Executive Order 7726 as amended by Executive Order 17375 and Title IX of the Education Amendments of 1972 and Part 86, 45 CFR, and will not be used to discriminate in admission to or participation in any of the educational programs or activities offered in the colleges of Illinois Institute of Technology.

**WORK EXPERIENCE**

CURRENT EMPLOYER \_\_\_\_\_ TITLE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE, COUNTRY, ZIP CODE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

In addition to this form, please **submit a current résumé.**

**Number of years of post graduate work experience:** \_\_\_\_\_

**ACADEMIC INFORMATION**

Have you applied to the Institute of Design before?  Yes  No      Have you ever attended?  Yes  No

List, most recent school first, all academic institutions beyond the secondary level that you attended or are now attending.

INSTITUTION NAME AND LOCATION	MAJOR	DEGREE AWARDED	ATTENDED (FROM/TO)	GPA
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

**HONORS**

List any honors, prizes, publications, completed theses, or memberships in honorary, professional, or scientific societies that might support your application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TEST INFORMATION**

**Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT)**

When do you plan to take the GRE or GMAT? Or, if already taken, please supply the date and score.

GRE \_\_\_\_\_ DATE \_\_\_\_\_ VERBAL (%) \_\_\_\_\_ QUANTITATIVE (%) \_\_\_\_\_ ANALYTICAL(%) \_\_\_\_\_

OR \_\_\_\_\_

GMAT \_\_\_\_\_ DATE \_\_\_\_\_

TOEFL **Test of English as a Foreign Language (TOEFL, for international applicants whose undergraduate degree is from an institution where the language of instruction was not English)**

*Applicants from English-speaking countries are exempt from the TOEFL requirement. Applicants who have completed a college-level degree from a U.S. institution are also exempt. The required minimum TOEFL is 600 written, 250 computer-based, or 100 internet-based.*

When do you plan to take the TOEFL? Or, if already taken, please supply the date and score.

DATE \_\_\_\_\_ TOEFL SCORE (NOTE WHETHER PAPER, COMPUTER, OR INTERNET-BASED) \_\_\_\_\_

**PORTFOLIOS**

Either a design portfolio or an innovation portfolio is required.

**Design Portfolio:** A portfolio of approximately 20 pieces is required of all applicants. Portfolios in either Macintosh or Windows format on digital media are acceptable for works involving motion and interaction, and for all software and Web-based work. We prefer CDs as the medium. Web sites should be duplicated on a CD rather than listed as URLs if possible. We prefer paper-based portfolios for all other work. Do not send originals as we cannot guarantee their safety. If there are questions about these guidelines or they seem inappropriate for the work to be submitted please call Graduate Admissions at 1.312.595.4906.

**Innovation portfolio:** TBD

**REFERENCES**

List names, titles and addresses of three persons you have asked to attest to your qualifications on the provided forms.

NAME AND TITLE	MAILING ADDRESS	RELATIONSHIP TELEPHONE
1.		
2.		
3.		

**STATEMENT OF EDUCATIONAL CAREER GOALS**

Please attach a 500 word statement of your history of interest and experiences in design, a description of goals **and** personal development, and describe how the Institute of Design can help you meet these goals more effectively than other design schools.

**DECLARATION**

I hereby affirm that the information supplied by me on this application is true and correct to my best knowledge. If this application for admission is approved, I agree to comply with all rules and regulations of Illinois Institute of Technology.

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SIGNATURE DATE

**OPTIONAL INFORMATION**

How did you learn about the Institute of Design? Please check all that apply.

- Alum of ID \_\_\_\_\_
- Brochure
- Current student \_\_\_\_\_
- Direct mail
- Job fair
- Advertisement
- Open House
- Professional conference
- School Fair
- Word of mouth
- www.id.iit.edu
- Other \_\_\_\_\_

If you are applying to other schools, please identify them below:

UNIVERSITY	PROGRAM

**RETURN TO:**

**Graduate Admission**  
**IIT Institute of Design**  
350 N. LaSalle Street, 4th floor  
Chicago, Illinois USA 60610  
  
1.312.595.4906

PART 2

# Professional Evaluation Form

## For Master of Design Methods (MDM)

### For the Applicant:

Complete Part I below and deliver this form and a stamped, addressed envelope to a person who can attest to your professional background. Three evaluation forms are required.

### For the Evaluator:

This form must bear the evaluator's original signature, must have been written within 12 months of receipt, and must be mailed directly to the Institute of Design.

### SECTION 1 - APPLICANT

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LAST NAME	FIRST	MIDDLE
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Enrollment date:  Spring  Fall Year: \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

Please list any professional contact with the person from whom you are asking an evaluation:

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PROJECT	COMPANY	WHEN	PROFESSIONAL RELATIONSHIP
---------	---------	------	---------------------------

If signed here, I acknowledge that the recommender's statement is confidential and that it will not be accessible to me.

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SIGNATURE

### SECTION 2 - EVALUATOR

The above-named graduate applicant to Illinois Institute of Technology has suggested you as a person who can attest to his or her academic or professional background. We are seeking information relative to the applicant's qualifications for potential success in completing an advanced degree, which cannot necessarily be ascertained solely from a transcript.

1. Do you have enough knowledge of this applicant's career or present employment to give a professional evaluation?

Yes  No      If "No" proceed to item 7.

2. I wish to also write a separate evaluation which is attached, or under separate cover.  Yes  No

(CONTINUED)

**SECTION 2 - EVALUATOR**

3. Of all the individuals you have evaluated for a graduate program, this applicant is in the top \_\_\_\_\_%.

4. Please rate the applicant generally.

		Not known	Poor	Fair	Good	Exceptional
<i>For all applicants</i>	Academic potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Intellectual Independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Capacity for analytical thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ability to organize experimental work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ability to express ideas orally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ability to express ideas in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>For International applicants</i>	Drive and motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ability to speak English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ability to read English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ability to understand English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Please supply any other impressions or opinions not otherwise expressed in this form. Include clarifications of your response to number 4, or any information which would be helpful in planning the applicant's graduate work. If you believe the applicant deserves a fellowship or other form of support, it is essential that you give your reasons here, using a separate page if necessary.

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7. Please rate your expectation of the applicant's prospects for successful graduate study at the Institute of Design in the program for which they are applying:

Not Satisfactory	Possibly Satisfactory	Satisfactory	Above Average	Outstanding
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7.

SIGNATURE

DATE

NAME (PRINTED)

TITLE

SCHOOL OR COMPANY

ADDRESS

**RETURN TO:**

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LAST NAME	FIRST	MIDDLE
SOCIAL SECURITY NUMBER		Enrollment date: <input type="checkbox"/> Spring <input type="checkbox"/> Fall Year: _____

Please list any professional contact with the person from whom you are asking an evaluation:

PROJECT	COMPANY	WHEN	PROFESSIONAL RELATIONSHIP
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	Ability to organize experimental work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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TITLE

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LAST NAME	FIRST	MIDDLE
SOCIAL SECURITY NUMBER		Enrollment date: <input type="checkbox"/> Spring <input type="checkbox"/> Fall Year: _____

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PROJECT	COMPANY	WHEN	PROFESSIONAL RELATIONSHIP
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(CONTINUED)

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	Ability to speak English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ability to read English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ability to understand English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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7. Please rate your expectation of the applicant's prospects for successful graduate study at the Institute of Design in the program for which they are applying:

Not Satisfactory	Possibly Satisfactory	Satisfactory	Above Average	Outstanding
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7.

SIGNATURE

DATE

NAME (PRINTED)

TITLE

SCHOOL OR COMPANY

ADDRESS

**RETURN TO:**

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# International Student Financial Affidavit of Support

For All **International** Applicants

This form is required of all international applicants, before an immigration form (I-20 or IAP-66) can be issued.

U.S. visa regulations require that all F or J visa holders must provide certification of evidence that they will have adequate funds to meet expenses involved in a proposed program of study.

All three sections of this affidavit of support for the first year must have original or certified signatures. Section 3 must also bear the seal and signature of a governmental or bank official, or a seal and signature on a bank statement of account attached to the affidavit and stating that the U.S. specified dollar amount can be transferred.

An I-20 or IAP-66 (DS2019) cannot be issued until an acceptable International Student Financial Affidavit of Support and certification has been received by IIT's Graduate Admission Office.

The following estimates indicate the minimum time required to complete a specific degree program, providing there are no deficiencies and that no prerequisites must be met. There are two semesters in each academic year. If an English course is required, it will be concurrent with other academic courses in a full-time program, but the duration of a Master's program may be extended by one semester or a summer session beyond the normal period of time.

Master of Design degree:  
*4 semesters*  
*6 semesters for those admitted to Foundation*

Doctor of Philosophy:  
*a minimum of 3 years beyond a Master's degree*

**SECTION 1: CERTIFICATION BY APPLICANT**

I understand that as an international (non-U.S.) applicant, I am expected to engage in full-time study at IIT and that I am not permitted to work for a wage or salary. I certify that I will make no request to IIT for financial assistance or employment during the period of my enrollment.

I certify, as indicated below, that I have arranged for financial support equivalent to the number of semesters that my degree program requires, as shown above, provided I am admitted to IIT.

In addition, I have arranged for all travel expenses and for support of my dependents while they are in the U.S.

---

SIGNATURE OF APPLICANT

DATE

---

PRINTED NAME (UNDERLINE FAMILY NAME)

SOCIAL SECURITY OR IIT IDENTIFYING NUMBER, IF KNOWN

**SECTION 2: CERTIFICATION  
BY SPONSOR**

This is to certify that I, \_\_\_\_\_, or my agency or firm hereby assume full financial responsibility for a minimum of US\$ \_\_\_\_\_ to support the applicant and his/her dependents during the period of intended academic study, if the applicant is admitted to IIT.

I further certify by the attached bank statement or certification below that the necessary arrangements can be made to have the above specified U.S. dollar amount transferred to the U.S. during the period of intended academic study.

\_\_\_\_\_  
SIGNATURE OF SPONSOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME OF SPONSOR OR AGENCY

\_\_\_\_\_  
RELATIONSHIP TO APPLICANT

\_\_\_\_\_  
ADDRESS OF SPONSOR

\_\_\_\_\_

\_\_\_\_\_

**SECTION 3: CERTIFICATION  
BY OFFICIAL**

This is to certify that the above-named applicant (or sponsor) has, or is expected to have, a minimum of US\$ \_\_\_\_\_ available, free from government restrictions, and exclusive of travel expenses, to support the applicant and his/her dependents during the period of intended academic study, if the applicant is admitted to IIT. An Official Seal is affixed.

\_\_\_\_\_  
SIGNATURE OF OFFICIAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME OF OFFICIAL

\_\_\_\_\_  
TITLE OF OFFICIAL

\_\_\_\_\_  
NAME OF INSTITUTION OR AGENCY

\_\_\_\_\_  
ADDRESS OF INSTITUTION

\_\_\_\_\_

\_\_\_\_\_

**RETURN TO:**

**Graduate Admission**

**IIT Institute of Design**

350 N. LaSalle Street, 4th floor  
Chicago, Illinois USA 60610



**CONTACT**

**Graduate Admission**

**IIT Institute of Design**

350 N. LaSalle Street, 4th floor  
Chicago, Illinois USA 60610

tel 1.312.595.4906

fax 1.312.595.4901

[design@id.iit.edu](mailto:design@id.iit.edu)

[www.id.iit.edu](http://www.id.iit.edu)