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Rochester Institute of
Technology

Master of Science in
Product Development
(MPD)

Application

Application Instructions

Admission Criteria

Each candidate should:

- Hold an undergraduate degree in engineering or a related scientific or technical field with a minimum GPA of 3.0.
- Have at least five years experience directly related to product development.
- Have a personal interview with the MPD selection team (after submitting materials).

Note: Exceptions may be considered.

Note: sponsoring companies may have additional requirements.

Admission Deadlines

Admission to the program is on a rolling basis.

Applications can be submitted at any time, but they must be received no later than November 15.

A Complete Application Consists of:

1. Completed MPD application form.
2. A nonrefundable \$50 application fee (Fee is waived if you are an RIT Graduate)
3. Official transcripts
4. At least one letter of recommendation from a current or recent supervisor.
5. Current resume.

Applicants whose native language is not English are also required to take the Test of English as a Foreign Language (TOEFL).

(1) MPD Application Form

Fill out the enclosed admission application form completely.

(2) Official Transcripts

Transcripts of all college work, graduate or undergraduate, must be provided. To obtain transcripts, contact the institutions you attended and ask the registrar to send your official academic transcripts directly to Product Development Office. Any transcripts stamped "Issued to Student" cannot be accepted for admission.

(3) Letter of Recommendation

Applicants must submit at least one letter of recommendation from a current or recent supervisor. Give this individual one of the recommendation forms enclosed in this publication and a self-addressed envelope. Instruct them to 1) seal the completed recommendation form inside your self-addressed envelope; 2) sign or stamp across the sealed flap to ensure the contents' confidentiality; and 3) return the envelope to you.

The sealed envelope containing the recommendation should be submitted with the rest of your application materials. The reviewer may elect to mail the recommendation directly to the MPD Office.

(4) Resume

All applicants must submit a current resume.

Application Submission

You are responsible for assembling and submitting all parts of the application. All application materials should be sent to the MPD office using the following address:

Mark W. Smith, Director
Product Development Program
Rochester Institute of Technology
111 Lomb Memorial Drive
Rochester, NY 14623-5608

Acknowledgement and Verification

You will receive written acknowledgement once RIT has received your application. This notice will also tell you if any necessary items are missing from your file.

You will then be contacted by the MPD Office to schedule your interview. You will be notified of your admission status within 30 days of receipt of your application.

For information concerning the status of your application, or for further information about the application procedures, contact the MPD Office, telephone **585-475-7971** or email MPDmail@rit.edu.

Please print or type all responses. Return to the RIT MPD office.

PERSONAL DATA

_____ - _____ - _____
Social Security Number

_____ mo. _____ day _____ yr.
Birth Date

Male Female

_____ (last) _____ (first) _____ (middle)
Name

If name changed, list previous name

_____ (number and street) _____ City _____ State/Province _____ Zip Code/Postal Code
Permanent Address

_____ County (if New York State) _____ Country (if other than United States)

_____ (_____) _____
Home Telephone Home Fax Home Email

_____ (_____) _____
Business Telephone Business Fax Business Email

Business Name/Division

_____ (number and street) _____ City _____ State/Province _____ Zip Code/Postal Code
Business Address

CITIZENSHIP

Are you a U.S. citizen? yes no Permanent Resident yes no
Will you need a visa form (I-20 or IAP-66) issued by RIT? yes no
If you currently have a visa, please indicate the type you have.
 Student (F) Exchange Visitor (J) Other (please specify) _____

Country of Citizenship

_____ (City) _____ (Country)
City and Country of Birth

ACADEMIC STATUS

Have you previously applied to RIT? Yes No
If yes, indicate term/year and program applied to: _____

Have you previously attended RIT? Yes No
If yes, indicate academic program and years attended: _____

Please list other colleges and universities to which you are applying:

EDUCATION

Section A (for applicants who are *currently* attending a college or university)

Please enter undergraduate and/or graduate-level courses (1) in which you are currently enrolled, and (2) which you will take before enrolling at RIT.

Name of Institution currently attending: _____ Program/major: _____

Credit hour system used at current institution: Semester hours Quarter hours Other _____

Calendar year _____ Quarter or Semester: Fall Winter Spring Summer

COURSE NUMBER	COURSE TITLE	CREDIT VALUE

Section B (All Applicants)

Please list all colleges, universities and graduate schools you have attended (including RIT):

Name of Institution	City, State, Country	Start Date	End Date	Credits Earned	Degree(s) Received or Expected & Date	Major Field

OPTIONAL INFORMATION

To help us accurately report the racial/ethnic composition of our applicants, please check all boxes below that apply to you. This information is optional and will remain confidential. It will not be used in the admission decision process.

- American Indian, Alaskan Native Asian American African American/Black
 Native Hawaiian, Pacific Islander Hispanic, Latino White, Caucasian

Other (specify): _____

SIGNATURE AND DATE

Signature _____ Date _____

My signature above indicates that all the information provided in this application is complete, factually correct, and honestly prepared.

Section C (Personal Statement)

Please provide a personal statement addressing the following (attach additional sheets):

1. Why you are applying to the MPD program and what are your expectations upon graduation, both short and long term?
 2. Why is your management supporting your participation in the MPD program? Are their expectations and goals consistent with yours?
 3. Which product development leadership competencies and skills are your highest priorities for focus in the MPD program? Why?
 4. Why do you want to attend RIT?
 5. Describe the personal, professional, and "non-academic" qualities you will contribute to the learning environment in the MPD program.
 6. What are your biggest concerns about entering the MPD program?
-

Signature _____

Date _____

Section D (Manager & Sponsor Information)

If you are being sponsored by your employer, please complete the following information).

Applicant's Manager (please print or type)

Name _____

Title _____

Address _____

City _____

State _____

Zip Code _____

Telephone/Ext. _____

Email _____

Applicant's Sponsor or Champion (please print or type):

Name _____

Title _____

Address _____

City _____

State _____

Zip Code _____

Telephone/Ext. _____

Email _____

Section E (To be completed by an authorized representative of the applicant's sponsoring organization).

Name of Applicant _____

Sponsoring Organization (Company, Division) _____

If applicant is accepted to RIT's MPD program, the sponsoring organization agrees to support their employee's full participation, which includes:

- Releasing the student on class days and for other scheduled events (eg. business trips);
- Working with the student up front to agree on where homework time (approximately 15-25 hours/week) will come from;
- Working with the student to insure that a meaningful development plan is in place and addresses placement goals post-graduation; and
- Supporting the student's Capstone Research Project - topic definition and process support.

Authorized representative of sponsoring organization (please print or type)

Name _____

Title _____

Address _____

City _____

State _____

Zip Code _____

Telephone/Ext. _____

Email _____

Signature _____

Date _____

Indicate person to whom billing correspondence should be directed (please print or type)

Name _____

Title _____

Address _____

City _____

State _____

Zip Code _____

Telephone/Ext. _____

Email _____



Rochester Institute of Technology
 Product Development Program
 111 Lomb Memorial Drive
 Rochester, NY 14623 - 5608

Recommendation Letter

To the Applicant: Fill in your name, social security number, and address. This form should be given to your chosen supervisor. For the convenience of the person completing this form, please fill in the section below by typing or printing. Have the recommender return this form to you in your self-addressed envelope, sealed, with his or her signature written across the seal.

 Name (Last) (First) (Middle) Applicant Social Security Number

 Address (number and street) City State/Province Zip Code/Postal Code

 Home Telephone (area code & number)

Under the provisions of the Family Educational Rights and Privacy Act:
 I have retained my right of access to this recommendation.
 I have waived my right of access to this recommendation.

To the Recommender: How long and in what capacity have you known this candidate? _____

To the Recommender: In the space below, continuing on reverse side of this page if needed, please comment on the applicant's aptitude for this graduate program in product development and suitability for leadership roles in product development. The applicant's career development, intellectual capacity, and character are some factors you may wish to include in your comments. Since this recommendation is a required part of the application, your prompt completion and return of this form to the applicant in the supplied self-addressed envelope will be appreciated. Thank you.

 Name (please print) Title Date

 Phone Email

 Signature Company/Division



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