Online Application Instructions for CMU-Rwanda MSIT
2013-2014

Dear student,

Welcome to CMU-Rwanda. This document has been specially designed for you. It provides specific information for students applying online to the Carnegie Mellon University in Rwanda (CMU-R) MSIT program. It replaces the Application Instructions provided online. Instead we ask that you carefully follow the instructions provided in this document. We strongly suggest that you print this document first to have it available with you at all time during your online application process. It will guide you through the process section by section.

About the Application Process
The application for graduate admission to CMU-R is a two-part process:

Part 1: Requires you to complete the online graduate admission application, both the main portion and the supplemental page(s) specific for the CMU-R program.

Part 2: Consists of supplemental materials that must be submitted directly to CMU-R by mail or email.

You do not have to complete the online application in one sitting--you may access your application and change your answers as many times as you like with your PIN and Password from any computer with Internet access until you officially submit the application.

You can use the “Check Your Application” function (bottom left link of every page, above the “Print Application” button) to verify the completeness of your application at any time. You can submit your application once you have provided information for all required items by clicking the “Submit Application” button at the top right of any page. Once you submit your application, only specific sections of the application can be updated.

Application System Requirements
To apply online, go to the CMU-Rwanda website (www.cmu.edu/rwanda) and click on the Online Application link in the APPLY NOW box.

This will bring you in the Carnegie Mellon ENGINEERING page. Before starting your application, please ensure that your PC satisfies the Application System Requirements described on this page.

Registration
Students need to register first. Click on the “Create Account” button to obtain a personal PIN number to get access to the online application form.
The PIN number will be immediately send to the email you provided. The students also need to select a password to protect access to their application information.

**Starting the online application**

Students log in by entering their PIN number and password.

Ignore the first “Welcome to Carnegie Mellon's College of Engineering Graduate Application” page. Most of this information does not apply to CMU-Rwanda (for example the application fee of $65 has been waved for CMU-Rwanda).

Go to the bottom of the page and click on the Application For Admission link at the bottom of the page.

The next screen is “Welcome, YOUR FIRST NAME! Your application is in progress”

You can also ignore the information on this page.

The application form is divided in sections. A link to each section is provided on the left hand side of the screen (See Graph 1).
For CMU-R you will need to complete the following sections:

Application for Graduate Admission

Program Information

Personal Information

Financial Support

Test Information

Academic Record

Employment/Experience

Other Graduate Programs

Unofficial Transcripts

Supporting Documents
You will need also to complete the Supplemental Department/Program Forms: Carnegie Mellon University in Rwanda.

The rest of this document explains how to complete the form section by section. You can enter a section by clicking on its name on the left of the screen (see Graph 1).

- Click Program Information on the left to start the application.
Section: Program Information

Subsection: Department

Ignore the “ETIM Dual Degree M.S. Applicants:” paragraph.

Go to the “All Other Applicants” paragraph, and

- select the “Carnegie Mellon University in Rwanda” program.

Do NOT select: I also want to apply to the ETIM Dual Degree Program.

Click save & continue or click Personal Information on the left.

Section: Personal Information

Subsection: Applicant Name

- Enter your family name in the “Last Name” window. E.g. “KENNEDY”
- Enter your given name in the “First Name” window. E.g. “Robert”
- Enter your nickname in the “Preferred Name” windows. E.g. “Bob”. If you don’t have a nickname, enter your given name again.

Subsection: Personal Information

- Select your gender.
- Provide your date of birth, place of birth and country of citizenship

You DON’T need to answer the “Hispanic/Latino” and the “Ethnicity” questions if you are not a US citizen.

- Select if English your native language/mother tongue

If not

- indicate your native language/mother tongue.

Subsection: Current Mailing Address

This is the physical mailing address that you want us to use to send information about your application by post mail. If you don’t have a physical mailing address, you can provide the address of another person (e.g. family) or organization (e.g. workplace) where you can access your post mail.

Address 1, address 2 and address 3 are simply 3 lines to enter your address (e.g. Address 1: mountain street, 123 – address 2: building 3– address 3: apartment 5)
Subsection: Permanent Address

This is the address of your permanent residence. (E.g. your parents’ house address)

Subsection: Other Contact Information

- Provide the Email address where we can contact you if we have questions about your application.
- Enter phone numbers with country code: (+ABC) ### ### #### (where ABC is your country code).

Please use this international format each time a phone number is requested.

Use the Permanent Phone window to enter the phone number where we can contact you if we have questions about your application. This should be your mobile phone number.

Click save & continue or click Test Information on the left. Skip the Financial Support section. It will be provided in the CMU-R supplemental form.

Section: Test Information

Subsections: GRE, TOEFL, IELTS

Your GRE, TOEFL or IELTS test scores are NOT required at this time. You may submit your application without the test scores.

However, if you have taken the GRE and TOEFL/IELTS tests, you can enter your test scores in these GRE, TOEFL or IELTS sections. If your application is submitted with your GRE/TOEFL or IELTS scores, your application will be handled in priority and you will be automatically be invited for an interview.

Click save & continue or click Academic Record on the left.

Section: Academic Record

Subsection: Previous CMU attendees
- Answer the question

Subsection: Disciplinary Action
This section does NOT apply to CMU-Rwanda.
• Answer “No” to ALL questions

Subsection: Current or Last Attended
• Enter information about your current or last university attended.

Do NOT use the “Look UP” button, African universities are not available in the list. You must enter the name of your university.

• Enter the major subject indicated on your degree (e.g. “computer science”, “information technology”, etc.)

Subsection: Previous Schools Attended
This is only for other universities or colleges attended, NOT high school or primary school

Click save & continue or click Employment/Experience on the left.

Section: Employment Experience

Subsection: Current Resume
• Load your resume in the system as indicated

Subsection: Disciplinary Action
This section does NOT apply to CMU-Rwanda.

• Answer “No” to ALL questions

Subsection: Work Experience
• Provide the requested information

Click save & continue or click Other Graduate Programs on the left.

Section: Other Graduate Programs
• Indicate the other colleges and universities to which you are applying for a graduate program in addition to CMU-Rwanda.

Do NOT use the “Look UP” button; African universities are not available in the list. You must enter the name of your university.

Click save & continue or click Unofficial Transcripts on the left.
Section: Unofficial Transcripts
CMU-Rwanda accepts unofficial transcripts for this application.

- Load your transcripts in the system as indicated.

For verification, official transcripts will be requested upon admission into the program. Please note that your admission is conditional until your final, official transcripts are approved.

Click save & continue or click Carnegie Mellon University in Rwanda on the left under “Supplemental Department/Program Forms”.

Section: Carnegie Mellon University in Rwanda

Subsection: Degree Program
- Select M.S. Information Technology

Subsection: Industrial Experience
- Describe your industrial experience and list your employment experience

Subsection: Programming Experience
If you have experience with languages not proposed in the list, indicate those languages in the “Other Languages” box.

For the questions with a drop down multiple choice tab, please hold down the 'Ctrl' key to make multiple selections.

For the last question on the programming section ‘Describe the largest software project you have been engaged in.’ there is a big box where you can type your answer. You are entitled to 1500 words.

Subsection: Statement of Purpose
- Answer the required questions as indicated

Subsection: Other Information
- Tell us how your heard about the CMU-Rwanda program

Mailing documents
If you were not able to upload required documents in the system, you can mail them to the address or email address indicated.

Financial Support
Let us know about your financial support plans.

- Answer the questions
Click **save & continue**

You will get to the following screen:

![Application Status: Incomplete]

**The following required questions have not been completed.** Please note that this list refers only to the minimum number of questions required by the system before submission is allowed. There may be many other questions on the form that should also be answered; thus, please be sure you have fully responded to both required and relevant non-required items before you submit your Application.

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Question Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Number of Recommendation(s) have not been provided</td>
<td>Add Recommendation</td>
</tr>
</tbody>
</table>

Click on “Add Recommendation” in the bottom right corner.

On the next page, click on **Recommendation Provider List**

On the next page click on **add** and a form will appear that requires you to fill in the referee’s contacts, fill them in correctly and then click on **save**. A page will appear with “Recommendation Provider ‘NAME’ has been added to your Application profile.’” Where NAME is the name you provided.

You can then scroll down and add another referee, until you have filled all the three recommender’s contacts.

Then you will find the **Submit** button on the top right of the page. You can then click on it to submit.

Two things can happen:

1) You might get an ‘Application Status: Incomplete’ with all the sections you have not filled out. You need to complete these sections before submitting.

2) Your application is complete, you will see a page “Application Status: Ready for Submission. Congratulations, YOUR FIRST NAME ! All required questions have been completed”. You will be requested to fill out your name (as an electronic signature). You can then submit. You will receive an email from Carnegie Mellon University in Rwanda: “Thank you for your application” confirming your submission was well received.
Thank you

Thank you for using this instruction guide. If you have any comments or suggestions for improvements, please send an email to Lilian at rlillian@andrew.cmu.edu.