

EXECUTIVE MBA PROGRAM
APPLICATION FORMS

How to Apply

We urge you to join your most talented peers in the pursuit of high achievement. Expand your knowledge and sharpen your skills with international experts. Find your full potential as a business leader at one of the world's greatest universities!

You will find an electronic form of this application on the Application Materials CD enclosed with your brochure, as well as at www.emba.bus.umich.edu/admissions. You will also find detailed application instructions regarding the information process, requirements and deadlines. We strongly encourage you to review all these materials before you apply. If you have any questions, please contact the EMBA Program Office at (734) 615-9700 or via e-mail to emba@umich.edu.

The EMBA Admissions Committee will review only those applications that include all required materials. The admissions interview will typically be scheduled only after your complete application is received.

Please make sure that your submitted application packet includes all of the following:

- \$125 application fee payable to the "University of Michigan"
- Completed application form
- Signed statement of corporate support
- 1-2 page resume
- Essays and supporting materials
- Transcripts in officially sealed envelopes, one for each institution attended
- Three recommendations in sealed envelopes with the recommender's signature across the seal
- Two color passport photos (please write your full name on the back of each)
- If applicable, photocopy of visa or permanent resident card

Interview

The Admissions Committee interviews all applicants in Ann Arbor. We will contact you to schedule an interview after your complete packet is received.



Executive MBA Program Application

Detailed instructions on how to complete the application can be found on the Executive MBA website: www.emba.bus.umich.edu

PERSONAL DATA

Application for Fall Winter / 2008 2009

Term / Year
 Male Female

Mr. Ms. Mrs. Dr.

Full Name (Family Name, Given Name, Middle Name)

U.S. Social Security Number or National ID

Preferred Name (first and last - as you would like it to appear on a name badge)

Country of Citizenship

Country of Birth

Date of Birth (month/day/year)

Registration Number for Permanent Residents (Include Photocopy with application)

Type of Visa

Home Street Address

City

State/Province

Country

Postal Code

Home Phone (include area code)

Mobile Phone (include area code)

Home Email

Michigan Residents Only:

Current County of Residence

Total Length of Residency in Michigan (in months)

Current Employer

Job Title

Work Street Address

City

State/Province

Country

Postal Code

Work Phone (include area code)

Work Fax (include area code)

Work Email

Is your employer financially sponsoring your EMBA studies? Yes, specify \$ amount or % _____ No

Marital Status (Optional): Single Married

Spouse's Name

Ages of Children

Ethnicity (Optional):

Asian/Pacific Islander (including Indian subcontinent)

American Indian/Alaskan Native

Hispanic/Latino (Spanish culture or origin, regardless of race)

African American/Black (not of Hispanic origin)

White (persons not of Hispanic origin, having origins in Europe, N. Africa, or the Middle East)

Race not included above, please specify _____

Preferred Email address for communications:

Home

Work

Preferred mailing address for communications:

Home

Work

Preferred telephone number for communications:

Home

Work

Mobile

ACADEMIC BACKGROUND

Have you previously applied to the Ross School of Business? Yes, Year _____ No

List in chronological order all undergraduate and graduate institutions attended (**even if you did not receive a degree**), including professional schools and non-degree programs. **Submit official transcripts from all schools with your application.** Use additional sheets if necessary.

Undergraduate Institution	Location	Cumulative GPA
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Degree	Year	Major	Dates Attended
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Institution	Location	Cumulative GPA
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Degree	Year	Major	Dates Attended
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Institution	Location	Cumulative GPA
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Degree	Year	Major	Dates Attended
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Institution	Location	Cumulative GPA
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Degree	Year	Major	Dates Attended
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Have you taken any standardized tests for graduate study (e.g., GMAT, GRE, LSAT)? Yes No
If yes, indicate the test, test date, and score below:

AWARDS AND ACHIEVEMENTS

On a separate sheet, please provide information on the following two (2) topics:

- Indicate distinctions, honors and awards for academic achievement or community service. Please identify date received and basis for selection.
- Indicate the name, dates of involvement, duration and all positions held in professional or volunteer organizations, clubs, athletics, or other community or campus activities. List them in order of importance to you.

LANGUAGE SKILLS

List your native language if it is something other than English: _____

Describe your proficiency in languages other than your native language:

Language	Speaking (High, Med., Low)	Reading (High, Med., Low)	Writing (High, Med., Low)
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Language	Speaking (High, Med., Low)	Reading (High, Med., Low)	Writing (High, Med., Low)
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EMPLOYMENT HISTORY

Enclose a copy of your current resume and complete this section, indicating full-time and part-time employment, including military experience. Please list most recent employment first. Use additional sheets if necessary.

Current employer	Location (City, State, Country)	Current job title
	<input type="checkbox"/> Part-time <input type="checkbox"/> Full-time	
From (month/year)	To (month/year)	Yearly income in US \$ (starting and current)
Title (not name) of your immediate supervisor		Number of people you directly supervise
Nature of employer's activities, gross sales/revenue, net assets, total number of employees		

Employer	Location (City, State, Country)	Job title
	<input type="checkbox"/> Part-time <input type="checkbox"/> Full-time	
From (month/year)	To (month/year)	Yearly income in US \$ (starting and ending)
Title (not name) of your immediate supervisor		Number of people you directly supervised
Reason for leaving		

Employer	Location (City, State, Country)	Job title
	<input type="checkbox"/> Part-time <input type="checkbox"/> Full-time	
From (month/year)	To (month/year)	Yearly income in US \$ (starting and ending)
Title (not name) of your immediate supervisor		Number of people you directly supervised
Reason for leaving		

Employer	Location (City, State, Country)	Job title
	<input type="checkbox"/> Part-time <input type="checkbox"/> Full-time	
From (month/year)	To (month/year)	Yearly income in US \$ (starting and ending)
Title (not name) of your immediate supervisor		Number of people you directly supervised
Reason for leaving		

Indicate the years of full-time work experience and the years of supervisory experience you will have completed between your graduation from college and your enrollment at the Ross School of Business. Do not include time spent in full-time master's level programs or summer jobs; do include military experience.

Number of years work experience: _____ Number of years supervisory experience: _____

ESSAY QUESTIONS

Provide essay responses to the following questions, each on a separate page. Limit each response to **500 words**. At the top of each page, please put your full name and a complete statement of the question being answered. Use at least 11-point font and 1.5 line spacing.

1. What has been your most significant professional achievement? What has been your toughest professional challenge and how did you address it?
2. Why are you interested in pursuing graduate management study at this time? What are your long-term professional goals? Please provide examples of ways you can use your MBA education in your current position and how your experiences will contribute to the Executive MBA environment.
3. Describe a failure or setback in your life. How did you overcome this setback? What, if anything, would you do differently if confronted with this situation again?
4. Answer one of the following:
 - a. Describe an idea you have had for a new business or product or a new service line of an existing entity.
 - b. What is the most creative solution to a problem or situation you have ever developed?
 - c. What makes work fulfilling? Describe a situation where, as a team member or project leader, you have made work more interesting or enjoyable for your group.
5. Optional questions:
 - a. Describe an experience you have had that highlights the value of diversity in a business setting.
 - b. If there is any other information that you believe is important to our assessment of your candidacy, feel free to add it to your application.

RECOMMENDERS

Indicate the name and contact information for each of your three (3) recommenders:

- Dr.
 Mr.
 Ms.

Name (Given Name, Family Name)	Phone Number	Email Address
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Position	Organization
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- Dr.
 Mr.
 Ms.

Name (Given Name, Family Name)	Phone Number	Email Address
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Position	Organization
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- Dr.
 Mr.
 Ms.

Name (Given Name, Family Name)	Phone Number	Email Address
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Position	Organization
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STEPHEN M. ROSS SCHOOL OF BUSINESS HONOR POLICY

"We the members of the Stephen M. Ross School of Business community at the University of Michigan – students, faculty, staff – commit ourselves to do our work and perform our duties honestly. We understand that in striving for excellence in performance, our personal and institutional integrity is our most precious asset, and accordingly, we will not knowingly act in ways that erode that integrity.

Because we are an academic community, honesty in our academic work is vital. Accordingly, we pledge neither to cheat nor to tolerate cheating.

We pledge neither to plagiarize nor to use the work of others without proper credit. We pledge to share community resources, such as facilities, library materials, and computing hardware and software, in ways that are responsible and that comply with established policies and with the principle of fairness. We will treat each other with respect. We will honor the dignity and value of each member of our community. We will fulfill our commitments to each other. We will extend these same courtesies to our guests.

We value both cooperation and competition as means to high achievement. We are free, indeed, encouraged, to cooperate to assist each other's learning, except in those instances when student members of the community are directed or expected to work individually. We will compete for the purposes of stimulating high performance and raising standards. However, we seek competition that is constructive, and which is professional, not personal, in nature.

Finally, we accept adherence to the Honor Policy as a condition of membership in the Ross School of Business community at the University of Michigan."

By signing here, I agree to adhere to this Honor Policy if I enroll as a student at the Ross School of Business.

Signature: **Your signature is required**

Date

CONDUCT AND CERTIFICATION OF INFORMATION

Have you ever been expelled, suspended, placed on probation, or been subject to any other disciplinary action at any secondary school or college you have attended?

You must check a response. Yes No

Have you ever been convicted of a criminal offense other than a minor traffic violation, or been found to be delinquent by a court, or are there such charges currently pending against you at this time?

You must check a response. Yes No

If you answer yes to either of these questions, now or in the future, please submit a statement of explanation.

I certify that the information provided in this application is accurate and that the response and essays are my own work. The School may verify any information stated here. I understand and agree that any misrepresentation or omission of facts in my application will justify the denial or cancellation of admission to the School before or after enrollment.

It is understood that during the course of the program, attendance on class days is expected and that I will not be absent for any reason other than an emergency.

Signature: **Your signature is required**

Date

Printed Name

Because of enrollment limits, the Ross School of Business does not find it possible to admit all applicants who meet entrance requirements. The University, therefore, reserves the right to refuse admission to any applicant. The University also reserves the right to require the withdrawal of any student whose condition endangers his or her own well-being or the well-being of other students or precludes him or her from doing the required work.

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STATEMENT OF CORPORATE SUPPORT

Name of Applicant (Family Name) (Given Name) (Middle Name)

Company

TO THE APPLICANT:

Complete the above portion of the form and give to your company representative.

TO THE COMPANY REPRESENTATIVE:

The individual above is applying to the Executive MBA Program at the Ross School of Business at the University of Michigan. We believe that it is important for employers to recognize the commitment and dedication necessary for a student to successfully complete our program.

Your signature below indicates that you are aware of the applicant's intent to participate in our Program. If this applicant is accepted, your organization agrees to allow the participant to attend classes as scheduled in Ann Arbor. Our program is a 20-month program with classes held Friday and Saturday on a four-week rotating schedule, as well as two scheduled 10-day residencies.

Use the space provided below if you would like to provide other comments regarding the applicant's participation in our program. Please return this form to the applicant so that it may be included in his or her application package.

- Dr.
 Mr.
 Ms.

Your name (please print)

Title

Phone (include area code)

Email

Date

Signature

Add details regarding company financial assistance or any comments (if applicable)

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RECOMMENDATION FORM, Part I

Name of Applicant (Family Name) (Given Name) (Middle Name)

Company

TO THE APPLICANT:

Complete the above portion of the form and give to your recommender.

TO THE RECOMMENDER:

The individual named above is applying for admission to the Executive MBA Program at the Ross School of Business at the University of Michigan. We value your frank and thoughtful assessment of the applicant. Only persons involved in the admission process will see your comments. Applicants do not have access to this evaluation. When the admission process is completed, your report will be destroyed. It does not become part of the student's permanent file upon matriculation. Please call our offices if you have any questions about the program or our requirements. Thank you for your time and insight.

Please provide your recommendation on your own letterhead or stationery.

Please share your insights on the applicant's analytical, creative and practical abilities that make him or her an effective leader. We ask that your recommendation include answers to the following questions, but invite you to provide any other information you think relevant:

- How long and in what capacity have you known the applicant?
- What characteristics has the applicant demonstrated which indicate to you that he or she will be a successful leader in business or society? Where possible, please describe situations that demonstrate these characteristics.
- Please comment on the applicant's strengths, as well as the areas in which the applicant still needs to develop.
- Please comment on the applicant's interpersonal skills (effectiveness in establishing and managing relationships; working with supervisors, peers, and subordinates; ability to work in a team environment).

We also ask that you complete the recommendation by filling out the grid on the back of this form.

Please place your recommendation letter and completed grid form in an envelope. **Seal the envelope and sign your name across the seal.** Return it to the applicant as soon as possible. The applicant will submit the sealed envelope containing your recommendation as part of the admission application. We will send you an acknowledgement to you when it is received. Thank you for your assistance.

Executive MBA Program
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 Tel: 734.615.9700
 Fax: 734.615.9701
 Email: emba@umich.edu

RECOMMENDATION FORM, Part 2

To the recommender: Based on your experiences, please rate the applicant in the following areas:

	Truly Exceptional Top 2%	Excellent Top 10%	Very Good Top 25%	Good Middle 50%	Below Average Lower 25%	Unable to Judge
Initiative						
Flexibility						
Maturity compared to peers						
Oral communication skills						
Written communication skills						
Ability to accept constructive feedback and learn from it						
Ability to work with others						
Ability to understand other's viewpoints						
Self-confidence						
Project management skills/time management						
Leadership						

Are you confident of the applicant's integrity?

- Yes
 Unable to judge
 No

In summary, I...

- enthusiastically recommend
 recommend
 recommend with some reservations
 do not recommend

this applicant for admission to the Ross School of Business Executive MBA Program.

Signature of Recommender

Date (month/day/year)

- Dr.
 Mr.
 Ms.

Printed Name of Recommender

Job Title

Company

Street Address

Phone Number

Email Address

City

State/Province

Postal Code

Country

Please place your recommendation letter and completed grid form in an envelope. **Seal the envelope and sign your name across the seal.** Return it to the applicant as soon as possible.

RECOMMENDATION FORM, Part I

Name of Applicant (Family Name)	(Given Name)	(Middle Name)
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Company

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Flexibility						
Maturity compared to peers						
Oral communication skills						
Written communication skills						
Ability to accept constructive feedback and learn from it						
Ability to work with others						
Ability to understand other's viewpoints						
Self-confidence						
Project management skills/time management						
Leadership						

Are you confident of the applicant's integrity?

- Yes
 Unable to judge
 No

In summary, I...

- enthusiastically recommend
 recommend
 recommend with some reservations
 do not recommend

this applicant for admission to the Ross School of Business Executive MBA Program.

Signature of Recommender

Date (month/day/year)

- Dr.
 Mr.
 Ms.

Printed Name of Recommender

Job Title

Company

Street Address

Phone Number

Email Address

City

State/Province

Postal Code

Country

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Date (month/day/year)

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 Ms.

Printed Name of Recommender

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