

ADMISSION TO THE BUSINESS SCHOOL

These instructions are valid for applicants seeking admission in the 2009/2010 academic year. Please read all instructions thoroughly before you begin to complete the application forms.

The Stephen M. Ross School of Business welcomes applications from graduates of accredited colleges and universities in all areas of concentration: liberal arts, social sciences, physical sciences, engineering, and many others.

GENERAL REQUIREMENTS

The Executive MBA Program is a highly interactive and demanding program designed for candidates who have on average ten or more years of progressive managerial responsibility and a strong potential for high-level leadership positions in their current organization.

Courses in management are not required for admission, although students are expected to have a satisfactory background in communication skills, computer applications (including word processing and spreadsheets), and mathematics. Before enrolling, however, students must:

- Complete the equivalent of a four-year U.S. bachelor's degree. Accordingly, the Ross School of Business reserves the right to review the academic records of applicants and to determine whether the academic credentials presented from a non-U.S. institution qualify for consideration.
- Candidates whose native language is not English must demonstrate fluency in English by taking the Test of English as a Foreign Language (TOEFL). Exceptions to this requirement are listed in the "TOEFL" section below.

Prospective students may only apply to one degree program at the Ross School of Business in any given application period. No previous course work will transfer to the Executive MBA program. Students admitted to the Business School may not be simultaneously enrolled in other graduate programs. Please contact the Executive MBA Program Office if you have any questions regarding your eligibility.

TOEFL

If your native language is not English, you must demonstrate competence in English by a minimum score of 100 or higher on the Internet-based version or 250 or higher on the computerized version of the Test of English as a Foreign Language (TOEFL). You must also take the writing test included in the examination, unless the writing test is not given at your test site. TOEFL scores are valid for two (2) years. You should arrange to have your scores reported to us directly by Educational Testing Service. The Ross School of Business code number is **9585**. Please note that students who have earned a degree from a U.S. school or an institution abroad where the curriculum is exclusively in English are exempt from the TOEFL requirement. Those who have worked in the U.S. full time for two (2) or more years in the past five (5) years (2000 – current) are also exempt from the TOEFL requirement. Registration information for the TOEFL may be obtained from:

TOEFL Services
Educational Testing Service
P.O. Box 6151
Princeton, New Jersey 08541-6151
Phone: 609.771.7100
Email: toefl@ets.org
Website: www.toefl.org

EVALUATIVE CRITERIA

The selection process at the Ross School of Business is highly competitive and emphasizes each applicant's demonstrated and potential abilities as a student, manager, and leader. The EMBA Admissions Committee reviews these abilities in the context of:

- Prior academic record, including areas of strength and trends in scholastic performance.
- Full-time work experience after earning your bachelor's degree. Candidates will typically have a minimum of ten (10) years of work experience, including five years in a supervisory role. Additionally, candidates should have strong potential for high-level leadership positions in their current organization.
- Background, maturity, interpersonal skills, and leadership as indicated by employment history, activities and community service, recommendations, essays, and the interview. Candidates should have the support of their employer regarding release time from work obligations to attend and participate in all class sessions including Ann Arbor residencies and virtual meetings.

THE APPLICATION PROCESS

Before completing your application, please read this section thoroughly and review all instructions.

You are responsible for gathering all materials necessary to complete this application packet. This system eliminates concern over lost transcripts or recommendation letters. We recommend that you allow 3-4 weeks to gather your credentials. The EMBA Admissions Committee will only review complete applications that include all required materials.

If necessary, you may reproduce the format of this application electronically. Don't be overly concerned with formatting issues when printing this on your own printer – the information itself is most important.

In general, it is most efficient to distribute requests for recommendations and transcripts early in the application process. This way, your requests can be “in process” while you are completing the remainder of the application requirements. A suggested process for completing the application is below, with paragraphs describing each item in further detail:

1. Request transcripts and distribute recommendation forms and statement of corporate support.
2. Consider taking the TOEFL as required. Request that your score report be sent to the University of Michigan. You may include an unofficial score report with your application if you have received it. Report other graduate test scores on your application as applicable.
3. Prepare the application.
4. Prepare your resume.
5. Write your essays.
6. Get your passport photos.
7. Sign your application in all required locations.
8. Photocopy the completed application for your records.
9. After your recommendations and transcripts have been returned to you, mail all application materials together to the Executive MBA Program Office.

Application Fee

All applications must be accompanied by a nonrefundable \$125 application fee. This fee is not credited to tuition or other fees in the event of admission. Payment may be made by personal check, cashier's check or money order in U.S. funds made payable to the “University of Michigan.” Do not send cash.

Application

Complete the application and fill out all requested information completely. Sign where indicated. Your application will not be processed without your signatures as indicated.

Your Resume

Please compile and include a one to two (1-2) page resume that highlights your education, academic focus, and honors you received; work experience, responsibilities, and accomplishments (organized by company); and organizations to which you belong. Your resume can also include bullet points highlighting specific skills such as languages as well as personal interests or leadership qualities.

Essay Questions

Respond to the four (4) required essay questions, typed on separate sheets. Please limit yourself 500 words, using a minimum of 11 point font with 1.5 line spacing.

Statement of Corporate Support

Have the corporate sponsorship form completed and signed by the appropriate individual at your organization. This form specifically states that the organization endorses your participation in the program, is aware of the time demands, and will provide you release time from work on class days. The form may also include details of financial support from the organization, although financial support is not a requirement for admission to the Executive MBA Program. Applicants who are self-employed are not required to submit this form.

Transcripts

We suggest that you request transcripts early in the application process. You should submit a transcript from each college or university you have attended, for degree or transfer credit coursework (regardless of the number of credits) if it is applied toward a degree at another university. Additionally, submit transcripts from any professional schools or non-degree programs you may have attended.

Have transcripts returned to you in sealed, signed transcript envelopes. Transcripts should bear the official seal and signature of the institution and should be submitted with the application. If your institution will not provide an official transcript directly to you, it may be submitted separately. If this is the case, we urge you to arrange for the institution to send your transcript as promptly as possible to expedite the completion of your application.

For international applicants, the Ross School of Business requires copies of both your academic record and the diploma or other document indicating the date and conferral of your degree. If the original language of the academic record and diploma is not English, a certified English translation must accompany the original document; translation should be literal rather than interpretive. If a certified copy of the original transcript is submitted, it must be certified by the institution from which the degree was received. Documents notarized by

MESSAGE FROM THE PRESIDENT

Greetings!

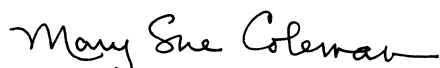
Welcome to the University of Michigan, one of our country's great public universities. One of the many reasons I am thrilled to be part of this university community is because of its long-standing commitment to diversity. I firmly believe that we can learn some of life's most important lessons from each other. The more varied the perspectives represented, the richer our education. Our differences—whether they be the academic questions that engage us, age, economic background, gender, or race, to name just a few—bring a buoyancy to our campus community and help create the intellectual vitality that makes Michigan internationally renowned.

Since its founding more than one hundred and eighty years ago, the University has aspired to provide an outstanding education to a diverse student population. Former President James B. Angell, in his 1879 commencement address, said, "Good learning is always catholic and generous ... It frowns on caste and bigotry. It spurns the artificial distinctions of conventional society. It greets all comers whose intellectual gifts entitle them to admission to the goodly fellowship of cultivated minds. It is essentially democratic in the best sense of that term."

Several years ago, Michigan's faculty, through the University Senate, reaffirmed its commitment "to recruiting and maintaining a culturally and racially diverse student body and faculty that are representative of contemporary society, and to assuring that these diverse influences are respected and incorporated into the structure of the University."

I am proud to belong to an academic community that historically has embraced diversity and is as committed today to this ideal as it was during the days of President Angell. I invite you to join me in supporting Michigan's ongoing efforts to promote an appreciation of and openness to the viewpoints and contributions of others.

Sincerely,



Mary Sue Coleman
President

The University of Michigan reserves the right to change without notice any statement in this packet concerning, but not limited to, curricula, courses, faculty, tuition, fees, policies and rules. If course or curriculum changes take place after you commence the program, we will make every effort to implement the changes in your best interest.

Affirmative Action/Equal Opportunity

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The University of Michigan is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, gender identity, gender expression, disability, or Vietnam-era veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Senior Director for Institutional Equity and Title IX/Section 504 Coordinator, Office of Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, 734-763-0235, TTY 734-647-1388. For other University of Michigan information call 734-764-1817.

Campus Safety

Each year, the University of Michigan prepares an "Annual Security Report" and publishes it in the *Campus Safety Handbook*. The report, which is issued each October 1, contains detailed information on campus safety and security policies, procedures, and programs, including information on: emergency services, security telephone numbers, sexual assault policy, stalking laws, handling obscene phone calls, sexual harassment policy, dealing with workplace violence and threats, police agencies, health services, counseling services, safe transportation after dark, safety tips, and alcohol and drug policies and programs. The report also includes statistics concerning crimes on campus. If you would like to receive a complete copy, visit the University of Michigan Department of Public Safety website at www.umich.edu/~safety/ or call (734) 763-3434.

The Regents of the University

Julia Donovan Darlow, Ann Arbor
Laurence B. Deitch, Bingham Farms
Olivia P. Maynard, Goodrich
Rebecca McGowan, Ann Arbor
Andrea Fischer Newman, Ann Arbor
Andrew C. Richner, Grosse Pointe Park
S. Martin Taylor, Grosse Pointe Farms
Katherine E. White, Ann Arbor
Mary Sue Coleman *ex officio*

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