

# WELCOME

**W**e welcome your interest in the University of Michigan Business School and look forward to receiving your application to the MBA program.

You are contemplating the role an MBA degree can play in your overall career development, which makes this an exciting time in your life and career. It also makes this an uncertain time, one in which you may have lots of questions about the direction you should take. Our Admissions staff is looking forward to helping you assess the possibilities for your career and how Michigan's MBA program could be part of your future.

We view the application process as one in which you inform the Admissions Committee of who you are, where you're coming from, and where you think you'd like to go with your career. Each element of the application – the essays, the personal interview, your resume, academic transcripts, or the recommendations – allows you to further “paint the picture” of your career and academic achievements, your leadership, your personal values, and your vision for the future.

At Michigan, we're looking for talent. We're looking for people who will be leaders in business and society and who are already demonstrating that leadership talent in academics, career, or community. Once you decide to join our MBA program, we further develop your talent in the classroom, through team consulting projects all over the world, student club initiatives, and professional skill development experiences. Finally, throughout the two years in the program, we help you identify the career that will most satisfy your aspirations and then develop your career search skills to achieve those aspirations. We develop leaders who turn knowledge into action and action into results, no matter which career path they choose.

We are proud of our MBA program and our graduates and hope you will join our community.



Jeanne Wilt  
Assistant Dean  
Admissions and Career Development



Kristina Nebel  
Director of Admissions  
Admissions and Career Development

# INFORMATION AT A GLANCE

## For the Application Process:

### Office of Admissions

University of Michigan  
Business School  
701 Tappan Street, D2260  
Ann Arbor, MI 48109-1234  
Phone: (734) 763-5796  
Fax: (734) 763-7804  
E-mail: [umbsmba@umich.edu](mailto:umbsmba@umich.edu)  
Website: [www.bus.umich.edu](http://www.bus.umich.edu)  
Apply Online: [www.bus.umich.edu/apply](http://www.bus.umich.edu/apply)

### Tours and Interviews

Phone: (734) 763-7805  
Fax: (734) 647-8309  
E-mail: [umbsintv@umich.edu](mailto:umbsintv@umich.edu)  
Website for tours:  
[www.bus.umich.edu/tours](http://www.bus.umich.edu/tours)  
Website for interviews:  
[www.bus.umich.edu/interviews](http://www.bus.umich.edu/interviews)

### Scholarships and Financial Aid

University of Michigan  
Business School  
701 Tappan Street, D2260  
Ann Arbor, MI 48109-1234  
Phone: (734) 764-5139  
Fax: (734) 763-7804  
E-mail: [umbsfindaid@umich.edu](mailto:umbsfindaid@umich.edu)  
Website: [www.bus.umich.edu/finaid](http://www.bus.umich.edu/finaid)

## For Programs:

### CEMP

Corporate Environmental  
Management Program  
3508 Dana Building  
University of Michigan  
Ann Arbor, MI 48109-1115  
Phone: (734) 763-4570  
Website: [www.umich.edu/~cemp/](http://www.umich.edu/~cemp/)

### Domestic Corps

Michigan Business Assistance  
Domestic Corps  
506 East Liberty  
University of Michigan  
Ann Arbor, MI 48104-2210  
Phone: (734) 998-6201  
Fax: (734) 998-6202  
Website: [www.bus.umich.edu/research/biad/corps.html](http://www.bus.umich.edu/research/biad/corps.html)

### Manufacturing Engineering

InterPro-Manufacturing Engineering  
College of Engineering  
University of Michigan  
1539 HH Dow Building  
2300 Hayward Street  
Ann Arbor, MI 48109-2136  
Phone: (734) 764-3312

### TMI

Tauber Manufacturing Institute  
701 Tappan Street  
Ann Arbor, MI 48109-1234  
Phone: (734) 998-8110  
Website: [www.tmi.umich.edu](http://www.tmi.umich.edu)

### William Davidson Institute

701 Tappan Street  
Ann Arbor, MI 48109  
Phone: (734) 763-5020  
Fax: (734) 763-5350  
Website: [www.wdi.bus.umich.edu](http://www.wdi.bus.umich.edu)

### Women in Business Initiative

701 Tappan Street  
Ann Arbor, MI 48109  
Phone: (734) 647-7830  
Fax: (734) 647-5348  
Website: [www.bus.umich.edu/womenmba](http://www.bus.umich.edu/womenmba)

### Zell-Lurie Institute for Entrepreneurial Studies

701 Tappan, 9th Floor  
Ann Arbor, MI 48109  
Phone: (734) 615-4419  
Fax: (734) 615-4420  
Website: [www.zli.umich.edu](http://www.zli.umich.edu)

## For Services:

### Housing

Housing Information Office  
1011 Student Activities Building  
University of Michigan  
Ann Arbor, MI 48109-1316  
Phone: (734) 763-3164  
E-mail: [housing@umich.edu](mailto:housing@umich.edu)  
Website: [www.housing.umich.edu](http://www.housing.umich.edu)

### Residency Status

Office of the University Registrar  
Residency Section  
1514 Literature, Science, and  
the Arts Building  
University of Michigan  
Ann Arbor, MI 48109-1382  
Phone: (734) 764-1400  
Website: [www.umich.edu/~regoff/resreg.html](http://www.umich.edu/~regoff/resreg.html)

### Services for Students with Disabilities

Office of Services for Students  
with Disabilities  
625 Haven Hall  
University of Michigan  
Ann Arbor, MI 48109-1045  
Phone: (734) 763-3000 (Voice/TDD)

### Students of Color

Multi-Ethnic Student Affairs  
2204 Michigan Union  
University of Michigan  
Ann Arbor, MI 48109-1349  
Phone: (734) 763-9044  
Website: [www.umich.edu/~mesamss](http://www.umich.edu/~mesamss)

## Apply Online!

[www.bus.umich.edu/apply](http://www.bus.umich.edu/apply)

## Meet Us at Events Around the World!

Michigan hosts a variety of receptions across the country and around the world for prospective students. We also participate in the GMAC Forums and World MBA Tours. For information on forums, tours and receptions, please visit our website at [www.bus.umich.edu/apply](http://www.bus.umich.edu/apply) and follow the link to Information Sessions Around the World. From this site, you can register to attend many of these events. We'd love to meet you!

## Visit Us in Ann Arbor!

Tours: [www.bus.umich.edu/tours](http://www.bus.umich.edu/tours)  
Interviews: [www.bus.umich.edu/interviews](http://www.bus.umich.edu/interviews)

## Attend UpClose Weekend—A Weekend for Under-Represented Minorities

UpClose is designed for African American, Hispanic American and Native American applicants. During UpClose Weekend—November 21-24, 2002, applicants engage in activities that embody the energy, the collegial spirit, the exciting, intense academic atmosphere, and the collaborative, team environment that distinguishes our program. Participation in the UpClose Weekend is limited to 80 students and is by invitation only. Watch your mail for an application or find it online at [www.bus.umich.edu/apply](http://www.bus.umich.edu/apply).

## Attend Admitted Students' Weekend!

If you are offered a space in the Michigan Class of 2005, please plan to attend Go Blue! Rendezvous, a weekend for admitted students. This event will take place April 4-6, 2003. Admitted students and their significant others are invited to visit Ann Arbor and experience first-hand the academic excellence, diverse culture, and camaraderie that helps create Michigan's special breed of results-producing leaders.

# ADMISSION TO THE BUSINESS SCHOOL

This application is valid for the 2003-2004 academic year only. Please read all instructions thoroughly before you begin to complete the application forms.

Each year, approximately 430 new students enter the full-time MBA program, and another 300 enter the part-time program at the University of Michigan Business School. The Business School 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

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 applying, however, students must:

- Complete the equivalent of a four-year U.S. bachelor's degree. Accordingly, the Business School reserves the right to review the academic records of international applicants and to determine whether the academic credentials presented from a non-U.S. institution qualify for consideration.
- Take the Graduate Management Admissions Test (GMAT). International students must also take the Test of English as a Foreign Language (TOEFL) if their first language is not English. (Exceptions to this requirement are listed in "The TOEFL," right.)

Before enrolling, students must:

- Complete a college-level calculus course that includes integral and differential calculus.

No previous course work will transfer to the MBA program. Students admitted to the Business School may not be simultaneously enrolled in two graduate programs unless enrolled in an approved dual degree program.

## The GMAT

You should arrange for your scores on the Graduate Management Admission Test (GMAT) to be reported to us directly by Educational Testing Service. The test is administered throughout the world. Test scores are valid for five years from the date you apply; scores more than five years old are not acceptable. We encourage you to take the GMAT no later than one month prior to the application deadline, and preferably much earlier. We encourage you to include an unofficial score report with your application if it is available.

If you take the GMAT more than once, we will use the highest total score, not the average of two or more tests. If you want us to use a particular set of scores, you must indicate which set by providing us with the specific test date that you wish us to use. Space is provided on Form 5 to record a specific test date.

The University of Michigan code numbers are **1839** for the full-time day program and **1869** for the part-time evening program. Registration information for the test may be obtained from:

Educational Testing Service - GMAT  
P.O. Box 6103  
Princeton, New Jersey 08541-6103  
Phone: (609) 771-7330  
Registration: 1-800-GMAT-NOW  
Fax: (609) 883-4349  
E-mail: [gmtat@ets.org](mailto:gmtat@ets.org)  
GMAT Website: [www.gmat.org](http://www.gmat.org)

## The TOEFL

Students from other countries who have earned a degree from a United States school or an institution abroad where the curriculum is exclusively in English are exempt from the TOEFL requirement. Those who have worked in the United States full time for two or more years in the past five years (from 1997-current) are also exempt from the TOEFL requirement.

If your native language is not English, you must demonstrate competence in English by a minimum score of 600 or higher on the standard 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 years from the date you apply. You should arrange to have your scores on the test reported to us directly by the Educational Testing Service. The University of Michigan code number is **9585** for both the full- and part-time MBA programs. Registration information for the test may be obtained from:

Educational Testing Service - TOEFL  
P.O. Box 6151  
Princeton, New Jersey 08541-6151  
Phone: (609) 771-7100  
E-mail: toefl@ets.org  
TOEFL Website: [www.toefl.org](http://www.toefl.org)

### Calculus Requirement

The faculty expects every student to be able to use integral and differential calculus; therefore, it is a pre-requisite for first-term courses. Students are required to complete a college-level calculus course prior to enrolling in the MBA program. A grade of C or better is required. The course should cover rules for differentiation, using calculus to find the maximum or minimum of a function, and an introduction to integration. Space is provided on Form 7 of the application to record the course name and grade received or to indicate that the requirement will be satisfied before enrolling. Advanced Placement (AP) courses do meet the requirement as long as college credit was granted. Documentation of AP credit is required.

### Evaluative Criteria

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

- Prior academic record, including areas of strength and trends in scholastic performance.
- General aptitude for business studies as measured by the GMAT.
- Full-time work experience after earning your bachelor's degree. All applications will be considered, but most students have a minimum of two years of work experience.
- Clarity of goals and the reasons for your interest in Michigan.
- Background, maturity, interpersonal skills, and leadership as indicated by employment history, activities and community service, recommendations, essays, and the interview.

### How to Apply

Michigan prefers to receive your application via our online application process. Applying online is the easiest and most secure way to apply. More than 90% of those who applied in 2002 did so online. To complete your application online, go to [www.bus.umich.edu/apply](http://www.bus.umich.edu/apply) or [www.embark.com](http://www.embark.com).

- Regardless of the admission decision, application materials will not be returned.
- The Admissions Committee strongly encourages every applicant to establish an accessible email account prior to submitting an application. This allows the Admissions Committee to quickly communicate with each applicant as required.

Using the web, you can work on and complete your application from any location where you have connectivity to the internet. You then submit your completed application via a secure website. With an online application in process or submitted, you will also receive current information via email regarding Michigan events for prospective students in your area. In addition, we will be able to notify you immediately of any important developments occurring at Michigan during the application process.

With your online application, you will need to submit transcripts and supplemental materials in hardcopy format. The Admissions Committee will consider your application only after ALL supporting documents (resume, transcripts, letters of recommendation, GMAT, signature pages, and the TOEFL if required) and the application fee have been received. Submitting an incomplete application will cause a delay in the processing and evaluation of your application.

In addition to supporting documentation (transcripts, recommendations, etc.) you will also need to complete and submit a small packet of envelopes, labels and acknowledgement cards that will be used when we process your application. These envelopes and labels are included with our printed MBA Viewbook. To obtain these materials, please go to [www.bus.umich.edu/apply](http://www.bus.umich.edu/apply) and request them.

### If You Cannot Apply Online

If you are not able to apply online and must submit a hardcopy, please download the application forms from our website at [www.bus.umich.edu/apply](http://www.bus.umich.edu/apply). For hardcopy submissions, please type all responses and collate your materials according to the checklist on page 8.

### Consortium for Graduate Study in Management

Students of color are encouraged to apply through the Consortium for Graduate Study in Management. The Consortium is a program designed to provide management education opportunities to African Americans, Hispanic Americans, and Native Americans. The Consortium also provides opportunities for full-tuition fellowships. To find out more about the Consortium, you may contact the Consortium office at:

Consortium for Graduate Study in Management  
5585 Pershing Ave., Suite 240  
St. Louis, MO 63112  
Phone: (888) 658-6814  
E-mail: [frontdesk@cgsim.org](mailto:frontdesk@cgsim.org)  
Website: [www.cgsim.org](http://www.cgsim.org)

The Consortium application deadlines are December 1 and January 15. This application is in lieu of applying directly to the University of Michigan Business School. If you wish to include supplemental information specific to Michigan, we welcome and encourage you to do so. Please submit your Consortium application through the Consortium, but mail any supplemental materials specific to Michigan directly to the Office of Admissions (address on page 2). Please mark them “Attention: Consortium Application.”

### Dual Degree Programs

Each year, some MBA students enroll in dual degree programs at the University of Michigan. These programs require admission to both the Business School and one of more than 25 other programs within the University offering dual degrees. Students may apply when they are applying to the MBA program, or during their first year. In addition to this application, you’ll need to obtain a corresponding application from the other program at the University. Please notify both schools of your intention to apply for a dual degree.

Additional detail on dual degrees is available on our website at [www.bus.umich.edu/prostudents](http://www.bus.umich.edu/prostudents) and in a series of fact sheets on each dual degree option. The fact sheets explain admission requirements in detail. If you are interested in a dual degree program, investigate possibilities early, because other admissions requirements may require advance planning.

A selection of dual degrees, which can be pursued through a combination of day and evening classes, are available to evening students. Class availability will depend on the degree desired and the flexibility of the student’s individual work schedule.

If you have already decided to apply for a dual degree, please check the appropriate box on Form 4 of the application. Remember: you only need to send an application fee to one program if you are applying to both in the same term. Indicate on the application fee envelope to which program you have sent your fee.

### Tauber Manufacturing Institute (TMI) Applicants:

The Tauber Manufacturing Institute is described in our MBA Viewbook. If you are interested in applying to this program, check the box on Form 4 of the application and answer the TMI essay.

### MBA/M.Eng. in Manufacturing Applicants:

If you wish to enroll in the MBA/M. Eng. in Manufacturing degree program, submit a full-time day MBA program application to the Business School and a copy of that application to the Program in Manufacturing in the College of Engineering (att: Henia Kamil). You should also request two sets of transcripts and letters of recommendation, providing one of each to the Business School Office of Admissions and the InterPro-Manufacturing Engineering Office. You should also check the TMI box on Form 4 of the application and answer the TMI essay. For more information on TMI please refer to [www.tmi.umich.edu](http://www.tmi.umich.edu).

## Application Dates

### Full-Time MBA Program

Admission to the full-time MBA program is granted for the Fall term only. There are three application review periods with the following deadlines: November 1, January 7, and March 1. Only completed applications received by these deadline dates will be considered in those respective review periods. Applications received after the March 1 deadline will be reviewed on a space-available basis. Details of application dates are shown on the next page.

International applicants are encouraged to apply no later than the January 7 deadline if they wish to be considered for Business School scholarships; if they will be applying for private loans; and to allow sufficient time to process I-20 forms for visas, if admission is offered. Please see page 14 for full details on scholarships and private educational loans.

### Part-Time Evening MBA Program

Admission to the part-time MBA program, offered in both Ann Arbor and at our Commerce Park facility in Dearborn, takes place in both the Fall and Winter terms. Application deadlines are October 1 for Winter term and May 1 for Fall term. Details of application dates are shown in the chart below.

Applicants for the Fall term may apply to either the full-time or part-time MBA program, but may not apply to both programs.

## The Application Process

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

In general it is most efficient to distribute requests for recommendations and transcripts early in the application process. This allows your recommendations and transcript requests to be “in process” while you are completing the remainder of the application requirements. Following are paragraphs describing each item of the application in detail. Items correlate to specific Forms as noted.

### Recommendations – Forms 1/1a and 2/2a

Request recommendations early in the admissions process by sending Form 1 and 1a to one recommender and

Form 2 and 2a to a second recommender. If you are applying online, you may request recommendations online by following the instructions in the online application. Alternatively, have each recommendation returned to you in hardcopy format (or mailed directly to the University of Michigan Business School) in a sealed envelope. In any case, for each person who will be submitting a recommendation on your behalf, please indicate their method of submitting that recommendation (hardcopy or online) using the checkbox on Form 11. We suggest you request recommendations from persons who have been directly responsible for assessing your managerial performance. At least one recommendation, and preferably both, should come from an employer or supervisor.

When you submit your application, please include the acknowledgement cards with your recommendations, pre-addressed to recommenders.

### Transcripts – Form 3

Request transcripts early in the admissions process. 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. You should also submit transcripts that show other relevant course work (i.e., for the calculus requirement) even if it did not apply towards a degree.

### Deadline Dates for Academic Year 2003-2004

- International applicants are encouraged to apply in Decision I or Decision II if they wish to be considered for Business School Scholarships, if they will be applying for private loans, and to allow sufficient time to process I-20 forms for visas if admission is offered.
- Applications must be physically received in our office by the deadline indicated. Any application received after the deadline will automatically be reviewed during the next decision period. Applications received after the final decision deadline will be reviewed on a space-available basis only.

<b>Full-Time Day MBA Program</b>	<b>Decision I</b>	<b>Decision II</b>	<b>Decision III</b>
Application deadline	November 1	January 7	March 1
Interviews begin	August 15	August 15	December 2
Deadline to complete interview	October 25	January 15	February 21
GMAT score report received by	November 1	January 7	March 1
Notification of decision mailed on`	January 15	March 15	May 15
Admitted students' weekend	April 4-6	April 4-6	N/A
<b>Part-Time Evening MBA Program</b>	<b>Winter 2003</b>	<b>Fall 2003</b>	<b>Winter 2004</b>
Application deadline	October 1	May 1	October 1
Interviews begin	August 1	March 3	August 1
Deadline to complete interview	September 24	April 18	September 24
GMAT score report received by	October 1	May 1	October 1
Notification of decision mailed on	November 15	July 1	November 15

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.

### Transcripts for International Applicants

If you attended a University outside of the United States, the University of Michigan Business School requires one copy 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. A 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 a Notary Public are not acceptable. Credentials must include the following information:

- Years of attendance
- Courses taken
- Grades received
- Degree, diploma, or certificate awarded and date of award

If you were only provided with one official copy of your transcript, you may submit a photocopy. If you are admitted, you will be required to bring the original to our offices for authentication.

### Application Forms – Forms 4-14

Complete Forms 4-14 of the application. Fill out all requested information completely and sign the application in all applicable locations. Prepare and submit several items in conjunction with Forms 4-14:

### Your Resume—Include in front of Form 4

Please compile and include a **one- to two-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 – Form 10

Respond to the four required essay questions, typed on separate sheets. You may also answer one, both or neither of the optional questions. Please limit yourself to the number of words noted, using a minimum of 11 point font with 1.5 line spacing.

### Michigan Residency Requirements for Tuition Purposes – Form 12

If you answer “yes” to the Residency question on Form 12, and *any* of the circumstances listed with that question apply, you *must* file an Application for Resident Classification and be approved if you wish to be classified as a resident for tuition purposes.

### Funding Documentation (Full-Time International Students Only)—include behind Form 13

Space is provided on Form 13 for you to certify that funds are available to finance your travel, living expenses and program of study. **The information provided in this section does not, in any way, affect your potential for admission. If you choose not to complete this section, and are admitted, your admission will be conditional upon providing appropriate proof of funding.**

Proof of funding includes completing the information requested on Form 13 and including official documentation of funding, such as proof of scholarship funding or approved loan, sponsor, bank or brokerage account statements, or other documents.

### Acknowledgement Cards, File Labels, and Envelopes

Please go to [www.bus.umich.edu/apply](http://www.bus.umich.edu/apply) and request the MBA Viewbook. This brochure includes a small packet of envelopes, labels and acknowledgement cards that will be used to process your application. Please complete the yellow application arrival card and the response cards: acknowledgement of recommendation (2). In addition, complete the adhesive file label and the return address mailing labels. **Please use a non-P.O. box address on your return mailing labels. We cannot ship admissions materials to a P.O. box.**

### Application Fee

You may pay the \$125 non-refundable application fee by several methods. Please refer to the chart on the next page for payment option details.

If you are applying to a dual degree program, you need to submit only one application fee. Indicate to which school the fee was paid by completing the appropriate box on the yellow fee envelope.

## Online Application

- Credit card. Refer to the online application site for card types accepted.
- Personal check, cashier's check or money order.

All online payments are sent through a secured server. If you are applying online, we strongly encourage payment online as well, as it allows us to begin processing your application immediately.

## Hardcopy Application

- Credit card – Visa and Mastercard only.
- Personal check, cashier's check or money order.

If you are submitting a hardcopy application, please use the yellow fee envelope included with the MBA Viewbook to submit your payment. Make checks payable to the University of Michigan. Please note that using a credit card will help ensure the efficient processing of your application.

## Additional Credentials

We do not require or encourage you to submit additional materials beyond what is requested in this application. However, if you do send in additional credentials, please enclose them in a separate envelope clearly marked "Additional Credentials," and submit the envelope with the rest of your application at the same time. If you are submitting your application online, you may use the space provided in "Additional Information" to outline further information that you feel is important to your application.

## Collating Your Hardcopy Application

For those submitting a hardcopy application, collate your application materials in the following order (with the first item being on top of the stack):

1. Yellow application arrival card.
2. Yellow application fee envelope. Complete the information on the front of the envelope, and enclose your application fee, or indicate credit card information for credit card payment.
3. Response cards: Acknowledgement of recommendation cards (2).
4. Adhesive file label.
5. Self-addressed mailing labels.
6. Resume followed by application Forms 4-14, essays, then funding documentation for international applicants.
7. Transcripts in sealed envelopes (one for each school attended).
8. Recommendation forms in sealed envelopes (2).

## Interviews

We are proud of the quality and diversity of our students at the University of Michigan Business School. The best way for us to maintain this level of excellence is to individually assess the strengths of each candidate. For this reason, the Admissions Committee considers an evaluative interview an essential part of the application process. The Admissions Committee consists of professional admissions officers, selected alumni, and carefully chosen and trained MBA students who interview candidates and evaluate applications for admission.

The Admissions Committee strongly recommends an evaluative interview for each candidate to the Business School; however, an interview is not required. This interview must be completed prior to the application deadline; otherwise your application will be moved to the next decision period for review. If you choose not to interview, your application will still be given full consideration, and the Admissions Committee may contact you for an interview at a later date. Please refer to the deadline schedule on page 6, which indicates the date by which you must complete your interview. All interview times are available on a first-come, first-serve basis. Please arrange your interview early as available slots do fill quickly. It is unlikely that time slots will be available in the few weeks immediately before an application deadline.

## Interview Options

Since the evaluative interview is an important part of your application, we offer a variety of ways for you to complete this step of the process. Please note that all interviews, whether conducted by alumni, staff, or students, receive equal weight in the evaluation process. Regardless of where your interview is held, you must supply the interviewer with a copy of your resume (separate from the one included in your application) prior to the interview.

One interview per applicant will be given within a two-year time period. We encourage applicants to visit Ann Arbor, if possible, so you can interact with students and experience the campus and the quality of life in Ann Arbor.

Schedule your interview directly from our website at [www.bus.umich.edu/interviews](http://www.bus.umich.edu/interviews).

- To interview with an [Alumni Admissions Committee member in your area](#), access our website for a list of Alumni interviewers who you can contact directly. We

have more than 200 interviewers worldwide.

- To interview in person or by telephone at the [Business School in Ann Arbor](#), access our web-based interview scheduler. You may schedule a thirty-minute, one-on-one interview with an Admissions Committee member. In-person interviews are held in the Office of Admissions, room D2260. If you schedule a telephone interview, you are required to initiate the telephone call to the University of Michigan Business School on the date and time of your interview. Please remember that Michigan is on Eastern Time.
- Applicants who apply through the Consortium may [contact the Consortium office](#) for a list of Consortium interviewers or contact the University of Michigan Business School to arrange a Consortium interview. The Consortium interview may be used in lieu of the Michigan interview. Consortium interviews cannot be scheduled via the School's website at this time.

Interviews that take place at the University of Michigan Business School (in person or by telephone) are conducted Monday through Friday between the hours of 8:15 a.m. and 5:00 p.m. Eastern Time.

If you have questions not addressed here, please contact the Interview Office between the hours of 9:00 a.m. - 4:00 p.m. Eastern Time:  
Phone: (734) 763-7805  
Fax: (734) 647-8309  
E-mail: [umbsintv@umich.edu](mailto:umbsintv@umich.edu)  
Website: [www.bus.umich.edu/interviews](http://www.bus.umich.edu/interviews).

## Your Day at Michigan:

### Tours and Class Visits

Student Ambassadors at the University of Michigan Business School provide prospective students with a wealth of information and insight into the MBA program, life at the Business School, our facilities and the admissions process. Set aside time to meet our Ambassadors and experience our campus, our culture and our community with a day at the University of Michigan Business School.

To attend "Your Day at Michigan" please complete the request form on our website [www.bus.umich.edu](http://www.bus.umich.edu). Many students choose to visit the school in conjunction with their interview.

Student Ambassadors conduct visits at the Business School daily during the academic year. If you visit us on Monday-Thursday between September and March, the itinerary for a typical day is as follows:

9:15 a.m.	Meet in the Admissions Office at 9:15 a.m. A first-year student Ambassador will escort you to the Student Lounge for a short meet-and-greet over breakfast.
Following breakfast	Your Ambassador will take you to one of our standards-setting core courses. Please note that all classes are 1.5 hours in length and we ask that you stay for the duration of the class.
11:30 a.m.	Short break following class.
Noon	Meet back at the Admissions Office for a tour of the school.

On Fridays, Your Day at Michigan will be slightly different. Because classes are not conducted on Fridays, we offer an open Q&A forum with a member of our Admissions Committee and staff from our Office of Career Development. You'll begin your day at 9:15 a.m. with Ambassadors and breakfast, have some time to yourself to explore our facilities or Ann Arbor, take the tour at Noon and can then participate in the Q&A Forum following the tour. Remember, this alternate schedule is on Fridays only.

Between April and September "Your Day at Michigan" will include a tour of the school given by an Admissions Staff member on Mondays and Fridays only. Additionally, no class visits or tours of the school are conducted during examination weeks or University holidays.

## Reapplications and Admission Deferrals

Reapplicants must submit an updated resume, new application forms and one new recommendation, along with the application fee, in order to be considered for admission. Additionally, reapplicants must include a cover letter discussing experiences since the last application. New essays are not required, but sometimes can be beneficial if there have been significant developments that you would like to address independently of your cover letter. Credentials and other supporting materials sent with your initial application, including your interview evaluation, will be held for two years. If you reapply after that time, you must submit a completely new application and supportive documents.

Requests to defer admission to the MBA program are rarely granted and only in cases of documented, extraor-

dinary personal circumstances. Deferrals are never granted for work- or visa-related reasons. If granted, deferrals are limited to one year. If you have questions, please contact the Office of Admissions.

## Questions

Please be assured that we will contact you if anything is missing (e.g., recommendations, transcripts, etc.) from your application or if we need additional information from you. If you contact us just before or just after an application deadline, it may be difficult to give you a status on your application due to the volume of applications we receive. Please allow two weeks after a decision deadline for your decision letter to reach you. All communications, including completed application materials, should be mailed to:

Office of Admissions  
University of Michigan Business School  
701 Tappan Street, Room D2260  
Ann Arbor, Michigan 48109-1234  
E-mail: [umbsmba@umich.edu](mailto:umbsmba@umich.edu)

Remember you can submit your application online and receive confirmation that your application has been received.

And please remember:

- Regardless of whether you apply online or submit a hardcopy, be sure to request Michigan's MBA Viewbook, which includes the small packet of envelopes and labels used to process your application. Complete these items and mail them to us in the envelope provided.
- Printout or photocopy the completed application for your records.
- If you are submitting a hardcopy application, assemble the forms and materials in the order indicated on page 8.
- Do not staple, paperclip, laminate, or use other methods to bind your materials together.

## Area Maps

The University of Michigan Business School is located on the Central Campus of the University of Michigan in a quadrangle bordered by East University Avenue, Hill Street, and Tappan Street. The entrance for the Office of Admissions is off Tappan Street at Monroe Street.

The Ann Arbor area map shows major routes to Central Campus from expressways. Parking on campus is extremely limited. Consult the University's Parking Services website at [www.parking.umich.edu](http://www.parking.umich.edu) for information.

Ann Arbor is about 25 minutes from Detroit Metropolitan Airport. Taxi and limousine service are both available.

If you plan to stay overnight in Ann Arbor, there are a number of hotels near campus. Hotels listed below with an asterisk are within walking distance of the Business School.

More information about Ann Arbor can be found at [www.bus.umich.edu/studentlife/campus/](http://www.bus.umich.edu/studentlife/campus/).

\*Bell Tower Hotel  
300 S. Thayer  
(734) 769-3010

\*Lawyers Club  
551 S. State  
(734) 764-1116

\*Cambridge House  
541 Thompson  
(734) 764-5297

\*Inn at the Michigan League  
911 N. University  
(734) 764-3177

\*Campus Inn  
615 E. Huron  
(734) 769-2210

\*Oxford House  
627 Oxford  
(734) 764-9944

Courtyard by Marriott  
3205 Boardwalk  
(734) 995-5900  
(800) 321-2211

Sheraton Inn  
3200 Boardwalk  
(734) 996-0600  
(800) 848-2770  
(Shuttle service available)

Crowne Plaza  
610 Hilton Blvd.  
(734) 761-7800  
(800) 227-6963

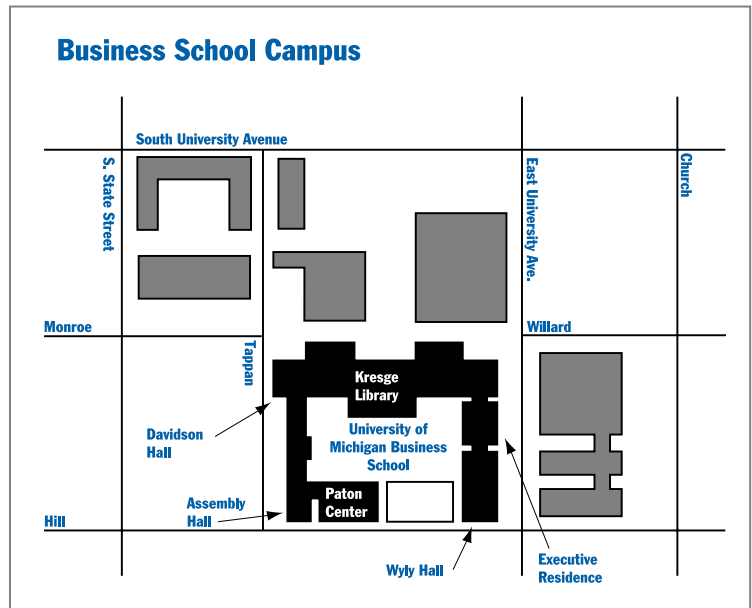
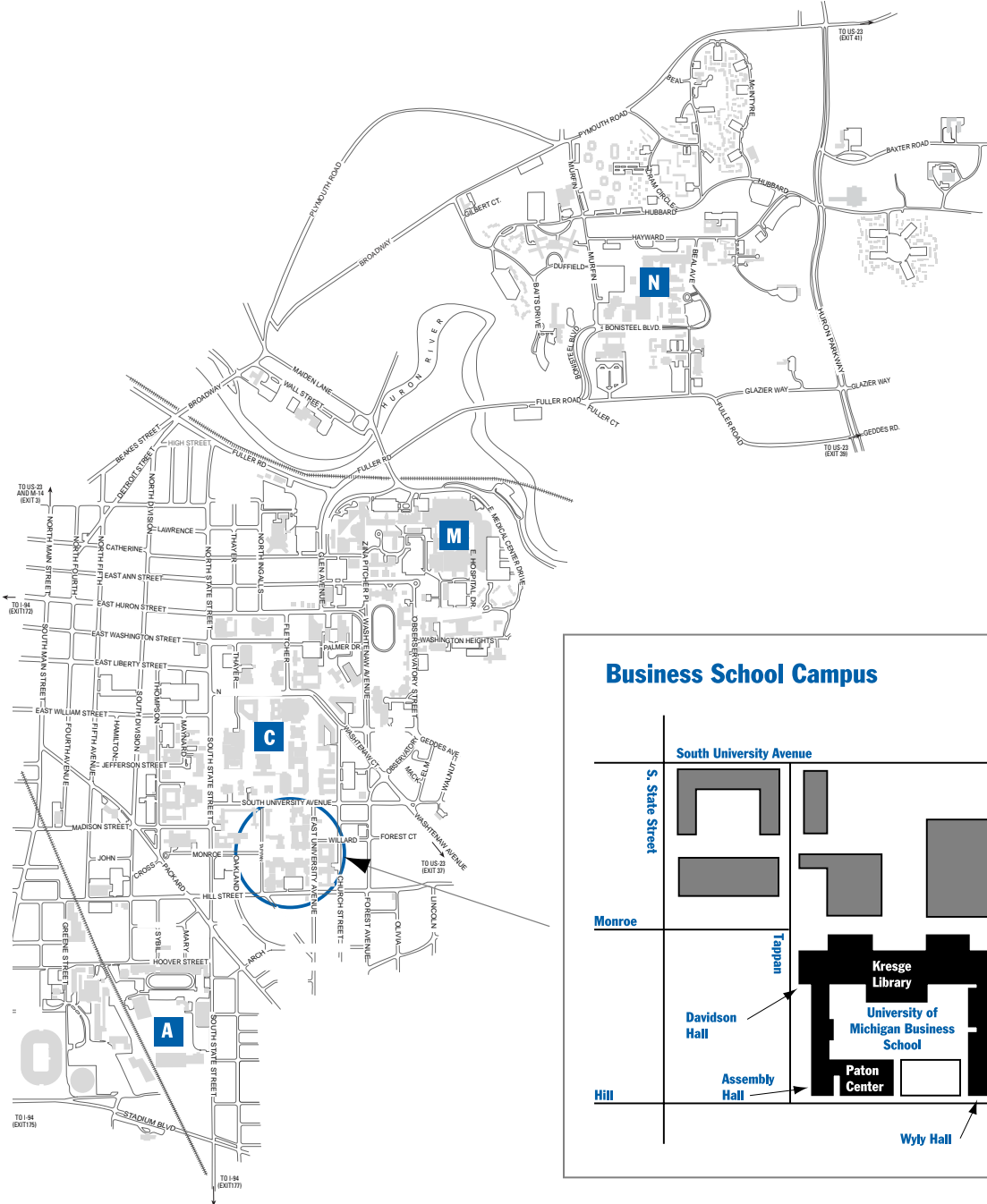
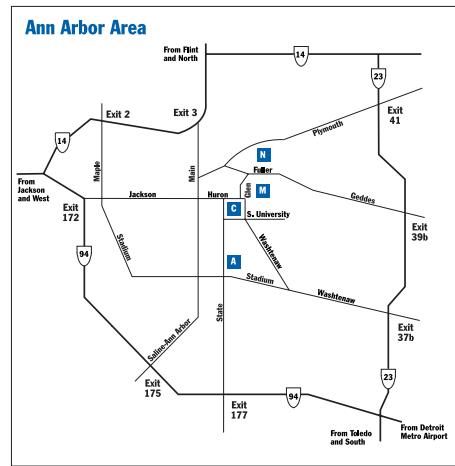
# The University of Michigan Ann Arbor

**A** Athletic Campus

**C** Central Campus

**M** Medical Center

**N** North Campus



# EXPENSES, FINANCIAL AID AND SCHOLARSHIPS

**F**ull-time MBA students are considered for scholarships and fellowships and are eligible to apply for loans with various repayment terms. Part-time employment is also available within the University and in the local community.

Part-time MBA students may be eligible to apply for loans. Students must enroll in at least 4 credits per full term (Fall or Winter) or 3 credits per half term (Spring or Summer) to qualify.

The Manager of Scholarships and Financial Aid coordinates the financial aid process for MBA students. Application materials, inquiries, and correspondence regarding financial aid should be directed to this office to insure proper handling:

University of Michigan Business School  
 Manager of Scholarships and Financial Aid  
 701 Tappan Street, D2260  
 Ann Arbor, MI 48109-1234  
 Phone: (734) 764-5139  
 Fax: (734) 763-7804  
 E-mail: [umbsfinaid@umich.edu](mailto:umbsfinaid@umich.edu)  
 Website: [www.bus.umich.edu/finaid](http://www.bus.umich.edu/finaid)

## Tuition and Living Expenses

Refer to our website for tuition and expenses information. An **estimated** budget of potential expenses that financial aid can help cover is listed below. Figures represent estimated costs for the 2003-2004 academic year. Please note that tuition rates increase annually in August at a typical rate of 5%. The estimated student budget for the eight month academic year, is:

Full-Time MBA students	Resident	Nonresident
Tuition and Fees	\$29,945	\$34,819
Books and Supplies	\$1,428	\$1,428
Room and Board	\$9,494	\$9,494
Federal Loan fees	\$184	\$184
Other/Personal	\$2,540	\$2,540
Computer	\$2,290	\$2,290
Estimated Total	\$45,881	\$50,755

Federal regulations do not allow us to include estimated living expenses for a student's spouse or children. Actual costs may vary depending on your lifestyle choices. The Financial Aid Office can include school-related child care costs upon written request.

## Part-Time Evening students

First credit hour is \$1,180 and each additional credit hour is \$992.

## Payment Schedule

Tuition and fees will be assessed in full on a per semester basis. Fall term tuition is due by September 30. Winter term tuition is due by January 31. Spring term tuition is due by May 31. The University will send an account statement before each payment is due. Late fees of \$30.00 will be assessed each month if account is not paid in full.

All students should also plan for health insurance coverage. This is mandatory for all international students. The financial aid budget includes an allowance for the University Health Insurance Policy.

## Business School Scholarships

The University of Michigan makes scholarship awards to full-time MBA students who are U.S. Citizens and Permanent Residents based on both merit and need. Admitted students are automatically considered for the merit awards, and notification is provided with the admissions letter.

Need-based awards are determined after completion of the Free Application for Federal Student Aid (FAFSA). The FAFSA must be completed by March 1 in order to be considered for need-based scholarships. The FAFSA can be completed online; see [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) for details.

Scholarship funds come from the Business School and private donors and competition for these awards is strong. Upon successful completion of the first year of the MBA program, awards may be renewed for the second year of study. Awards are also provided for international students. Please see page 14 for details.

## Applying for Financial Assistance Beyond Scholarships

U.S. Citizens and Permanent Residents who desire financial assistance beyond scholarships (as noted above) are also required to complete and submit the FAFSA. Admitted students will be provided with a Preliminary Award Notice in early March, which includes potential eligibility for federal aid and student loans. At that point, admitted students must take additional steps to

confirm eligibility. These steps will be explained with your Preliminary Award Notice.

Please note that while we do require that the FAFSA be submitted by March 1 for need-based scholarship consideration, this deadline is also used to determine eligibility for the Perkins Loan (a limited, subsidized loan resource) and the Direct Loan programs (subsidized and unsubsidized). You can continue to submit the FAFSA after March 1. The financial aid package will be processed in the order of file completion. Students are encouraged to begin the process as early as possible so that the Business School can provide you with your award notice in early March to assist with planning and decisions.

International students are not eligible for federal aid, however the Business School has private loan options available. See “Scholarship and Financial Aid Opportunities for International Students” on page 14 for more details.

### **Student Loans and Work-Study**

The University of Michigan participates in the Federal Direct Loan, Federal Perkins Loan, and Federal College Work-Study (FWS) programs. Students must enroll at least half time (4 credit hours) to receive a Direct Loan and full time to receive a Perkins Loan or a College Work-Study award. The University also assists eligible veterans in securing veteran’s benefits.

### **Federal Direct Loan (subsidized)**

This is a long-term, low-interest loan. The University of Michigan provides Direct Loans from funding allocated by the federal government. The current annual maximum is \$8,500, and eligibility is based on financial need. Repayment is deferred until six months after students graduate or cease to be enrolled at least half time. No interest accrues during this deferment period. The interest rate is variable with a cap of 8.25%. The typical repayment period is ten years.

### **Federal Direct Loan (unsubsidized)**

The terms of this loan are the same as the subsidized loan except that financial need is not required, and interest does accrue during the deferment period. Borrowers may choose to capitalize the accrued interest (add it to the principal balance) or to make periodic interest payments. Students who choose to capitalize the interest do not make any payments until six months after graduation. The combined annual Direct Loan maximum for both subsidized and unsubsidized loans is \$18,500.

### **Federal Perkins Loan**

This is a long-term, low-interest loan awarded to applicants with the highest financial need. The University of Michigan provides Perkins Loans from funding allocated by the federal government and supplemented by the University. Repayment of the loan is deferred until nine months after students graduate or cease to be enrolled at least half time. No interest accrues during this deferment period. The interest rate is 5% and the maximum repayment period is ten years. Applicants must be enrolled full time to be eligible.

### **Federal College Work-Study**

This program provides the opportunity for students to work part time. Both the employer and the federal government provide funding. Students work on-campus in University offices or off-campus in approved non-profit agencies. Pay rates average \$7 per hour depending on the position.

### **Child Care Subsidy Program**

This program provides funds (up to \$1,000 per year) to students with children to assist in meeting the cost of licensed child care. To apply, students must complete the Child Care Subsidy Program application, which is available from the Business School.

### **Private Educational Loans**

It may be necessary to borrow through private loan programs to meet a portion of your educational expenses. Your Preliminary Award Notice will include the amount you are able to borrow through private loans. Although your award decision will include private educational loan eligibility information, you will need to select a specific private educational loan program and complete an application.

**The University of Michigan Business School has named Citibank as a preferred private lender for our graduate students. In exchange, Citibank is offering loan funding through their CitiAssist program. This program offers an interest rate of prime without any additional fees.**

**All students admitted to the University of Michigan Business School, including international students, are guaranteed loan approval through CitiAssist without a co-signer. Please note that you must be formally admitted before applying for this loan program.**

We believe that the customized CitiAssist program offers a very competitive lending opportunity. However, you are not required to choose Citibank as your private lender and may select any lender from which to borrow.

### **Assistance for Students of Color**

The University of Michigan Business School is a member of the Consortium for Graduate Study in Management. We strongly encourage students of color to apply for fellowship consideration through the Consortium. The address of the Consortium is:

Consortium for Graduate Study in Management  
5585 Pershing Ave., Suite 240  
St. Louis, MO 63112  
Phone: (888) 658-6814  
E-mail: [frontdesk@cgsim.org](mailto:frontdesk@cgsim.org)  
Website: [www.cgsim.org](http://www.cgsim.org)

### **Business School Loans**

The University of Michigan Business School maintains an emergency loan fund administered by the Manager of Scholarships and Financial Aid to provide short-term assistance to Business School students who experience unexpected financial difficulty. Loans are available to U.S. citizens or permanent residents only.

### **Employment Opportunities**

Although we do not advise full-time MBA students to hold a job, opportunities for employment do exist. Research and teaching assistantships are not part of the financial aid application process. Professors select recipients on an individual basis, and most prefer doctoral students. There is no central coordinator for assistantships, and no listing of open positions; accordingly, contact professors directly when you arrive on campus.

Opportunities for employment may also be obtained from the University Employment Office at (734) 764-6580. If you are interested in being a Residence Hall Advisor, contact the Housing Information Office at (734) 763-3164.

## **Scholarships and Financial Aid Opportunities for International Students**

Scholarship and financial aid opportunities for international candidates exist; however, they are limited. Applicants are urged to investigate funding in their home country. Many government agencies, employers, and banks may offer grants and loans.

The Business School awards more than 30 scholarships each year to admitted international students with exceptional admissions credentials. International students are encouraged to apply during one of the first two decision periods (November 1 or January 7) to receive full consideration for scholarships. The Business School selects candidates from among the pool of admitted international applicants, and selected candidates are notified by April 1. Upon successful completion of the first year of the MBA program, awards may be renewed for the second year of study. **No additional information beyond your application forms is required to be considered for these scholarships.**

### **Student Loans**

International students may find it necessary to borrow from private loan programs to assist with financial certification.

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**All students admitted to the University of Michigan Business School, including international students, are guaranteed loan approval through CitiAssist without a co-signer. Without proper INS documentation, Citibank can deny loan approval! Your loan will not be approved and disbursed until Citibank receives a completed application and a copy of the required documentation. For details, please visit: [www.bus.umich.edu/prostudents/mba/finaid/citiassist.html](http://www.bus.umich.edu/prostudents/mba/finaid/citiassist.html).**

**Please note that you must be formally admitted before applying for this loan program and proper visa status must be acquired (international applicants).**

We believe that the customized CitiAssist program offers a very competitive lending opportunity. However, you are not required to choose Citibank as your private lender and may select any lender from which to borrow.

## Questions

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Website: [www.bus.umich.edu/finaid](http://www.bus.umich.edu/finaid)