

*College of Business Administration*

# Executive MBA

*“Promoting a New Generation of Leaders”*

Application for Admission

California State University | Stanislaus

## EMBA College of Business Administration California State University, Stanislaus

Completed application packets must be submitted by March 24, 2010 for the Spring 2010 term. The EMBA Admission Committee will begin to review applications on April 1, 2010. Since class size is limited, early applications are highly encouraged.

The following are required for a complete application:

1. **A CSU Stanislaus Graduate Application for Admission form completed online at [www.csumentor.edu](http://www.csumentor.edu).**
2. **The application for EMBA Admission.** Please type or print clearly on the application. Give your full legal name and avoid abbreviations. You may use additional paper if you need more space to respond, but please put your name on each page, and attach the pages to your application.
3. **The \$55 non-refundable application fee.** Please make checks payable to California State University, Stanislaus. This fee can also be paid online through [www.csumentor.edu](http://www.csumentor.edu).
4. **Two copies of official transcripts.** Please request that two copies of official transcripts be sent to the address below from all colleges and universities you have attended other than California State University, Stanislaus. These can usually be requested online at the college's website. (There may be a fee charged for transcript requests). A Transcript Request form is included for your convenience.
5. **Two letters of recommendation.** At least one of these letters should come from supervisors and business associates who can discuss knowledgeably your managerial and academic abilities, accomplishments and potential.
6. **Results on the Graduate Management Admission Test (GMAT).** The Computer Adaptive GMAT is administered at test centers throughout the world. To register, visit their website at [www.mba.com](http://www.mba.com). ( If no GMAT score is available, you may still submit your application.)
7. **Statement of career objectives.** This statement should include a description of your long and short term career goals, and the ways in which you believe the EMBA degree will help you to achieve them.
8. **A reverse-chronological resume of your work experience.** The resume should include job title, organization (nature of business, gross sales/revenues, number of employees), location, dates of employment, a summary of duties and responsibilities, and a description of your organizational unit (size, scope, budget, personnel, and reporting relationships) for each position held.
9. **Application Interview.** An application interview is required. The EMBA program Director will contact you if needed.
10. **Your completed application.** The \$55 application fee (unless paid online), and all supporting documents must be mailed to the address below:

College of Business Administration  
California State University, Stanislaus  
One University Circle  
Turlock, CA 95382

International applicants: In addition to GMAT results, all international applicants who have not completed three years of full-time study at the secondary or post-secondary level where English was the language of instruction must score at least 213 (computer-based) on the Test of English as a Foreign Language (TOEFL). Note: If you are a U.S. resident but attend a college or university located outside the United States, please visit [www.csus.edu/gradstudies/Intl\\_stu.htm](http://www.csus.edu/gradstudies/Intl_stu.htm) for information regarding requirements for international transcripts. If you are a foreign student please visit [www.webapps1.csus.edu/intladm/](http://www.webapps1.csus.edu/intladm/) for information regarding requirements for TOEFL and international transcripts.

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**Program Fees:**

The program fee for academic year 2010-2011 is \$28,500 (includes fees, textbooks, course materials, meals, and all other program related fees).

**EMBA Fee Option Plans:** (Please select your payment option)

**Option 1:**

- Total program fee of \$28,500. (Due two weeks prior to Orientation).

**Option 2:**

- Three equal payments of \$9,500. (Payment dates based on Session schedule).

**Payment of Fees:**

You may pay your fees with VISA, MasterCard, or Discover Credit Card by calling (209) 667-3111, or mail a check or money order (made payable to CSU Stanislaus) and Mail your payment to:

California State University, Stanislaus  
University Extended Education Attn: (EMBA)  
One University Circle  
Turlock, CA 95382

**Financial Aid:**

Financial Aid, in the form of both subsidized and unsubsidized student loans, is available for the EMBA program. There are no income restrictions on student loans, so most students will usually qualify.

It is recommended that you start the financial aid process as early as possible.

Before you are admitted, you can fill out the Free Application for Federal Student Aid (FAFSA).

- File FAFSA ASAP even if you are undecided if you want aid
- File on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or complete form & mail (CSU Stanislaus' FAFSA code is 001157)
- It takes approximately 4-6 weeks to process your FAFSA

If you would like information regarding financial aid, please visit the CSU Stanislaus Financial Aid Office website at:  
<http://www.csustan.edu/FinancialAid/>

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Please type or print in blue or black ink. Response to each item is mandatory unless a specific instruction indicates it is optional.

**This is an application for admission to California State University, Stanislaus for the \_\_\_\_\_ Term \_\_\_\_\_**

**Social Security Number:** \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
(Your Social Security number (SSN) is only used internally for federal reporting purposes. No public usage of SSN is permitted.)

**If you have previously applied to or attended this campus, please list:**

Term of Application: \_\_\_\_\_ Last Term Attended: \_\_\_\_\_  
Term Year Term Year

**Legal Name:**

\_\_\_\_\_  
Last Name First Name Middle

**Other Name(s) that may appear on your academic records:**

\_\_\_\_\_  
Last Name First Name Middle

**Current Mailing Address:**

\_\_\_\_\_  
Address  
\_\_\_\_\_  
City State Zip Code

**Home Telephone:**

**Business or Message Number:**

(\_\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_  
Area Code Telephone Number Area Code Telephone Number

**Birth Date:**

**Sex:**

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Month Day Year Male (M) or Female (F) \_\_\_\_\_

**Birthplace:**

\_\_\_\_\_  
City State or Country

**Permanent Residence:**

What U.S. state or country do you regard as your permanent home? \_\_\_\_\_  
If you live in California, list county of residence \_\_\_\_\_  
and the month and year your present stay began \_\_\_\_\_

**Country of Citizenship:**

(all must answer) \_\_\_\_\_

**For Office Use Only**

Rec. \_\_\_\_\_ Date \_\_\_\_\_  
Fee Status \_\_\_\_\_ By \_\_\_\_\_  
Name of Major: MBA for Executives  
Major Code:  
Class Level at time of entry in CSU:  
Initial degree objective:



EMBA
College of Business Administration
California State University, Stanislaus

Employment Information:

Your position title
Name of employer
Address
Address (line 2, if needed)
City State Zip
Area Code Office Telephone Number Extension
FAX Number ( ) E-mail Address
Years in present position: Years with organization
Years of full-time work experience: Years of management experience
Current annual salary: (optional)

Title and name of immediate supervisor: Number of people you directly supervise or for whom you are directly responsible:

Table with 3 columns: Title, Name, Number

Employing Organization:

(If your organization is a division or subsidiary of a larger company, please use your division/subsidiary when responding to the following questions.)

Nature of business:
Annual sales (for public or not-for-profit organization, indicate instead the size of the annual budget):
Under \$1 million \$1-10 million \$10-100 million Over \$100 million Total number of employees:

Employment Record:

Please attach a reverse chronological resume of your work experience, listing your current or most recent position first. Include title, organization, location, dates of employment, and a summary of duties and responsibilities describing your organizational unit - size, scope, budget, personnel, and reporting relation-ships for each position.

Recommendations:

List below the two or three people who will submit recommendations on your behalf (forms provided).

Table with 3 columns: Name, Title, Organization



# Confidential Recommendation Form

**EMBA**  
College of Business Administration  
California State University, Stanislaus

**Applicant:**

Please supply the information requested below. You may solicit more than the two required evaluations, if in your opinion, the information they provide would significantly affect the consideration of your application.

Name of Applicant \_\_\_\_\_

The Family Education Rights and Privacy Act of 1974 gives students (persons admitted and enrolled) the right to inspect letters of recommendation written in support of applications for admission. The law also permits students to waive that right if they choose, although such a waiver must be voluntary and cannot be a condition of admission. Check one of the statements below and sign where indicated:

\_\_\_\_\_ I reserve the right to inspect this recommendation.

\_\_\_\_\_ I waive the right to inspect this recommendation.

\_\_\_\_\_ Signature \_\_\_\_\_ Date

**Recommender:**

Please supply the information requested on both sides of this form. If you prefer to use letterhead to write a letter of recommendation, please complete the following information, and attach this form to your letter. Your comments will be held in complete confidence if the applicant has signed the waiver statement above.

Name of Recommender: \_\_\_\_\_

Position or Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

1. How long have you known the applicant? \_\_\_\_\_
2. Under what circumstances have you known the applicant? \_\_\_\_\_
3. Please evaluate the applicant as fairly as you can in each of the categories below by marking an "X" in the appropriate position beneath the scale at the top:

|   | Truly Exceptional | Outstanding | Above Average | Average | Below Average |
|---|-------------------|-------------|---------------|---------|---------------|
| Skills in oral communication            |                   |             |               |         |               |
| Writing skills                          |                   |             |               |         |               |
| Analytical skills                       |                   |             |               |         |               |
| Creative qualities                      |                   |             |               |         |               |
| Leadership potential                    |                   |             |               |         |               |
| Academic potential                      |                   |             |               |         |               |
| Potential for future managerial success |                   |             |               |         |               |



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| Leadership potential                    |                   |             |               |         |               |
| Academic potential                      |                   |             |               |         |               |
| Potential for future managerial success |                   |             |               |         |               |



# Transcript Request

To the Registrar of: \_\_\_\_\_  
Name of the School You Attended

Please forward two copies of my transcript to the address indicated below.

Name (While Enrolled): \_\_\_\_\_  
Last First Middle

Student Number or Social Security Number: \_\_\_\_\_

I last attended your school: \_\_\_\_\_  
Term Year

Current Mailing Address: \_\_\_\_\_  
Current Name

\_\_\_\_\_ Street Address

\_\_\_\_\_ City State Zip

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Current Name

\_\_\_\_\_ Street Address

\_\_\_\_\_ City State Zip

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Turlock, CA 95382

# California State University, Stanislaus Transcript Request

Applicant: Please mail this form and appropriate transcript fees to the Registrar of the school attended.



# California State University, Stanislaus Transcript Request

Applicant: Please mail this form and appropriate transcript fees to the Registrar of the school attended.



For more information please contact:

EMBA Director  
Dr. Thomas Sandman  
Interim Dean, College of Business Administration  
Email: sandmant@csustan.edu Phone: 209-667-3288

EMBA Senior Associate Director  
Ashour Badal, Ph.D.  
Email: abadal@csustan.edu Phone: 209-467-5358

Or use our online "Contact Us" form to receive specific information  
about the Executive MBA degree program.

<http://csustanemba.com>



College of Business Administration  
California State University, Stanislaus  
One University Way  
Turlock, California 95382  
Phone (209) 667-3288 • Fax (209) 664-3080