

R·I·T



**Executive MBA
Program**

Application for Admission

Application Instructions

ADMISSION

To be considered for admission to the RIT Executive MBA Program, a candidate must:

- Have at least six to eight years of professional experience and hold advanced technical, managerial, or executive responsibilities;
- Have earned a bachelor's degree;
- Be interviewed by a representative of the Executive MBA team; and
- Submit a completed application package.

Acceptance to the program is made on a rolling admissions basis. Applications may be submitted at any time, but must be received by the EMBA office no later than the second Friday in July.

APPLICATION PACKAGE

A completed Executive MBA application package consists of the following items:

1. Completed EMBA application form
2. Current resume
3. Official transcripts
4. Letter of recommendation
5. \$100 nonrefundable application fee

Applicants whose native language is not English are also required to take the Test of English as a Foreign Language (TOEFL).

(1) Executive MBA Application Form

Fill out the attached application form completely. Be sure to include your Personal Statement and to have the sponsorship form signed by an authorized representative of your sponsoring organization.

(2) Resume

Include a copy of your current resume with the other application materials you submit to the EMBA office.

(3) Official transcripts

Provide official transcripts of all your undergraduate and graduate study. To obtain transcripts, contact the institutions that you attended and ask the registrar to send your official transcripts directly to the EMBA office. Transcripts stamped "Issued to Student" cannot be accepted for admission.

(4) Letter of Recommendation

Submit one letter of recommendation from a direct supervisor or manager. Give the recommendation form that appears at the end of this publication to your manager along with an envelope addressed to yourself. On the back flap of the envelope, write the following: "Please sign or stamp across the seal." Instruct your manager to 1) seal the completed recommendation form inside the self-addressed envelope, 2) sign across the sealed envelope flap to ensure confidentiality, and 3) return the envelope to you. Include the sealed envelope with the other application materials you submit to the EMBA office. If you are self-employed, you should submit a letter of recommendation from a business associate who is familiar with the quality of your work.

(5) Application Fee

Include with your application package a check or money order for \$100 (US) made payable to "Rochester Institute of Technology." This fee is nonrefundable and required of all applicants.

APPLICATION SUBMISSION

All application materials should be sent to the EMBA office using the following address:

Executive MBA Program
E. Philip Saunders College of Business
Rochester Institute of Technology
Max Lowenthal Building
107 Lomb Memorial Drive
Rochester, NY 14623-5608

ACKNOWLEDGEMENT AND INTERVIEW

When your package is complete, the EMBA office will contact you to schedule an interview. You will be notified of the admission decision as soon as possible following the interview.

For information concerning the status of your application, or for further information about application procedures, contact the EMBA office at 585-475-7435.

Please print or type all responses.

Social Security Number	Birth Date	Gender
□ □ □ □ □ □ □ □ □ □	□ □ □ □ □ □ □ □	□ □
	Month Day Year	Male Female

PERSONAL DATA:

Name	_____		
	Last	First	Middle
Home Address	_____		
	Street	City	State Zip
	_____		_____
	County (if New York State)	Country (if other than United States)	
Home Contact	_____		
	Telephone	Email	Fax
Company Name	_____		
Position Title	_____		
Unit/Division	_____		
Business Address	_____		
	Street	City	State Zip
Business Contact	_____		
	Telephone	Email	Fax

CITIZENSHIP:

Are you a U.S. citizen? Yes No If no, country of citizenship: _____

ACADEMIC STATUS:

Have you previously applied to RIT? Yes No If yes, academic year(s): _____

Have you previously attended RIT? Yes No If yes, academic year(s): _____

Please list other colleges and universities to which you are applying: _____

Are you currently attending a college or university? Yes No

If yes: Name of Institution: _____

Program/Major: _____ Anticipated Degree: _____ Date: _____

EDUCATION:

Please list all colleges, universities, and graduate schools you have attended (including RIT).

Name of Institution	City and State	Dates Attended	Degree(s) Received	Major(s)

PERSONAL STATEMENT:

Please attach to this application form a statement that describes the personal, professional, and "non-academic" qualities that you will contribute to the learning environment in the Executive MBA Program.

SPONSORSHIP:

Please indicate the name, title, and address of your sponsor.

Name: _____ Title: _____

Company: _____ Telephone: _____ Email: _____

Address: _____
Street City State Zip

BILLING INFORMATION:

Please indicate the person to whom billing correspondence should be directed.

Name: _____ Title: _____

Company: _____ Telephone: _____ Email: _____

Address: _____
Street City State Zip

SIGNATURE AND DATE:

My signature indicates that all information provided in this application packet is complete, factually correct, and honestly prepared.

Signature Date



Sponsorship Confirmation Executive MBA Program

Section 1: To be completed by the applicant.

The individual noted below is applying to the RIT Executive MBA Program.

Name of Applicant: _____

Sponsoring Organization: _____

Section 2: To be completed by an authorized representative of the applicant's sponsoring organization.

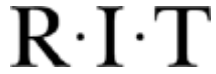
If the above-named applicant is accepted to the RIT Executive MBA Program, the sponsoring organization understands and agrees that the student will be fully released from job responsibilities on class days and during required residence periods.

Signature Date

Name: _____ Title: _____

Company: _____ Telephone: _____ Email: _____

Address: _____
Street City State Zip



Letter of Recommendation

Executive MBA Program

Section 1: To be completed by the applicant.

Instruct the recommender to complete Section 2 of this form and return it to you in your self-addressed envelope with his/her signature written across the seal.

Name: _____
Last First Middle

Address: _____
Street City State Zip

Under the provisions of the Family Educational rights and Privacy Act:

- I have retained my right of access to this recommendation.
- I have waived my right of access to this recommendation.

Section 2: To be completed by the recommender.

Please comment on the applicant's aptitude for executive business study. How long and in what capacity have you known this candidate? The applicant's career development, leadership ability, intellectual capacity, and character are some factors that you may wish to include in your comments. Please use the space below and continue on the reverse of the page, if needed.

Name: _____ Title: _____

Company: _____ Unit/Division: _____

Signature Date