

Application
for
Admission
to MBA
Programs



INTRODUCTION

The admissions committee is pleased to accept your application for admission to the MBA Programs at the Crummer Graduate School of Business. Because of our dedication to offering a personal approach to education, each application is reviewed thoroughly and a decision rendered in a timely manner. No one element of the application packet bears more weight than another. Therefore, there is no minimum score on the GMAT and no minimum cumulative GPA required of Crummer applicants.

As materials are received in the admissions office, they are added to the applicant's file. As the class begins to fill, we notify applicants of any missing materials. However, all applicants are encouraged to contact the admissions office directly to ensure that materials have been received.

APPLICATION

The attached application should be completed in full, either in print or typewritten, and sent directly to the Crummer School:

Attn: Admissions Director (include the program to which you are applying)
Rollins College
Crummer Graduate School of Business
1000 Holt Avenue – 2722
Winter Park, FL 32789

Please submit application with a non-refundable \$50 application fee in the form of a check or money order made payable to Rollins College. Supplemental materials may be sent separately, however application is not considered complete until all supplemental materials have been received. Applicants requesting a fee waiver must provide alumni information as requested on the application or indicate that you participated in an admissions chat or workshop.

RECOMMENDATIONS

Applicants applying to the Corporate, Professional, or Saturday MBA:

Two letters of recommendation are required for admission. An applicant may choose anyone to write the letters of recommendation, as long as the writers are able to attest to the applicant's capabilities from personal experience in either a professional or academic setting. There are no special forms for these letters, and the writers may use their own stationery. To expedite this process letters may be sent electronically via email to the director.

Applicants applying to the Early Advantage MBA:

Please request confidential evaluations from two references who are able to attest to your capabilities from personal experience in either a professional or academic setting. Forms are available for download at <http://www.crummer.rollins.edu/eamba/admissions.shtml>. or by contacting the EAMBA Admissions Office.

RESUME

All applicants are required to submit a current resume or vita.

STATEMENT OF PURPOSE

The Crummer School Admissions Committee uses your statement of purpose to evaluate several areas of your candidacy. First, your statement of purpose demonstrates the thoroughness of your career planning and preparation. Second, your statement of purpose often reveals your strengths as well as areas of opportunity. Finally, your statement of purpose demonstrates your written communication skills. Please proofread your work for both spelling and grammar. Statements with these errors reflect a lack of attention to detail. The suggested length for your statement of purpose is between 500 and 1,000 words.

TRANSCRIPTS

It is the applicant's responsibility to contact all undergraduate and graduate universities to request that an original transcript be sent directly to the Crummer School; photocopies or unsealed transcript are not accepted.

A U.S. equivalency translation is required for foreign transcripts. For more information, contact World Education Services at 800-937-3895, www.wes.org or Josef Silny & Associate, Inc. at 305-273-1616, www.jsilny.com.

CMBA EMPLOYER AGREEMENT

CMBA Program applicants must also submit a completed employer agreement form. This ensures that the employer is aware and supportive of the student's absence on alternating Fridays. This does not necessarily constitute financial support. This form may be accessed at <http://www.crummer.rollins.edu/emba/accepted.shtml>.

TEST SCORES

An official score on the Graduate Management Admission Test (GMAT) must be sent directly to the Crummer School. You may call (800) 462-8669 or visit www.gmat.org to register for the exam. The GMAT requirement may be waived for candidates with a CPA or appropriate graduate degrees such as Ph.D., M.D., M.S., or J.D. Applicants may request that their scores be sent to the Crummer School when applying for the test, or may contact the Educational Testing Service (ETS) for archived scores at (609) 771-7100.

Applicants applying to the Early Advantage MBA: The Test of English as a Foreign Language (TOEFL) is required for all students whose native language is not English and who have completed their undergraduate degree at a school outside of the United States. Information about the TOEFL is available at www.ets.org. If you have received a degree from a school outside of the United States where English is the primary language of instruction, please contact the EAMBA Office of Admissions for instructions on how to request a TOEFL waiver.

The Crummer School institution code is 5572 for both GMAT and TOEFL scores.

INTERVIEW

Admissions interviews are scheduled by invitation only. All applicants being considered for admissions are required to participate in an interview with the Admissions Committee. On-campus interviews are preferred, but for those who are unable to visit Crummer, the EAMBA Admissions Committee will allow phone interviews.

APPLICATION DEADLINES

Admission is granted on a rolling basis for all MBA candidates, and applicants are therefore encouraged to submit their materials as early as possible. Use the following start dates as guidelines when applying to any of our programs. Applicants with questions about space availability should contact the program office directly.

<u>PROGRAM</u>	<u>PROGRAM START DATES</u>
EAMBA	Twice a year – in August and in January
CMBA	Once a year – in July
PMBA	Twice a year – in September and in January
SMBA	Once a year – in January

SCHOLARSHIPS

All EAMBA program candidates are automatically considered for scholarship awards; consequently, there are no special application forms for these funds. These awards are based on the strength of the applicant and not on financial need. No scholarships are available through the Crummer School for PMBA or SMBA students. However, candidates are encouraged to explore outside sources of funding on their own.

There is one merit based scholarship available each year to a Corporate MBA candidate employed by a non-profit agency. Anyone interested should contact Towera Jensen at (407) 691-1195.

FINANCIAL AID

Federally funded loan programs are available to all U.S. students according to federal guidelines. Students wishing to apply for financial aid should visit <http://www.fafsa.ed.gov/>. After completing the online FAFSA process Rollins College will receive student loan information electronically. Questions regarding financial aid may be directed to the Office of Student Financial Planning at (407) 646-2395, located at Rollins College, 1000 Holt Ave – 2721, Winter Park, FL 32789-4499. Private loan programs are also available to working professional students. Information is available from the Office of Student Financial Planning.

APPLICATION CHECK LIST

As you complete the application process, it may be useful to keep a record of the compiled materials. Please use this check list for your own personal record-keeping purposes:

- Application Form: *Completed* ___/___/___ *Sent* ___/___/___
- \$50 Application Fee
or
Fee Waiver through Alumni Referral *Name* _____
Grad Year _____
- Fee Waiver through Admissions Workshop/Chat *Date* _____
- Recommendation/Evaluation #1: *Requested* ___/___/___ *From* _____
- Recommendation/Evaluation #2: *Requested* ___/___/___ *From* _____
- Resume or Vita: *Sent* ___/___/___
- Statement of Purpose: *Sent* ___/___/___
- Transcript(s): *Requested* ___/___/___ *From* _____
- CMBA Employer Agreement: *Sent* ___/___/___ (for CMBA applicants only)
- GMAT Score: *Test Taken* ___/___/___ *Score Sent* ___/___/___
- Interview: *Date* ___/___/___ *Time* _____ *Scheduled With* _____

CORRESPONDENCE

All correspondence may be directed to the Crummer School at the following address:

Rollins College
Crummer Graduate School of Business
1000 Holt Avenue – 2722
Winter Park, FL 32789 – 4499
1-800-866-2405

For Early Advantage MBA contact:

Linda Puritz (lpuritz@rollins.edu)
Assistant Director, EAMBA Admissions
Phone: (407) 646-2236
Fax: (407) 646-2522

For Corporate or Saturday MBA contact:

Jana Allen (jallen@rollins.edu)
Director, CMBA & SMBA Programs
Phone: (407) 646-2210
Fax: (407) 628-6336

For Professional MBA contact:

Alice Argeros (aargeros@rollins.edu)
Director, PMBA Program
Phone: (407) 646-1579
Fax: (407) 628-6336

APPLICATION FOR ADMISSION

Please type or print in ink

Program/Entrance Date (Select One and indicate year):

Early Advantage MBA August _____ or Jan _____
 Corporate MBA July _____
 Professional MBA Sept ____ or Jan ____
 Saturday MBA Jan _____

Name in Full: Mr. Ms. Dr. _____
(Last) (First) (Middle Initial)

Home Address: _____
(Number and Street) (Apartment No.)

(City) (State) (Zip)

Business/School Address: _____
(Number and Street) (Suite No.)

(City) (State) (Zip)

Telephone:

Home _____ Business _____ Cell _____ Fax _____

Email Address: _____

Birthplace: _____ Date of Birth ____/____/____ Country of Citizenship: _____
(City, State or Country)

Social Security Number: _____ Preferred Name or Nickname: _____

The following is required by the U.S. Department of Health, Education and Welfare under Title VI of the Civil Rights Act:

Race: American Indian Asian American Black Spanish Surname White Other _____

Type of Visa (if applicable): _____ Number of Permanent Resident Card: _____

1. PREVIOUS ACADEMIC TRAINING:

Name of Institution	Dates Attended	Major	Degree or Diploma	Date Conferred
Undergraduate College				
Undergraduate College				
Graduate College				

Name under which transcript was issued: _____

2. SELF-REPORTED CUMULATIVE UNDERGRADUATE GRADE POINT AVERAGE: _____

3. TEST SCORES

On what date did you or are you planning on to take the GMAT? ____/____/____

If taken, what was the score? Verbal _____ Quantitative _____ Total _____ Analytical Writing _____

On what date did you or are you planning to take the TOEFL? ____/____/____ (International Students Only)

If taken, what was the score? _____

4. INTERVIEW

Applicants are invited to interview with the appropriate admissions committee. Once an application has been submitted, your program office will contact you to schedule an interview.

If you are unable to visit the School, a phone interview may be scheduled (for Early Advantage applicants only). Please indicate your daytime telephone number so that we may call you to arrange a convenient interview time. Phone () _____ - _____

5. EMPLOYMENT RECORD (ATTACH RESUME OR VITA)

List all full-time employment, including military service, beginning with the current or most recent position.

A. Employer _____

Position Held _____	Employment Dates _____
Starting _____	Current or Reasons for _____
Salary (US\$) _____	Ending Salary _____ Leaving _____

Responsibilities _____

B. Employer _____

Position Held _____	Employment Dates _____
Starting _____	Current or Reasons for _____
Salary (US\$) _____	Ending Salary _____ Leaving _____

Responsibilities _____

6. LETTERS OF RECOMMENDATION

Please provide the names and companies of those you have asked to write recommendations/evaluations.

Mr./Mrs./Ms./Dr. _____ Title _____

Company _____ Email Address _____

Mr./Mrs./Ms./Dr. _____ Title _____

Company _____ Email Address _____

7. PLEASE LIST OTHER SCHOOLS TO WHICH YOU ARE APPLYING:

8. PLEASE LIST SCHOLASTIC HONORS AND AWARDS:

Are you a member of Beta Gamma Sigma? Yes No

9. PLEASE LIST EXTRACURRICULAR, PROFESSIONAL, OR SOCIAL ACTIVITIES IN WHICH YOU ARE OR HAVE BEEN ACTIVE. ALSO LIST ANY PROFESSIONAL LICENSES WHICH YOU HOLD:

Organization

Office held, if any

10. PROFICIENCY IN FOREIGN LANGUAGE(S):

Level	Language Spoken:	Language Spoken:	Language Spoken:
Fair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excellent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. STATEMENT OF PURPOSE

Please write a detailed and carefully edited statement indicating your reasons for pursuing an MBA degree, your reasons for choosing the Rollins MBA, and how these two decisions will combine to assure your professional and personal success. You should incorporate details of your academic and professional background, your strengths and challenges, and any unique aspects of your candidacy you want the Admissions Committee to consider.

Your statement of purpose should be typed on separate sheets of paper. The suggested length is between 500 and 1,000 words.

12. How did you hear about the Rollins MBA/Crummer School? _____

13. If you are requesting the application fee be waived through alumni referral, please provide alumni information:

Name _____ Graduation Year _____

14. If you are requesting the application fee be waived through admissions chat or workshop, please provide date: _____

Signature of Applicant

Date



1000 HOLT AVENUE – 2722
WINTER PARK, FL 32789-4499

www.crummer.rollins.edu

THANK YOU FOR YOUR APPLICATION