



# Application for Admission to the Executive MBA Program September 2010

Please submit three letters of recommendation, a letter of corporate sponsorship, and transcripts with a non-refundable \$55 application fee. As applications are reviewed and evaluated on a continuous basis in the order of their receipt, candidates are encouraged to apply as early as possible. This application may be downloaded from our web site at: [emba.boisestate.edu](http://emba.boisestate.edu), or found in the supplemental CD that accompanies the EMBA brochure.

## Applicant Data

Name	Informal or Nickname	
_____		
Title		
_____		
Company		
_____		
Address		
_____	_____	_____
<small>Street</small>	<small>City/ State</small>	<small>Zip</small>
Office Telephone		
_____		
E-mail Address		
_____		
If subsidiary, division, or affiliate, please indicate parent corporation name		
_____		
Applicant's Home Address		
_____	_____	_____
<small>Street</small>	<small>City/ State</small>	<small>Zip</small>
Home Telephone	Social Security Number	
_____	_____	
Date of Birth	Place of Birth	
_____	_____	
Are you a US Citizen?	If no, status?	
_____	_____	

## Sponsorship (to be completed by employer)

As a sponsor, complete this section and add any additional information you deem relevant on an additional page. ALSO, SPONSORS MUCH SUBMIT A SEPARATE LETTER TO VERIFY ORGANIZATIONAL SUPPORT AND APPORVE THE TIME OFF NEEDED BY THE EMPLOYEE TO PARTICIPATE IN THE PROGRAM.

Name		
_____		
Signature	Date	
_____	_____	
Title		
_____		
Company		
_____		
Address		
_____	_____	_____
<small>Street</small>	<small>City/ State</small>	<small>Zip</small>
Telephone	E-mail Address	
_____	_____	

## Sponsor Organization Data (to be completed by applicant)

Name	
_____	
Sales	Net Assets
_____	_____
Employees	Net Income
_____	_____
Number of Products	Number of Facilities
_____	_____

### Position Data

Describe the organizational unit for which you are responsible and relate it to the total organization in terms of size, scope, and autonomy of responsibility. What human resources, budget, and capital investment are you responsible for? To what position(s) do you report? Please enclose a description of your position.

Salary: \_\_\_\_\_

If you wish, you may state your salary on a separate sheet, place it in an envelope marked "Confidential Information— Attention: Director, Executive MBA Program," and attach the sealed envelope to this application.

### Computer Background

Students enrolling in EMBA are expected to have working familiarity with word processing and spreadsheet analysis.

What is your proficiency?     Strong                       Average                       Needs Improvement

### Areas of Management

Area of expertise: \_\_\_\_\_

Please assess your proficiency in the following areas of management:

	Strong	Average	Needs Improvement		Strong	Average	Needs Improvement
Accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Managerial Economics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operations Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Management:			
Organizational Behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy Formulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer Skills:			
Quantitative Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spreadsheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manpower/ Industrial Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Word Processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Expectations**

What do you expect to accomplish through this executive program? What learning experiences do you expect, and how would you apply them? What specific benefits do you anticipate? (Use a separate page if necessary)

**Experience and Education**

1. List all colleges and universities you have attended, the dates attended, and the diplomas or degrees received. Please request the registrar of each college or university you have attended to send a complete transcript of your record in that institution, whether you earned a degree or not, to the Executive MBA Program address.

Name of Institution	Dates of Attendance	Months of Attendance	Diploma & Year Received
_____	_____ to _____	_____	_____
_____	_____ to _____	_____	_____
_____	_____ to _____	_____	_____

2. Submit a current resume as an attachment or describe your management career chronologically below.

Years of work experience \_\_\_\_\_ Years of Management Experience \_\_\_\_\_

3. Describe any major reports, articles, instructional materials, or manuals that you have prepared, as well as research, inventions, or other creative work. Also feel free to list significant business, professional, or civic organizations in which you are active and any awards and achievements you have earned. (Use a separate page if necessary)

### Recommendations

Letter of recommendation from: (1) a senior-level person in your organization; (2) your supervisor, past or present; and (3) someone outside your organization (from civic organization, previous employer, professor, etc). List name, title, and company.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Tuition

The fee for the first academic year is \$20,500 for the fall 2010 incoming class. The year two fee will be the same, \$20,500, billable in year two. The cost includes all tuition, instruction, optional preparatory tutorials, course materials (including textbooks, course-related software, and other supplies), lunches and breaks during regular class sessions. Standard meals and lodging are provided during the Opening and International Residencies (transportation to and from each is your responsibility).

Upon acceptance into the program, a \$1,900 non-refundable deposit is required to hold a place in the class. The deposit will be deducted from the first year fee, which is payable by August 1, 2010.

Please bill to:

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_  
Street City/ State Zip

Telephone \_\_\_\_\_

It is understood that during participation in the program you will be free of other duties on class days, will not be absent for any reason other than an emergency, and that EMBA participants are expected to have a laptop computer with Microsoft Office available during most class sessions.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Director, EMBA Program  
Boise State University  
1910 University Drive  
Business Building - Room 318  
Boise, Idaho 83725-1600  
Tel (208) 426-4034, Fax (208) 426-1135

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