

EMBA

THE EXECUTIVE MBA PROGRAM

ADMISSION MATERIALS

FOSTER COLLEGE OF BUSINESS ADMINISTRATION

BRADLEY UNIVERSITY

*Enclosed are the forms and information
you need to apply to the program:*

- APPLICATION FOR ADMISSION
- THREE LETTERS OF RECOMMENDATION
- COMPANY SPONSORSHIP LETTER
- TRANSCRIPT REQUEST

Include a (non-refundable) \$75 Application Fee



Peoria, IL 61625 USA • Phone: (309) 677-2253 • Fax: (309) 677-3374 • E-mail: emba@bradley.edu

APPLICATION FOR EXECUTIVE MBA PROGRAM

Instructions for a complete application are listed on the back of this form. Since applications are reviewed and evaluated by a faculty committee on a continual basis in the order of receipt, candidates are encouraged to apply as early as possible. Only complete applications will be processed. This form is also available for download on our website at www.bradley.edu/emba.

Name _____
Family/Last Given/First Middle/Other Maiden

What first name would you like used in class? _____

FOR OFFICE USE ONLY

____ Fall ____ January
____ Spring ____ Summer
Year 20 ____

Home Address _____

City _____ State _____ Zip _____

Country of Birth _____ Country of Citizenship _____ SS# _____

Home Phone (include area code) _____ Work Phone (include area code) _____

Mobile Phone (include area code) _____

Preferred E-mail address _____ Date of Birth _____ Male Female
(mo/day/yr)

If you are not a U.S. citizen, are you a permanent resident? Yes No If no, Visa type _____
If yes, enclose a copy (front and back) of your Permanent Residency Card, and present the original to the Graduate School prior to registration.

Optional:

Ethnicity (U.S. citizens and permanent residents only) 1. Asian or Pacific Islander 2. Black/African American
3. Hispanic, Latino, or Spanish origin 4. Native American/American Indian or Alaska Native 5. White
6. If applying as an international student, check this box

Previous attendance at Bradley Yes No Level: Undergraduate Graduate Graduate Student at Large

Name at time of attendance _____ Dates _____ BU ID Number _____

WORK EXPERIENCE

Present Employer _____ Since _____

Division _____ City _____ State _____ Zip _____

Present Title _____ Since _____

Title of Immediate Supervisor (not name) _____

Description of Duties and Responsibilities _____

Description of the Nature of Employing Company _____

Number of Years of Managerial Experience _____ Number of People You Directly Supervise _____

INDUSTRY EXPERIENCE

- Aerospace/Defense Consulting Financial Services Health Care Not-For-Profit
 Communications/Information Technology Food/Beverage Manufacturing Publishing
 Other _____

AREAS OF EXPERTISE

Please assess your proficiency in the areas of management shown at right. This information will be used to place participants in study groups.

	Little	Some	High		Little	Some	High
Accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manpower/			
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Industrial Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Managerial Economics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization Behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operations Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Management/			
Quantitative Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Policy Formulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPUTER SKILLS

Which Microsoft software programs do you have a working familiarity with (check all that apply):

- Word Excel PowerPoint

Are you interested in tutorial help in any of these areas?

- Word Excel PowerPoint

FINANCIAL ASSISTANCE

For more information on federal loans, contact Dave Pardieck, Financial Aid at 677-3089.

ADDITIONAL INFORMATION

EDUCATIONAL EXPERIENCE

List all colleges and universities attended.

Name and Location of Institution	Dates of Attendance	Degree and Date Received	UG or GR	Date Transcript Ordered
_____	From _____ to _____	_____	_____	_____
_____	From _____ to _____	_____	_____	_____
_____	From _____ to _____	_____	_____	_____
_____	From _____ to _____	_____	_____	_____

Have you traveled internationally and if so, where? _____ Pleasure Business

Do you have a current passport? Y N _____ Pleasure Business

_____ Pleasure Business

Please list any professional certification(s) (CPA, CFA, CLU, ETC.):

Please list any awards, honors, or distinctions received (*please indicate basis of selection if award is not well known*):

RECOMMENDATIONS

Please include three letters of recommendation from people with knowledge of your professional skills and abilities. One recommendation should be from your immediate supervisor and one should be from a professional associate. Please list your supervisor first.

1. _____
Name Title

Address Phone #

2. _____
Name Title

Address Phone #

3. _____
Name Title

Address Phone #

A COMPLETE APPLICATION INCLUDES:

- Non-refundable Application Fee of \$40**, payable by check or money order to Bradley University, is required at the time of application. This is a processing fee that cannot be waived, deferred, or refunded. Applications will not be processed without the fee.
- A Current Resumé** is required of all individuals applying to the EMBA.
- Letters of Recommendation (three)** are required of all applicants. At least one should be from an immediate supervisor and one should be from a professional associate. Faculty recommendations are highly recommended when appropriate.
- A Brief Essay** (limited to 250 words) explaining your interest and desire to enroll in the Foster College of Business Administration Executive MBA program. Please mention long-term professional goals and career objectives, and explain how this program will help you realize them. Also, include examples of ways you will use your Executive MBA education in your current position and any expectations you have of this program.
- Letter of Sponsorship** from a senior official of your employing organization. This letter should state that your employer endorses your participation in the program, is aware of the time demands, will grant you the necessary time off to attend classes, and (if applicable) is willing to provide financial assistance. Applicants who are self-employed are not required to submit this statement.
- Official Transcripts** issued and sent by the Registrar's Office of your institution(s) **directly** to: the Foster College of Business Administration, Attn. Sandy Peterson, , 1501 West Bradley Avenue, Peoria, IL 61625. You must submit official transcripts from **each** institution you attended.
- Personal Interview.** You will be contacted for a face-to-face interview with the Director of the Executive MBA after we have received your complete application.
- The Application Form** should be completed and signed by the applicant.

I hereby certify that the information provided by me on this application is complete and accurate.

Name Date

Mail Application to: Sandy Peterson
Foster College of Business Administration
1501 W. Bradley Avenue
Peoria, IL 61625

* Remember to include \$40 application fee.

8. Please place a mark in the appropriate box describing the applicant.

	Exceptional Top 2%	Superior Top 5%	Excellent Top 15%	Above Average Top 25%	Average Top 50%	Below Average Lower 50%	Unable to rate
Leadership potential							
Maturity							
Motivation							
Analytical skills							
Intellectual ability							
Creativity							
Ability to work with others							
Oral communication skills							
Written communication skills							
Planning skills time management							
Personal integrity							
Self-confidence							
Goal directedness							

Recommended with confidence _____ Recommended with reservation _____

Recommended _____ Not recommended _____

Signature _____ Print name _____

Date _____ Title _____

Organization or Institution _____

Phone _____

Address _____
City
State
Zip

THE EXECUTIVE MBA PROGRAM

Applicant's Name _____
(print or type) Family/Last Given/First Middle/Other

TO BE COMPLETED BY EMPLOYER

Candidates for the Executive MBA require a support statement from their employer acknowledging that the candidate will be given the necessary time off from work to attend classes and other program functions. Please provide the information requested below and return to applicant.

As a sponsor, I acknowledge that the candidate listed above will be given the necessary time off to attend classes and other official program functions if accepted to the Foster College of Business Administration Executive MBA program at Bradley University.

Name (print or type) _____

Position/Title _____

Office Phone _____ Extent (%) of Financial Support _____

Company _____

Address _____

City _____ State _____ Zip _____

Signature _____ Date _____

TRANSCRIPT REQUEST FORM



Applicant: Please provide the information requested below. Give this completed form to your college or university registrar and ask him or her to use a school envelope. If you attended more than two institutions, this form may be photocopied. You must submit official transcripts from **each** institution you attended.

Name (print or type) _____
Family/Last Given/First Middle/Other

Date of Birth _____

Social Security # _____

Name at Time of Attendance _____

Dates of Enrollment: _____ Degree(s) and Year(s): _____

I hereby authorize the release of a transcript of my academic record to the Foster College of Business Administration of Bradley University.

Date _____ Signature of Applicant _____

Registrar: This person is applying for admission to the Executive MBA program of the Foster College of Business Administration. Please enclose this form along with an official transcript in a University envelope. Seal the envelope, sign or place your seal on the back flap, and return to:

Sandy Peterson
Foster College of Business Administration
1501 W. Bradley Ave.
Peoria, IL 61625

Be sure to include instructions on how to interpret the transcript and an explanation of your grading system. If the transcript is not in English, please send it directly to us at the address above and notify the applicant that you have done so.