MOVE *ON*. MOVE UP.

MBAE

MASTER OF BUSINESS ADMINISTRATION
FOR EXECUTIVES

APPLICATION MATERIALS

PURDUE
UNIVERSITY
CALUMET

MBAE

MASTER OF BUSINESS ADMINISTRATION FOR EXECUTIVES

Admissions Check-Off List

STEP 1

- ☐ Electronic Application form to the Graduate School, including payment of application fee. Form may be accessed online at https://app.applyyourself.com/?id=purduegrad.

STEP 2

Submitted in hard copy to the address below.

- ☐ Application form for Admission to the MBA for Executives Program.
- ☐ An official transcript from each educational institution attended sent directly to the address below.
- ☐ Three letters of recommendation.
- ☐ A letter of organizational endorsement indicating that your supervisor and company are aware of, and support, your pursuit of this program. This letter must be written on your company's letterhead.
- ☐ A copy of your resume with your business card attached.
- ☐ Personal essays.
- ☐ International applicants which English is not their first language will have to take the TOEFL exam. The minimum internet-based test overall score required is 77 (minimum of 19 is required for the Reading section; 14 for Listening; 18 for Speaking; and 18 for Writing). If the applicant has a degree in the U.S. the score must be documented by an official report from the Educational Testing Service and must be no more than 24 months old at the time the application credentials are reviewed in the Graduate School.

STEP 3

- ☐ Personal interview. We will contact you for an interview when the principal parts of your application have been received.

All application materials must be sent directly to:

Dr. Lori S. Feldman
Director, MBA for Executives Program
Purdue University Calumet
School of Management
2200 169th Street
Hammond, IN 46323-2094

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Application for Admission

PLEASE SUBMIT TO:

Dr. Lori Feldman, *Director*
MBA for Executives Program
Purdue University Calumet
School of Management
2200 169th Street
Hammond, IN 46323-2094
Tel: 219-989-3150
Fax: 219-989-3158

THIS IS **STEP 2** OF THE APPLICATION PROCESS.
Submit this form, three letters of recommendation, a letter of organizational endorsement, your personal essays and transcripts from all educational institutions attended to the address on the right.

Please type or print in ink.

PERSONAL DATA

Full name _____ Informal name _____

Social security number _____ Date of birth _____ Place of birth _____

Home address _____ City _____ State _____ Zip _____

Phone (_____)_____ E-mail address _____

Emergency contact: Name _____ Phone number (_____)_____

State of residence for the past two years (disclosure required) _____

State and federal laws pertaining to civil rights require the University to report ethnic data. Please check one.

☐ American Indian ☐ White/Non Hispanic ☐ Black/Non Hispanic
☐ Asian or Pacific Islander ☐ Hispanic ☐ Other

Are you a U.S. citizen? (CIRCLE ONE) Yes No If not, country of citizenship _____

COMPANY DATA

Name of organization _____

Business address _____ City _____ State _____ Zip _____

Title of present position _____

Phone (_____)_____ Fax (_____)_____ Years with company _____

If subsidiary, division, or affiliate, indicate parent company name _____

All correspondence should be sent to: (CIRCLE ONE) Home Office

Size of company (number of employees)

☐ Less than 100 ☐ 100-499 ☐ 500-999
☐ 1,000-9,999 ☐ 10,000-99,999 ☐ over 100,000

Please select the category that best describes your organization:

☐ Manufacturing ☐ Government ☐ Transportation, Communication, Public Utilities

☐ Healthcare ☐ Energy/Natural Resources ☐ Other _____

☐ Construction ☐ Agriculture, Forestry, Fishing

Please describe your job responsibilities _____

_____

Budgeting responsibilities _____

Number of personnel supervised _____ To what position(s) do you report _____

Total compensation $ _____

If you prefer, you may state your compensation on a separate page and place it in a sealed envelope marked "Confidential" to the Director, MBA for Executives Program.

EMPLOYMENT HISTORY

Please list each of the jobs and activities you have had since college, including military service.
Begin with the most recent position.

DATES

_____ to _____ Company _____ Location _____

Position _____

Responsibilities _____

_____ to _____ Company _____ Location _____

Position _____

Responsibilities _____

_____ to _____ Company _____ Location _____

Position _____

Responsibilities _____

_____ to _____ Company _____ Location _____

Position _____

Responsibilities _____

Total years of work experience _____ Total years of management experience _____

List career organizations of which you are a member *(for example, American Management Association, American Bar Association)*

_____

_____

_____

List any professional examinations you have passed *(If you have passed some, but not all parts of an examination, indicate the parts passed.)*

_____

_____

_____

_____

What are your most significant contributions outside of your business achievements? _____

_____

_____

_____

ACADEMIC DATA

Please list chronologically all colleges and universities attended, beginning with the most recent institution.

Name of institution and location	Dates attended	Major	Degree/GPA (out of 4.0)

RECOMMENDATIONS

Letters of recommendation from: (1) a senior level person in your organization, (2) your supervisor, past or present, and (3) someone from outside your organization. List name, title, and company.

1. _____

2. _____

3. _____

SIGNATURE

I certify that the information provided on this application is accurate and complete. I understand that falsified information may result in denial of admission and/or termination of enrollment at Purdue University. I certify that I have not been censured for academic dishonesty during my previous college enrollments. If I have been, I will provide an accompanying explanation.

Signature _____ Date of signature _____
(Required)

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Transcript Form

To the applicant: Please detach individual forms and send one to the registrar's office of each institution from which you are requesting official transcripts of record in support of your application for admission to the MBA for Executives Program. You must submit an official transcript from all undergraduate institutions you have attended.

OFFICIAL TRANSCRIPT AND FORM SHOULD BE MAILED BY THE INSTITUTION DIRECTLY TO THE MBAE OFFICE.

To the Registrar: Please attach this form to the official transcript of my record to be forwarded to the following address in support of my application for admission to the MBAE program. Thank you.

MBA for Executives Program
Purdue University Calumet
School of Management
2200 169th Street
Hammond, IN 46323-2094

DATE | LAST NAME | FIRST | MIDDLE
(Use your full legal name when last enrolled)

STUDENT NUMBER | DATES OF ENROLLMENT | DATE OF GRADUATION

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DATE | LAST NAME | FIRST | MIDDLE
(Use your full legal name when last enrolled)

STUDENT NUMBER | DATES OF ENROLLMENT | DATE OF GRADUATION

Confidential Recommendation

MBA for Executives Program
Purdue University Calumet
School of Management
2200 169th Street
Hammond, IN 46323-2094
Tel: 219-989-3150

LETTER OF RECOMMENDATION SHOULD BE MAILED BY THE WRITER DIRECTLY TO THE MBAE OFFICE.

For the Applicant

APPLICANT'S LAST NAME FIRST MIDDLE

In order to encourage the evaluator to provide an objective and candid impression, the applicant is encouraged to sign the following statement. Please be assured, however, that the signing of this statement is optional. Under law, refusal to sign the statement cannot be used negatively in the admissions process. In any case, under the Family Education Rights and Privacy Act of 1974, you will have access to this recommendation only if you are admitted and enroll at Purdue University Calumet.

I hereby waive my right of access, under the Family Educational Rights and Privacy Act of 1974, to this letter of recommendation.

APPLICANT'S SIGNATURE DATE

NAME OF RECOMMENDER (PLEASE PRINT) TITLE

For the Recommender

Your detailed and candid comments will help us assess the applicant's managerial potential, initiative, and maturity. As your recommendation is part of the application process, we'd appreciate you completing this form as quickly as possible. If you prefer, you can write a letter of recommendation on your company letterhead and attach it to this form.

Please mail the recommendation directly to us at the address on this form and inform the applicant that you have done so. Thank you for your assistance.

How long have you known the applicant? _____

What is, or was, your relationship to the applicant? _____

Which ONE of the following statements is most applicable to this candidate over the next two years?

- ☐ Almost certainly will be in a position of greater management responsibility
- ☐ Has a good chance of being in a position of greater management responsibility
- ☐ Will gain valuable education and experience which will put him/her in a position for promotion and greater responsibility at some later date.
- ☐ The successful completion of this degree will greatly enhance his/her performance in current job.

For the Recommender

Please appraise the applicant in terms of the qualities listed below.
With what group or population are you comparing the applicant?

	TRULY EXCEPTIONAL *(top 2%)*	OUTSTANDING *(top 10%)*	VERY GOOD *(top 25%)*	GOOD *(middle 50%)*	BELOW AVERAGE *(lower 25%)*	NO OPPORTUNITY TO OBSERVE
Intellectual ability						
Analytical skills						
Creativity/imagination						
Initiative						
Oral communication skills						
Written communication skills						
Perseverance (ability to complete project undertaken)						
Ability to work effectively with others						
Problem solving skills, i.e., ability to formulate logical and analytical solutions to problems						
Sense of humor – ability to keep things in perspective						
Maturity compared to peers						
Ability to accept constructive feedback and learn from it						
Ability to understand others' viewpoints						
Project management skills / time management						
Overall appraisal						

Are you confident of the applicant's integrity? ☐ Yes ☐ Unable to judge ☐ No

In summary, I (CHECK ONE)

☐ Strongly recommend
☐ Recommend
☐ Recommend with reservation
☐ Do not recommend

RECOMMENDER'S SIGNATURE DATE

NAME (PLEASE PRINT) TITLE

ORGANIZATION OR INSTITUTION

ADDRESS

CITY STATE ZIP CODE

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Personal Essays

Instructions

Your essays will give us an idea of your personality, perspectives, and opinions and will let us know how closely your professional objectives match the objectives of the MBAE program. Below you will find five essay areas. All applicants must answer number one. You must also choose two of the next three essay questions (2 through 4). Essay number 5 is optional.

Type or word-process each essay on a separate sheet of paper. Please limit each essay to no more than two double-spaced pages. Finally, please include the essay number and your name at top of each page.

We encourage you to be informative, creative, and concise.

1. Please discuss your post-MBA short-and-long-term professional goals. How will your professional experience, when combined with a Purdue MBA degree, allow you to achieve these goals?
2. Discuss the critical issues facing your organization now and in the next few years. How do you expect the learning in this program to relate to those challenges?
3. What is the most significant change or improvement you have made to an organization with which you have recently been affiliated? Describe the process of implementing the change. What were the results?
4. Describe what there is about your background and your experiences that will contribute to the diversity of the entering class and enhance the educational experience of other students.
5. Is there anything else that you think we should know as we evaluate your application? If you believe your credentials and essays represent you fairly, you shouldn't feel obligated to answer this question.