



WAGNER COLLEGE

Division of **GRADUATE** Studies

Practical Leadership for the Real World

SPRING 2010

APPLICATION FOR ADMISSION
AND GENERAL INFORMATION

EXECUTIVE MBA

Wagner College is dedicated to serving the needs of the individual student. One of the hallmarks of the College is the concern for each other shared by both faculty and students. This application is your opportunity to tell us about yourself. Please be open and candid in completing the information requested.

Completed applications received by July 1st will be given priority consideration for the Fall semester, and by December 1st for the Spring semester. Applications, transcripts, or letters of reference received after those dates may cause your application to be deferred to the following semester.

HOW TO APPLY

To be considered for admission, please submit the following credentials to the Graduate Studies Office:

- a completed and signed application to the Graduate School **accompanied by a \$50 non-refundable application fee**; *your application will not be processed without the fee*
- an **official** transcript(s) of your academic work *sent directly to the Graduate Studies Office* by the Registrar at the college or university from which you graduated; photocopies and “student copies” cannot be used to make an admission decision
- 2 letters of recommendation; one must be from your present employer or supervisor
- a current resume
- a personal statement
- **an interview with the Director of the Program**

Upon receipt of all credentials for the application, you will be notified by the Director of the Program and invited to interview.

COMMUNICATING WITH WAGNER COLLEGE

All applications and supporting credentials **must be sent directly** to the **Office of Graduate Studies** at the address listed below.

Mailing Address:	Executive M.B.A. Program	Telephone:	718-390-3106
	Office of Graduate Studies	Fax:	718-390-3456
	Wagner College		
	One Campus Road		
	Staten Island, NY 10301		

Please direct specific questions about the Program to:	Telephone:	718-390-3429
Donald Crooks, Ph.D., Director of the Executive M.B.A. Program	Email:	dcrooks@wagner.edu

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III. EDUCATION

Beginning with the most recent institutions, list **all** colleges and universities you have attended. You are responsible for having an **official transcript** of your academic coursework from the institution from which you graduated *sent directly to the Graduate Studies Office* by the registrar of that institution.

Institution _____ Location _____

Dates Attended _____ Degree/Major _____
(month/year to month/year)

Institution _____ Location _____

Dates Attended _____ Location _____
(month/year to month/year)

List all academic honors, awards and activities relevant to our consideration of your application: _____

IV. PROFESSIONAL EXPERIENCE

Current Position/Professional Title _____

Employer _____

Address _____

City _____ State _____ Zip _____

Business Telephone (____) _____ Length of Employment _____

Parent Company or Organization _____

Years of Management Experience _____ Number of Employees you Currently Supervise _____

Supervisor's Name _____ Title _____

V. RESUME

In order to better understand your professional experience, please attach a resume as a **required** part of the application process. Indicate below any professional honors, achievements or activities relevant to our consideration of your application to this program, that are not noted on your resume.

VI. PERSONAL STATEMENT

You are **required** to submit a personal statement in support of your application to the program. Please include any relevant information you would like us to know about you, or your application to the program, which you have not included elsewhere on this form.

VII. REFERENCES

You are **required** to submit two (2) Recommendation Forms in support of your application to the Executive MBA Program. One recommendation must be from your immediate supervisor or employer. Please complete the waiver portion of the Recommendation Forms before giving them to your references. Please request that your references send the completed Recommendation Forms *directly* to:

Executive M.B.A. Program
Office of Graduate Studies
Wagner College
One Campus Road
Staten Island, NY 10301

Please provide the following information about those individuals providing your references.

Name	Position	Institution/Firm
1	_____	
2	_____	

VIII. ADDITIONAL INFORMATION

Have any relatives attended Wagner College? Yes No

Name _____ Relationship _____ Class of _____

Name _____ Relationship _____ Class of _____

How did you learn about the Executive M.B.A. Program at Wagner College?

Card received in mail Friend Newspaper advertisement
 Alumnus Faculty member Business colleague
 Other (please specify) _____

To the best of my knowledge, all information contained in this application is true and accurate. I understand that the documents submitted with my application are permanent possessions of Wagner College and cannot be returned to any party. I furthermore agree to abide by the policies and regulations of Wagner College if I am admitted as a student. I understand that the application fee is non-refundable.

Signature _____ Date _____

**Please include a \$50 non-refundable fee with your application.
Please make check or money order payable to Wagner College.
Your application will not be processed without the fee.**

Please return this application and all supporting credentials to:

Executive M.B.A. Program
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LETTER OF RECOMMENDATION WAIVER FORM

This form must accompany each letter of reference

NAME OF APPLICANT _____
please print or type

NAME OF RECOMMENDER _____
please print or type

TO THE APPLICANT

*Read and respond to the statement below and give this form to your recommender.
Two Recommendation Forms are required to complete your application.*

I am aware of the rights afforded to me by the Federal Educational Rights and Privacy Act of 1974, amended, and hereby (check one) waive do not waive my rights to examine the contents of this recommendation, provided it is used solely for the purpose for which it is requested.

APPLICANT'S SIGNATURE _____ **DATE** _____

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SPONSOR’S AGREEMENT

Name of Candidate _____

Company/Organization _____

Address _____

If the applicant named above is admitted into the Wagner College Executive M.B.A. Program, our organization agrees to allow him/her to attend all regularly scheduled weekend meetings of the Program.

Company/Organization Contact Information:

Authorizing Official _____

Title _____

Company/Organization _____

Address _____

Phone Number _____

E-mail _____

Fax Number _____

We will reimburse the candidate directly for all part of the tuition and expenses of the Program.

If reimbursing part of the expenses, please specify dollar or percentage amount _____

Signature of authorizing official _____

Please return to : Executive M.B.A. Program
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 Wagner College
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 Staten Island, NY 10301

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FINANCIAL INFORMATION

The fixed tuition investment of \$55,000 for participants beginning the Executive M.B.A. Program in the Spring, 2010 semester includes:

- Tuition for 45 academic credits (15 courses, including the field project)
- Textbooks and College fees
- Majority of costs associated with the international field project, including airfare, hotel, ground transportation and some meals for seven (7) days
- Meals and refreshments during class days

Tuition is payable in five (5) equal installments and will be billed by the Business Office accordingly.

Tuition is not refundable after the first day of classes.

Major credit cards, checks or cash are acceptable methods of payment for tuition.

In addition, all applications for admission into the Executive M.B.A. Program must be accompanied by a **\$50 non-refundable application fee**.

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