

MOVE FORWARD. SITTING DOWN.



APPLICATION BOOKLET

**THE
DREXEL
EXECUTIVE
MBA**

Learn Here, Lead Anywhere™



LEBOW COLLEGE OF
BUSINESS
LeBow

Applying to the Executive MBA Program

Admission to Drexel Executive MBA at LeBow College of Business is competitive and detailed. The Admissions Committee seeks experienced business professionals who have the qualifications, skills and experience commensurate with the challenges of the course. The Admissions Committee reviews each candidate's academic and work experience with particular consideration given to managerial and leadership potential, academic aptitude, interpersonal and communications skills, as well as maturity and motivation.

To be considered, applicants must possess:

- Five to eight years of professional experience, including significant experience at the managerial level.
- A demonstrable record of professional achievement.
- A Graduate Management Admissions Test (GMAT) score. GMAT is the worldwide standard for admission to postgraduate management programs.

Application Options

We strive to make the application process as easy as possible. Applications are considered on a rolling basis. Applications will be assessed promptly and will include an interview with the Director of the Executive MBA program. If you have questions or need assistance during the process, please feel free to contact us.

Students may apply online or via a paper-based application. To download the application, visit www.drexel.edu/emba

Class Visits

Applicants and interested students are encouraged to schedule a class visit to gain a realistic impression of life as an Executive MBA student. To schedule a class visit, please call 215.895.1604 or e-mail emba@drexel.edu

Financial Aid Information and Merit Scholarships

All applicants are considered for the following scholarships:

Dean's Scholar Award is based on academic achievement as reflected in previous academic performance and scores on the Graduate Management Aptitude Test (GMAT).

The Drexel Grad Grant benefits Drexel University alumni interested in earning a graduate degree. Alumni who enroll in full- or part-time master's level courses at Drexel are eligible for a \$100 grant for each graduate credit hour earned during their first year of graduate studies.

Dean's Corporate Scholarship awards are made available through special arrangements with sponsoring organizations. Please contact the Executive MBA office for more information.

Homeland Security Scholarship provides financial assistance up to 25 percent of tuition costs for qualified individuals involved in homeland security, and/or emergency response to terrorist attacks.

Armed Forces Service Member Scholarship is awarded to active or retired members of all branches of the military, including reserves and national guard.

Financial aid is also available to U.S. citizens in the form of loans from the U.S. government or private lenders. Most of your financial aid questions can be answered by e-mailing finaid@drexel.edu

Guide to the Application Process

A COMPLETE APPLICATION INCLUDES:

- 1. Application for Admission** (An application form is included in these materials. Please remove and return in supplied envelope.)
- 2. Self-Assessment Essays**

Please type and attach responses to your Application for Admission to the following questions:

 - a. Discuss personal goals, conditions, or career aspirations that motivate you to pursue an Executive MBA at Drexel.
 - b. What are your most important accomplishments?
 - c. What do you expect to achieve through this program?
- 3. Current Résumé**
- 4. Official Academic Transcripts**

Request each of the colleges or universities you attended to forward official transcripts of your scholastic record to you. (Two transcript request forms are included with these materials. Please remove and mail in supplied envelope.)
- 5. Recommendations**

Forward two recommendations from individuals qualified to comment on your ability to succeed in the Executive MBA program. (Two recommendation forms are included with these materials. Please remove and mail in supplied envelope.)
- 6. Admission Examination: The GMAT**

Satisfactory scores on the Graduate Management Aptitude Test (GMAT) are also required. Please contact the Education Testing Service (ETS) to arrange a time and place for taking the test, if you have not already done so (609.771.7330) or consult the GMAT Web site at www.gmac.com. An official copy of the GMAT result must be sent directly to the Drexel Executive MBA program at LeBow College. Our Executive MBA program code is #2188 for ETS reporting purposes. GMAT scores are waived for applicants holding a terminal degree such as M.D. or Ph.D.
- 7. Non-refundable Application Fee (\$100.00)**

Check or money order should be made payable to Drexel University Executive MBA program and mailed with the completed application form to the address below.
- 8. Admissions Interview**

An admissions interview is required. Prior to having the interview, the completed application form, your current resume, and the application fee must be submitted. We encourage an informal information meeting with the Director of the Executive MBA program before having an admissions interview.

PLEASE SUBMIT THE APPLICATION IN THE ENVELOPE PROVIDED TO:

**EXECUTIVE MBA PROGRAM
DREXEL UNIVERSITY
LEBOW COLLEGE OF BUSINESS, 17-402
3141 CHESTNUT STREET
PHILADELPHIA, PA 19104**



APPLICANT INFORMATION

Name _____ Nickname _____
LAST FIRST MIDDLE

Home Address _____
CITY STATE ZIP CODE COUNTRY

Home Phone _____ Cell Phone _____

Home E-Mail Address _____

Social Security Number _____ Date of Birth _____

EMPLOYER INFORMATION

Company/Organization Name _____

Division _____

Business Address _____

CITY STATE ZIP CODE COUNTRY

Business Phone _____ Business Fax _____ Business Web Address _____

Type of Industry _____ Annual Sales _____

Please check the range which best describes the size of your company:

- | | | |
|---|--|--|
| <input type="checkbox"/> Fewer than 100 employees | <input type="checkbox"/> 500-999 employees | <input type="checkbox"/> 10,000-99,000 employees |
| <input type="checkbox"/> 100-499 employees | <input type="checkbox"/> 1,000-9,999 employees | <input type="checkbox"/> Over 100,000 employees |

PROFESSIONAL INFORMATION

Total Years of Professional Experience _____ Current Title _____ Since _____
YEAR

Number of Persons Supervised Directly _____

Please check range which includes your annual salary:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Less than \$49,000 | <input type="checkbox"/> \$70,000-79,000 | <input type="checkbox"/> \$90,000-99,999 | <input type="checkbox"/> \$125,000-149,000 |
| <input type="checkbox"/> \$50,000-69,000 | <input type="checkbox"/> \$80,000-89,000 | <input type="checkbox"/> \$100,000-124,999 | <input type="checkbox"/> Over \$150,000 |

Name and Title of Immediate Supervisor _____

(please continue on back)

CAREER AND ACADEMIC BACKGROUND

List consecutively, beginning with the earliest academic work since high school.

College or University _____ Location _____

Dates Attended _____ to _____ Major _____

GPA _____ Degree and Date _____

College or University _____ Location _____

Dates Attended _____ to _____ Major _____

GPA _____ Degree and Date _____

College or University _____ Location _____

Dates Attended _____ to _____ Major _____

GPA _____ Degree and Date _____

College or University _____ Location _____

Dates Attended _____ to _____ Major _____

GPA _____ Degree and Date _____

Have you served in the U.S. Armed Forces? No Yes Active Reserves Retired

GRADUATE MANAGEMENT ADMISSION TEST

Date taken and score _____ Date to be taken _____

SOURCE OF SUPPORT

Please check the support you expect from your employer:

Total Tuition Partial Tuition (____%) Time off Uncertain N/A

.....
I hereby certify that the information given by me on this application is complete and truthful. I understand that I am expected to participate in all regularly scheduled sessions of Drexel University's Executive MBA program and that failure to do so may negatively impact my course grades, and/or effect my eligibility to continue in the program.

Signature of Applicant _____ Date _____

**Recommendation Executive MBA Program****APPLICANT**

Please complete this section and provide this form to someone who is able to assess your suitability for graduate study. Ask her/him to complete and return the form to you in a sealed and signed envelope. (Envelopes for this purpose are included with these application materials.)

LAST NAME_____
FIRST NAME_____
INITIAL

Please read carefully, and complete the waiver statement below.

Waiver Statement/Family Education Rights and Privacy Act of 1974 (Buckley Amendment)

Under the provisions of this Act, you have the right, after you are enrolled at Drexel University, to review your educational records. The Act further provides that you may waive your right to see recommendations for admission. Please indicate whether or not you wish to waive the right to see this form by marking the appropriate phrase and signing your name.

I waive I do not waive my right to any access that I may have to this recommendation form.

SIGNATURE_____
DATE**EVALUATOR**

Your assessment of this applicant is important to our ability to evaluate his/her candidacy for Drexel University's Executive MBA program. We are grateful for your time and input. Feel free to provide a more detailed evaluation of the applicant in an attached letter. Be as specific and candid as possible. Please also keep in mind that the applicant cannot be considered for admission until your recommendation is reviewed.

Name _____ Title or Position _____

Organization _____

Address _____

CITY_____
STATE_____
ZIP CODE_____
COUNTRY

E-mail _____ Telephone _____

(please continue on back)

1. In what capacity have you known the applicant and for how long?

2. Please comment on the applicant’s demonstrated and/or potential managerial and leadership abilities.

3. Describe the applicant’s ability to communicate in oral and written form.

4. Please evaluate the applicant by placing a check (✓) in the box that best describes him/her on each listed quality.

	OUTSTANDING	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	UNABLE TO JUDGE
Intelligence					
Originality and creativity					
Motivation and initiative					
Maturity					
Ability to work independently					
Career potential					
Overall potential for graduate study					

5. Please mark one:

- I strongly recommend the applicant.
- I recommend the applicant.
- I do not recommend the applicant.
- I recommend the applicant with reservations. My reservations are:

6. Please address any additional comments concerning applicant’s aptitude for the Drexel University’s LeBow College of Business Executive MBA program on an attached page.

SIGNATURE

DATE

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DREXEL UNIVERSITY
LEBOW COLLEGE OF BUSINESS, 17-402
3141 CHESTNUT STREET
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Name _____ Title or Position _____

Organization _____

Address _____

CITY_____
STATE_____
ZIP CODE_____
COUNTRY

E-mail _____ Telephone _____

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PHILADELPHIA, PA 19104**



Transfer Request Form

Please submit this form to each school attended. Be sure to comply with school policies regarding release regulations and fees.

Name _____
LAST FIRST MIDDLE

School _____ Dates of Enrollment _____

Degree and Year _____ Social Security Number _____

I hearby request that my transcripts be sent directly to me:

Candidate Name _____

Address _____

CITY STATE ZIP CODE

The person named above is applying to the Drexel University Executive MBA program. Please provide the information requested below and attach the applicant's transcript to this form.

Check as appropriate: Applicant is currently enrolled Degree conferred Other _____



Transfer Request Form

Please submit this form to each school attended. Be sure to comply with school policies regarding release regulations and fees.

Name _____
LAST FIRST MIDDLE

School _____ Dates of Enrollment _____

Degree and Year _____ Social Security Number _____

I hearby request that my transcripts be sent directly to me:

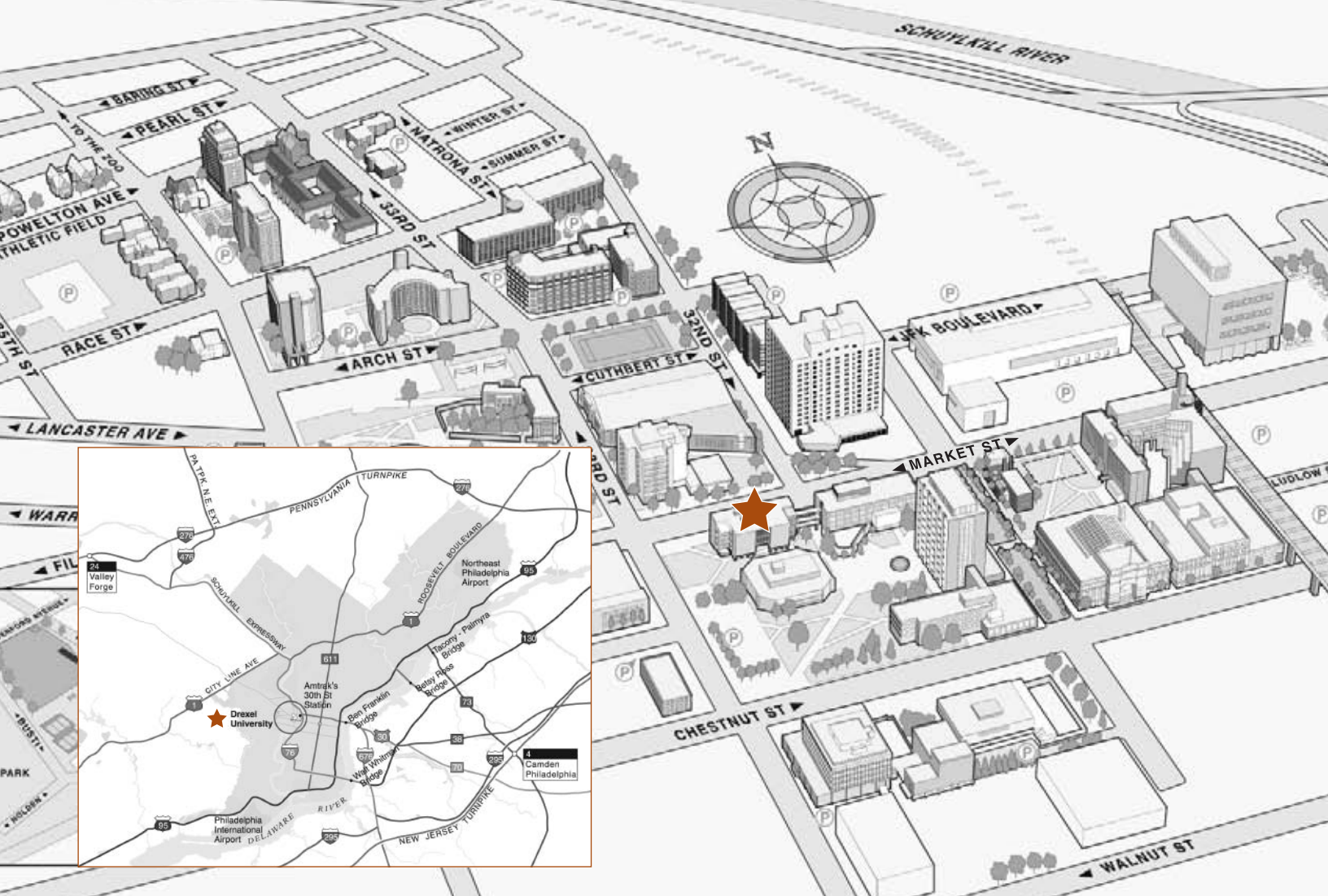
Candidate Name _____

Address _____

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Check as appropriate: Applicant is currently enrolled Degree conferred Other _____



A PREMIER UNIVERSITY

Renowned for its academic excellence and technological advancements, Drexel University is ranked by *U.S. News & World Report* as one of the best doctoral universities in the nation. A leader in the region, Drexel University is one of fewer than 50 private universities classified by the Carnegie Foundation as Doctoral/Research-Extensive and is one of only two private universities in the Philadelphia area that is classified as a top 51 private university. The university is strategically located along the Northeast business corridor, within close proximity to Baltimore, Boston, New York City and Washington, D.C.

A SUPERIOR BUSINESS LEARNING ENVIRONMENT

Recognized by *Financial Times*, *Entrepreneur* and *U.S. News & World Report* for superior programs, an MBA from LeBow College at Drexel University is highly respected throughout the business world and fully accredited by AACSB International — the Association to Advance Collegiate Schools of Business — the top ranking available to a U.S. Business School. Less than one-third of the nation's business schools hold this status.

The College has an outstanding reputation for leadership, corporate partnerships, technological strengths and the flexibility to meet the demands of today's business world.

★ **LEBOW COLLEGE OF BUSINESS IS LOCATED ON MARKET STREET BETWEEN 32ND AND 33RD STREETS IN PHILADELPHIA, PENNSYLVANIA, USA.**

A STRATEGIC LOCATION

Drexel University's location in Philadelphia makes LeBow College of Business a superior choice for an MBA. The Philadelphia business region is ranked 9th in the nation for the number of Fortune 500 companies and 10th for new business formations.

Drexel University is situated in the heart of Philadelphia, easily accessible from major highways and within walking distance of Amtrak's 30th Street Station, which offers a direct rail link between the station, the northeast business corridor and the Philadelphia International Airport. For detailed directions, please visit www.drexel.edu/em/visit/

Parking

Public parking is available at Park-Lock, located at 34th and Chestnut Streets and the Sheraton Hotel Parking Garage located on the northeast corner of 36th and Chestnut Streets.