



Application for Admission

University of St. Thomas
Opus College of Business



Application Guidelines

The Executive UST MBA program seeks a student body that is high-quality and diverse in academic backgrounds, job functions and employing organizations. To be eligible for consideration, an applicant must hold a bachelor's degree from an accredited college or university in the United States or the equivalent from an international institution.

The admissions committee will assess a variety of criteria that measure the candidate's demonstrated and potential abilities. We take a comprehensive view of each candidate's application: previous academic performance, the level and extent of managerial and leadership experience, letters of recommendation, writing skills as evidenced in the essays, and interpersonal skills as observed in the admission interview.

Admission to the Executive UST MBA program is an individualized process. We determine whether there is a good fit in terms of the applicant's potential to apply the curriculum to her or his job and the applicant's perceived ability to contribute to the collaborative learning environment of the Executive UST MBA classroom.

Admission Requirements

Application materials and all supporting documents become the confidential property of the Executive UST MBA program Admissions Office and cannot be returned to the applicant. A complete application includes:

- Application form
- \$100 nonrefundable application fee
- Résumé and business card
- Transcripts from all academic institutions attended
- Four essays
- Academic profile
- Management and Leadership profiles
- Personal profile
- Two or three letters of recommendation
- Admission interview

Transcripts

Applicants must submit official transcripts from all colleges or universities attended. **Note:** coursework toward an M.B.A. degree at another institution will be viewed only as an additional indication of your ability to perform in the University of St. Thomas Executive UST MBA program. No transfer credit will be given.

Transcript Evaluation

All foreign degree transcripts will be evaluated to determine the equivalency of the international degree to a regionally accredited bachelor's degree in the United States. Please submit the following:

1. Transcript (official listing of the subjects you have studied and the marks received in each class).
2. Diploma (official certificate showing the exact name of your degree and the date you received it). If your transcript clearly specifies the name of your degree and your date of graduation, then you do not need to submit a diploma. If you are currently enrolled in a degree program and your degree has not yet been awarded, please specify the month and year in which you expect to receive your degree.
3. English translations. For all transcripts and diplomas in a language other than English, please submit BOTH the original documents as well as an English translation of them. A translation, unaccompanied by the original documents from which the translation originated, is not an acceptable educational credential.

Letters of Recommendation

Select two or three professional colleagues who are familiar with your management and leadership experience and potential. Unless you are self-employed, you should include your immediate supervisor or other senior executive from your company. Give each person the Executive UST MBA Recommendation form with the "applicant" portion completed. Evaluators should mail recommendations directly to the Executive UST MBA program.

Interview

The application process culminates with an admission interview, which will be arranged with the admissions manager.

All application materials should be mailed to:

University of St. Thomas, Executive UST MBA Program

TMH 455, 1000 LaSalle Ave.

Minneapolis, MN 55403

**Executive UST MBA Program
Application for Admission**

Please print or type and submit with \$100 nonrefundable application fee.

Legal name _____
Last First Middle Initial Nickname

Mr. Ms. Specify other _____

Date of birth _____ U.S. Social Security number _____
(neither required, but helpful in matching transcripts and applications)

Home address _____
Street

City State ZIP Code

Home phone _____

Home e-mail _____

Cell phone _____

Job title _____

Employer _____

Work address _____
Street Mail Number

City State ZIP Code

Work phone _____

Work e-mail _____

Years of management experience _____ Years of work experience _____

Citizenship
 U.S. citizen U.S. permanent resident Other (specify) _____ Specify Visa type _____

I certify that the information I have provided is complete and accurate.

Signature _____ Date _____

Survey (optional)

Please take a moment to answer the following questions.

The answers you give will in no way affect the admissions committee's decision.

How long have you been considering graduate business school?

- Less than one year
- 1-2 years
- 2-3 years
- 3-4 years
- more than 4 years

What motivations do you have for pursuing a M.B.A. degree

(check all that apply)

- Remain competitive
- Develop knowledge and skills
- Improve long-term income/financial stability
- Gain credentials for career advancement
- Personal satisfaction and achievement
- Exciting challenge and growth
- Desire career change
- Desire change of location
- Other _____

How did you first hear about the University of St. Thomas?

- Employer or co-worker
- Friend/relative
- Fair/conference
- Faculty/staff
- Mailing
- Print advertisement
- Radio
- Student or alumni _____
- Internet search
- Reputation
- TV
- Other (please specify) _____

What other schools did you consider in addition to the University of St. Thomas?

What prompted you to make the decision to apply to the Executive UST MBA program (check all that apply)

- Curriculum
- Faculty
- Flexibility
- Services
- Cohort model
- Reputation
- Convenience
- Location
- Cost
- Career opportunities
- Other _____

What type of position do you foresee for yourself in 10 years?

- Upper management, large corporation
- Upper management, small/medium corporation
- Owner, president, self-employed
- Middle management, large corporation
- Middle management, small/medium corporation
- Government position
- Nonprofit organization position
- Other _____

Executive UST MBA Program

Essay Questions

All essays are required of each applicant. The admissions committee will judge the content of your responses, as well as your ability to express yourself in writing. Make each essay about two pages, single-spaced (500-750 words), and provide your name and the title of the essay on each page.

1. Explain in detail your management style and your leadership traits. Incorporate feedback you've received and cite examples from your recent work history that illustrate both your personal strengths and your development objectives.
2. Describe a challenging leadership or managerial dilemma at work. Detail how you addressed the situation, the outcome, and what you learned from the experience.
3. Write about a great work-team experience. Include examples that illustrate how you have led and followed, given and received feedback, or grown and developed personally.
4. Describe two or three significant professional or organizational accomplishments. For each example, depict your precise role and tell how the experience helped to shape your management philosophy and skills.

**Executive UST MBA Program
Academic Profile**

Name _____

Education

List all colleges or universities you have attended (start with most recent); provide the name of the institution, the degree earned, major field and the year in which the degree was awarded.

You must order an official transcript from each institution to be sent directly to:

Admissions Committee
Executive UST MBA Program
University of St. Thomas
TMH 455, 1000 LaSalle Ave.
Minneapolis, MN 55403

<i>Institution</i>	<i>Degree</i>	<i>Major Field</i>	<i>Date of Degree</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Professional Certifications

Provide an approximate GPA for your undergraduate course work. In your opinion, do your college grades accurately reflect your abilities? Please elaborate.

Executive UST MBA Program Personal Profile

Name _____

Personal Assessment

For reference only, to help build balanced and complementary cohorts and study teams.

Assess your skills and experience.

	Low	Moderate	High
Accounting			
Algebra and mathematics			
Finance			
General management			
Marketing			
Operations			
Organizational dynamics			
Statistics			

	Already area of personal strength	Need to strengthen	Priority focus for development
Analytical ability			
Communication skills: Listening			
Speaking			
Writing			
Creativity			
Ethics			
Innovation			
Leadership			
Receptivity to feedback/criticism			
Respect/appreciation for other perspectives			
Team skills/ability to work with others			



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M I N N E S O T A

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Executive UST MBA Program
TMH 455, 1000 LaSalle Avenue
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execmba@stthomas.edu; www.stthomas.edu/execmba

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