



**Application for Admission**  
**Full-time UST MBA Program**  
**JD/MBA**

University of St. Thomas  
Opus College of Business  
Minneapolis, Minnesota



## Introduction

Thank you for your interest in the UST MBA programs. Interest in earning an M.B.A. shows your commitment to professional development. Interest in earning your M.B.A. from the University of St. Thomas Opus College of Business means you understand there is more to an M.B.A. than just the title. The UST MBA prepares leaders to make a difference in the global business environment. We believe that a personal, values-based approach is more than just the right thing to do. It is also the most successful approach to achieving your goals.

### Full-time UST MBA

The 21-month Full-time UST MBA program is designed for those wanting to enhance their career potential through a commitment to full-time study. Lifelong friendships, career networks, polished team skills and a focus on leadership are benefits cultivated in our cohort model. Students gain a solid background of core business skills and have the opportunity to expand their learning through specialized career services, networking events, corporate tours, internship opportunities, consulting projects and an integrated business simulation project.

### JD/MBA (Full-time UST MBA program only)

The JD/MBA is a joint degree program that enables graduate students to pursue a law-related career in business or a business-related career in law. By combining the courses of study for the two degrees, a student typically finishes both degrees in four years instead of the five it would take to complete each degree separately. Both the JD and M.B.A. are full-time programs that follow a cohort model with a required curriculum in the first year. Individuals applying to the JD/MBA program also must complete the necessary admissions requirements for the School of Law. To review admission requirements for the School of Law and to apply to the JD program, go to [www.stthomas.edu/law](http://www.stthomas.edu/law). This requires taking the necessary entrance exams and being admitted by both the Opus College of Business and the School of Law.

## Admissions Criteria

The admissions committee seeks to admit highly motivated individuals willing to bring their personal values, background, experiences and interests into St. Thomas' dynamic learning environment. As part of the selection process, the UST MBA programs examine the following criteria:

### Academic performance

An undergraduate degree from a regionally accredited college or university in the United States or its equivalent is required for admission to the UST MBA programs. Past academic work is examined for strengths and trends. We welcome applicants from all academic backgrounds. Prior business coursework or knowledge is not mandatory.

### Work experience

We prefer that candidates have two years of full-time professional work experience by the time they begin their graduate studies.

### Intellectual aptitude

The verbal, quantitative and analytical writing assessments on the Graduate Management Admissions Test (GMAT) are evaluated as an indication of your potential to succeed in the UST MBA programs.

### Leadership potential

Your application, letters of recommendation and essays are reviewed for demonstrated ability to perform as a principled leader who achieves results in today's global business environment.

## Application Instructions

Please complete this application to be considered for one of the following UST MBA programs:

- Full-time UST MBA Program
- JD/MBA

You may also apply online at [www.stthomas.edu/ustmba/apply](http://www.stthomas.edu/ustmba/apply).

If you are uncertain which program best fits your needs, we encourage you to research UST MBA program options prior to applying. To learn more, please contact our office to speak with an admissions representative or to register for an information session. Only completed applications will be reviewed by the admissions committee for admission and scholarship consideration. Please ensure that your complete application is submitted by the program deadline.

### Application form and fee

A nonrefundable \$60 application fee is required for all applicants. In addition, if you completed your undergraduate or graduate work at a college or university outside of the U.S., you must complete a transcript evaluation. St. Thomas can provide this service for a \$100 fee. If you already have a transcript evaluation or would prefer to have it completed on your own, please contact the admissions office to ensure that the evaluation service you use is accepted by our university.

**Your complete UST MBA application will include:**

- Application form and fee
- Résumé or CV
- Two letters of recommendation
- Official GMAT scores
- Official transcripts
- Essays
- Interview

**Additionally, for international applicants:**

- Translation of academic credentials
- TOEFL or IELTS scores
- International Student Questionnaire and Financial Certification Form
- Transcript evaluation

**Application Deadlines**

Program	Term beginning	Application deadlines
Full-time UST MBA and JD/MBA	Fall	November 15 December 15 February 15 April 15 June 1

Applications received after the deadlines listed above will be reviewed on a space-available basis.

**Résumé or CV**

Your résumé should provide a summary of your academic and work history, extracurricular activities and community service.

**Two letters of recommendation**

Two letters of recommendation are required from either supervisors, colleagues, clients or professors.

**Essays**

Please respond to the essay questions included in the application form. Use a separate page for each essay.

**Graduate Management Admission Test scores**

Test results must be sent directly to St. Thomas from the testing service. Results typically arrive two to three weeks after completion of the test. Scores from a GMAT exam taken within the last five years will be accepted. For complete information on the GMAT, registration fees and testing sites, please visit [www.mba.com](http://www.mba.com). Candidates in the United States and Canada can schedule a GMAT

Computer Adaptive Test appointment by calling 1-800-GMAT-NOW (800-462-8669).

**Official transcripts**

Official transcripts are required from *all* undergraduate and graduate institutions you have attended, even if transfer courses or grades appear on your degree-granting transcript. Transcripts should be sent directly from the institution along with the completed transcript request form included in this application. Transcripts must be received in sealed envelopes and signed by the appropriate university official. *Exception: It is not necessary to submit transcripts for advanced placement courses and study-abroad transfer credits.*

If your academic credentials are from a country other than the United States please submit the following:

1. Transcript (an official document listing the subjects you have studied and the marks received in each class).
2. Diploma (an 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, 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 and an English translation of them. A translation unaccompanied by the documents from which the translation originated is not acceptable.
4. Transcript evaluation. St. Thomas will have your transcript evaluated for a \$100 fee. If you already have a transcript evaluation, or would prefer to have it completed on your own, please contact the admissions office to ensure that the evaluation service you use is accepted by our university.

**Interview**

An admissions interview assesses a candidate's interpersonal skills, motivation and unique strengths. The candidate also may use the interview to highlight or supplement portions of the application. Please contact the admissions office to arrange an interview.

**To schedule an interview, contact:**

Full-time UST MBA Admissions  
(651) 962-8800 or (800) 328-6819, Ext. 8800  
[ustmba@stthomas.edu](mailto:ustmba@stthomas.edu)

## Instructions for International Applicants

International applicants planning to study on an F-1 visa should apply to the Full-time UST MBA program.

All international applicants are encouraged to apply by April 15. All academic credentials should be official copies. In addition to the items listed in the application instructions, applicants applying for an F-1 visa must also submit the following:

### TOEFL/IELTS

If English is not your native language, you must take the Test of English as a Foreign Language (TOEFL) and achieve a minimum score of 213 (computer-based test) or a total score of 80 for the Internet-based test (IBT) with a minimum score of 20 for both the writing and speaking sections of the test. Test results should be sent directly to St. Thomas (code 6110). We cannot accept copies of test scores issued to students. *Note: If you have completed an undergraduate or graduate degree at a college or university in the United States, Canada, the United Kingdom or Australia, you are exempt from taking the TOEFL. For more information on the TOEFL exam, visit [www.toefl.org](http://www.toefl.org).*

Students wishing to submit an IELTS must achieve a minimum score of 6.5 and submit an official score report. Test scores must be current within two years.

### Financial verification

The International Student Questionnaire and Financial Certification Form (with bank statement or other financial support documentation) must be submitted as part of your application. This form is available from St. Thomas' International Admissions Office, (651) 962-6450, or [www.stthomas.edu/international](http://www.stthomas.edu/international). Financial verification is for visa application purposes only and is not considered in the admission decision. International applicants should first complete the UST MBA application process. Once admitted to the program, our International Admissions Office will work with you to obtain a student visa. The I-20 immigration form will be issued only after all admissions requirements have been fulfilled and you have been accepted to the program.

### Process to Reapply

If you are accepted to a UST MBA program but do not enroll, you may reapply within one year by submitting an updated résumé and a letter requesting reactivation of your file, and by scheduling an interview. If your application is more than one year old, you must submit a new application, fee, résumé, essay, letters of recommendation

and schedule an interview. Your application will be reviewed with the current applicant pool. Readmission is not guaranteed.

## Visit Us

We invite you to learn more about UST MBA options. Each program offers numerous events throughout the year.

- Join other prospective students at an **information session** to hear an informal program presentation and ask questions.
- Come by an **open house** to explore our campus and talk with an admissions professional in a small-group or one-on-one setting.
- Arrange a **campus visit** to observe a class and speak individually with members of our extensive campus community.

Contact us to plan a visit that fits your needs.

# UST MBA

### Send Application Materials to:

University of St. Thomas  
Full-time UST MBA Program  
1000 LaSalle Ave., TMH 100  
Minneapolis, MN 55403

### Contact:

Full-time UST MBA  
(651) 962-8800 or (800) 328-6819, Ext. 8800  
Fax: (651) 962-4129  
[ustmba@stthomas.edu](mailto:ustmba@stthomas.edu)  
[www.stthomas.edu/mba](http://www.stthomas.edu/mba)



## Application for Admission

### Program information

**Application term and deadline** (check the deadline and fill in the year for which you are applying): **Applying for** (please choose one program):  
 Nov. 15  Dec. 15  Feb. 15  April 15  June 1  Full-Time UST MBA  JD/MBA  
 Fall 20 \_\_\_\_\_

### Personal information

Ms.  Mrs.  Mr.  Dr. Social Security Number (optional) \_\_\_\_\_

\_\_\_\_\_  
 Last/family name First/given name Middle name Preferred name/nickname

Former name

Please check here if you have previously submitted an application to any program or school at the University of St. Thomas.

For the purpose of matching test scores, transcripts and applications, please provide your month and day of birth.

\_\_\_\_\_  
 Month/day

### Contact information

\_\_\_\_\_  
 Current home address

\_\_\_\_\_  
 Home telephone (country code/area or city code/number)

\_\_\_\_\_  
 City State/province/territory

\_\_\_\_\_  
 Secondary telephone (indicate type:  Business  Mobile)

\_\_\_\_\_  
 ZIP/postal code Country

\_\_\_\_\_  
 E-mail address (indicate type:  Business  Personal)

### Citizenship

**I am a:**

U.S. citizen  Permanent resident  International student  Asylee/refugee  Other (please specify) \_\_\_\_\_

### Additional information

Country of citizenship (if not U.S.) \_\_\_\_\_

Military veteran  Yes  No

I will study under a:  F-1 Visa  H-1 Visa  Other (please specify) \_\_\_\_\_

<b>For office use only</b>	Optix: _____	Banner ID: _____
Date received: _____	Date scanned: _____	Date entered: _____
Application fee: _____	Operator: _____	Operator: _____
Comments: _____		

UST MBA programs offer elective tracks in addition to core business courses. Please indicate the intended area(s) of study (select up to three):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Accounting                 | <input type="checkbox"/> Information systems/software | <input type="checkbox"/> Organizational leadership and management leadership |
| <input type="checkbox"/> E-commerce                 | <input type="checkbox"/> International business       | <input type="checkbox"/> Real estate   |
| <input type="checkbox"/> Entrepreneurship           | <input type="checkbox"/> Manufacturing                | <input type="checkbox"/> Risk management                                     |
| <input type="checkbox"/> Finance                    | <input type="checkbox"/> Marketing                    |  |
| <input type="checkbox"/> Health care management     | <input type="checkbox"/> Nonprofit management         |  |
| <input type="checkbox"/> Human resources management | <input type="checkbox"/> Operations management        |  |

**Academic history**

**Education:** In chronological order, list all institutions of higher education you have attended.

College/university	City	Major	Degree	Attended
				(MM / YY to MM / YY)
				(MM / YY to MM / YY)
				(MM / YY to MM / YY)
				(MM / YY to MM / YY)

**Test results** (official score report required from test center)

**GMAT** (highest score if taken more than once)

Test date: \_\_\_\_\_ Total score: \_\_\_\_\_ Has the score been sent to us?  Yes  No  
MM / YY score / percentile

Math: \_\_\_\_\_ Verbal: \_\_\_\_\_ Written: \_\_\_\_\_

If you have not yet taken the GMAT or plan to retest, what is the scheduled date? \_\_\_\_\_  
MM / DD / YY

**TOEFL/IELTS**

Test date: \_\_\_\_\_ Total score: \_\_\_\_\_ Has the score been sent to us?  Yes  No  
MM / YY score / percentile

If you have not yet taken the TOEFL or the IELTS or plan to retest, what is the scheduled date? \_\_\_\_\_  
MM / DD / YY

**Quantitative skills proficiency**

Please describe experiences and skills that demonstrate the strength of your quantitative skills.

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**Distinctions, activities and professional certifications**

\_\_\_\_\_ Date received: \_\_\_\_\_

\_\_\_\_\_ Date received: \_\_\_\_\_

\_\_\_\_\_ Date received: \_\_\_\_\_

\_\_\_\_\_ Date received: \_\_\_\_\_

**Work experience**

Total months of full-time professional work experience as of the day you expect to start classes: \_\_\_\_\_

**Employer #1** (current/most recent)

Employer	Industry	Total # of employees
Job title	From (MM / YY) to (MM / YY)	
Months in position	Hours worked/week	

**Employer #2** (next most recent)

Employer	Industry	Total # of employees
Job title	From (MM / YY) to (MM / YY)	
Months in position	Hours worked/week	

**Letters of recommendation**

I am requesting letters of recommendation from the following people:

_____ Name	_____ Relationship
_____ Email	_____ Phone
_____ Name	_____ Relationship
_____ Email	_____ Phone

In addition to the University of St. Thomas what other schools are you considering?

\_\_\_\_\_  
\_\_\_\_\_

Is there any additional information you would like us to consider when we review your application?

\_\_\_\_\_  
\_\_\_\_\_

<p><b>Ethnicity and race</b> (Optional)</p> <p>CHECK ALL THAT APPLY</p> <p><input type="checkbox"/> American Indian or Alaska Native – A person having origins in any of the original peoples of North or South America (including Central America), and who maintains a tribal affiliation or community attachment.</p> <p><input type="checkbox"/> Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.</p> <p><input type="checkbox"/> Black or African American – A person having origins in any of the black racial groups of Africa</p> <p><input type="checkbox"/> White – A person having origins in any of the original peoples of Europe, the Middle East or North Africa.</p> <p><input type="checkbox"/> Native Hawaiian or other Pacific Islander – A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands.</p> <p><input type="checkbox"/> Prefer not to respond</p>	<p>Are you Hispanic or Latino? – A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish origin, regardless of race. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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## Essays

Please provide essay responses to each question on a separate page. Use 12-point type and double spacing. Include your full name and the number of the question being answered at the top of each page. Limit each essay response to one or two pages.

1. Why have you decided to pursue an M.B.A.? Provide details on objectives you will establish for your M.B.A. experience and contributions you will make to the UST MBA community.
2. Ethics is core to the UST MBA education. Describe an ethical dilemma you have faced and how you resolved the issue.
3. Describe a concept or an idea that you have put into practice, the challenges you faced and why this accomplishment is indicative of your potential success within the UST MBA program.

### Certification

I certify that the information contained in this application, including all attachments and credentials, is complete and correct. I understand that misrepresentation of application information is sufficient grounds for denial of admission or cancellation of admission and registration. I understand that all materials received by the University of St. Thomas in connection with this application are not returnable and that the application fee is not refundable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### To the Applicant:

Thank you for applying to the University of St. Thomas. We will notify you when your application is complete. An admission decision will be made and communicated based on the program:

- Full-time UST MBA program and JD/MBA – four to six weeks after application deadline.

**Survey** (optional)

Please answer the following questions. Your answers will not affect the admissions committee's decision.

How did you first learn 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
- World MBA tour
- Reputation
- TV
- Other (please specify)\_\_\_\_\_

What influenced your decision to apply to the UST MBA program? (Please check no more than three.)

- Curriculum
- Faculty
- Flexibility
- Services
- Team-based curriculum model
- Reputation
- Convenience
- Location
- Cost
- Career opportunities
- Other\_\_\_\_\_

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 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\_\_\_\_\_

What motivations do you have for pursuing an M.B.A.? (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\_\_\_\_\_

## Financial Aid and Scholarships for New Students

The UST MBA is an excellent investment in your future. There are financial assistance options to help you meet your educational costs including scholarships, loans and graduate assistantships. Candidates are encouraged to apply for financial aid and scholarships early in the admissions process.

Listed below are scholarships available to incoming UST MBA students.

First name \_\_\_\_\_ Last name \_\_\_\_\_

Are you receiving tuition reimbursement from an employer?

- Yes Amount \$ \_\_\_\_\_  
 No

Please indicate below the scholarships for which you are qualified and would like to be considered.

**Dean's Scholarship**

Students with exceptional academic records or who exhibit the potential to make an outstanding contribution to UST MBA's dynamic learning environment may be awarded a Dean's Scholarship administered by the Opus College of Business. The Dean's Scholarship is contingent upon the student remaining in good academic standing. There is no separate application for this scholarship. All applicants who indicate interest are considered for this scholarship.

**Opus College of Business Diversity Scholarship**

The Opus College of Business Diversity Scholarship is awarded to graduate students who bring distinctive personal characteristics to the university and/or demonstrate resilience in overcoming significant obstacles or hardships. To be considered for this scholarship you must submit an essay of no more than 250 words describing how you would add diversity to the UST MBA program.

**Travel Scholarship**

The Full-time UST MBA admissions office offers a travel scholarship for qualified candidates. The scholarship is designed to provide assistance for prospective candidates within the continental United States to visit Minneapolis and learn more about St. Thomas. While visiting, recipients sit in on classes, complete the admissions interview and participate in one-on-one meetings with current students or professors. The Travel Scholarship provides partial or full reimbursement up to \$500 for a candidate

Signature \_\_\_\_\_

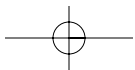
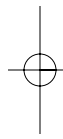
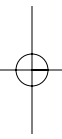
Date \_\_\_\_\_



**Mail to:**  
 University of St. Thomas  
 Full-time UST MBA Program  
 1000 LaSalle Ave., TMH 100  
 Minneapolis, MN 55403

**Full-time UST MBA Program**  
 (651) 962-8800, or  
 (800) 328-6819, Ext. 2-8800  
 Fax: (651) 962-4129  
 ustmba@stthomas.edu  
 www.stthomas.edu/mba







## Letter of Recommendation

Applicant's name \_\_\_\_\_

**To the recommender:**

To help us further evaluate the candidate, please complete the following chart. Rate the candidate according to the following traits necessary in graduate school and in future business careers.

Please indicate the peer group to which you are comparing this applicant:

\_\_\_\_\_

Please check the box most reflective of the candidate's abilities in the below areas	Poor	Average	Good	Excellent	Exceptional	No opportunity to observe
Leadership Potential						
Energy/Drive						
Creativity/Innovativeness						
Intellectual Curiosity						
Ability to Function in a Team Environment						
Ethical Considerations in Decision Making						
Compassion/Sensitivity						
Professional Demeanor						
Ability to Make Transitions						
Analytical Quantitative Skills						
Initiative/Motivation						
Maturity						
OVERALL RATING						

Please feel free to explain any specific ratings here (or in your letter).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*The University of St. Thomas MBA program thanks you for your cooperation!*



**Letter of Recommendation**

**To the applicant:**  
 Please complete the top section of this form and give it to the person who will write your letter of recommendation. Be sure to provide your recommender with a stamped envelope addressed to the address below.

Program applying to:  Full-time UST MBA  JD/MBA

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Applicant's last/family name First/given name Middle name

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Address City State ZIP

"I hereby waive my right to inspect the information that appears on this form and attachments."

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Applicant's signature Date Print name of reference

**To the recommender:**

Thank you for agreeing to write a letter of recommendation on behalf of this candidate for admission to the UST MBA program. **Please complete this form and return with your letter of recommendation to the University of St. Thomas at the address below.** In your letter be sure to include:

- Relationship to applicant and length of time you have known applicant
- Your impression of the candidate's ability to succeed in a graduate business program
- The candidate's outstanding characteristics
- Areas where the candidate needs to grow or develop
- The candidate's present impact on his/her organization or business
- How an M.B.A. would influence the applicant's professional growth
- Other pertinent information for the admissions committee

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Name Telephone

---

Title/organization E-mail

---

Address City State ZIP

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Relationship to applicant

May the admissions committee contact you for more information about this applicant?  Yes  No

**Please attach this form to letter and return it to:**  
 University of St. Thomas  
 Full-time UST MBA Program  
 1000 LaSalle Ave., TMH 100  
 Minneapolis, MN 55403

**Full-time UST MBA Program**  
 (651) 962-8800, or  
 (800) 328-6819, Ext. 2-8800  
 Fax: (651) 962-4129  
 ustmba@stthomas.edu

## Letter of Recommendation

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Please indicate the peer group to which you are comparing this applicant:

Please check the box most reflective of the candidate's abilities in the below areas	Poor	Average	Good	Excellent	Exceptional	No opportunity to observe
Leadership Potential						
Energy/Drive						
Creativity/Innovativeness						
Intellectual Curiosity						
Ability to Function in a Team Environment						
Ethical Considerations in Decision Making						
Compassion/Sensitivity						
Professional Demeanor						
Ability to Make Transitions						
Analytical Quantitative Skills						
Initiative/Motivation						
Maturity						
OVERALL RATING						

Please feel free to explain any specific ratings here (or in your letter).

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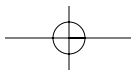
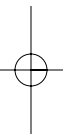
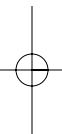


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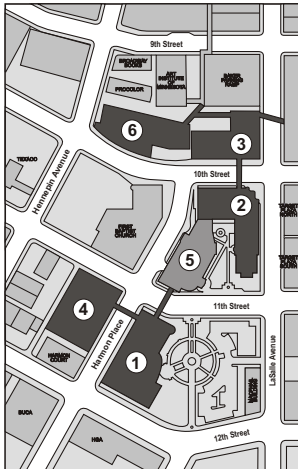


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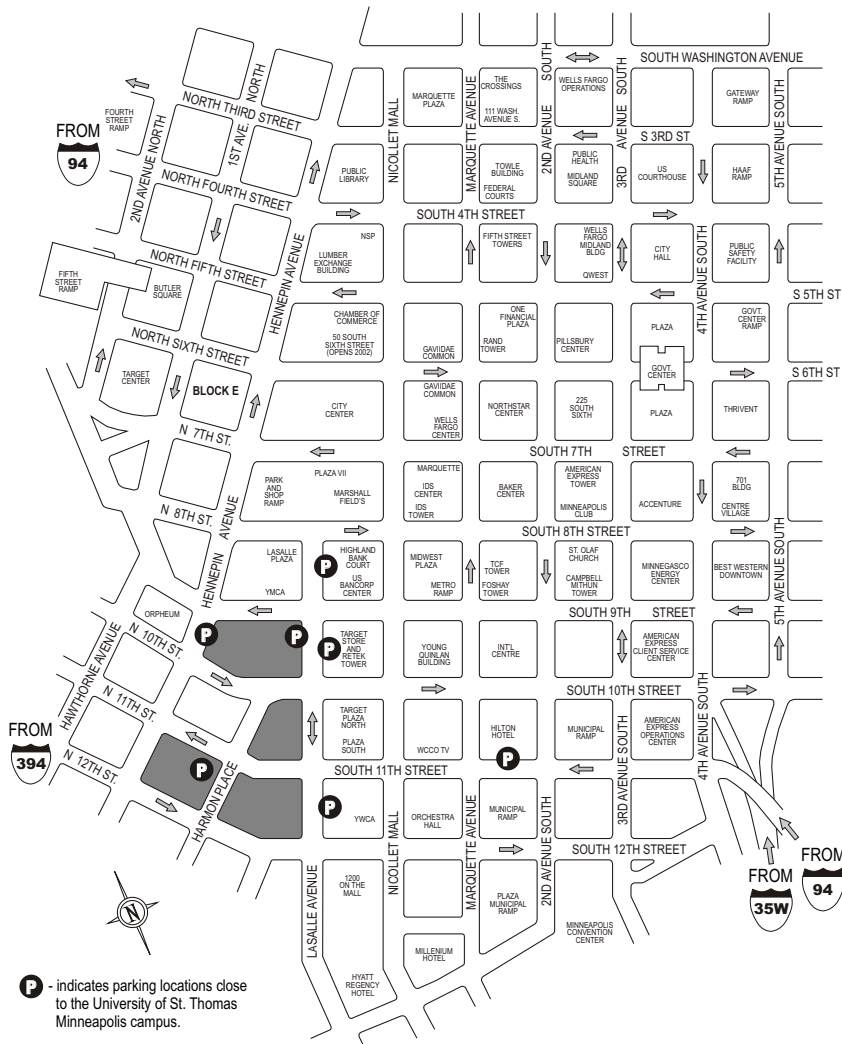
*The University of St. Thomas MBA program thanks you for your cooperation!*



**University of St. Thomas  
 Minneapolis Campus  
 1000 LaSalle Avenue  
 Minneapolis, Minnesota 55403**



1. Minneapolis School of Law
2. Terrence Murphy Hall
3. Opus Hall
4. Parking at 11th Street and Harmon Place
5. Schulze Hall
6. West Metropolitan Education Program (with underground parking garage)



**UNIVERSITY of ST. THOMAS**  
 MINNESOTA

*The University of St. Thomas does not discriminate on the basis of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance in the employment of faculty or staff, the admission or treatment of students, or in the operation of its educational programs and activities.*