



Application for Admission
Full-time UST MBA
JD/MBA
Evening UST MBA

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



Introduction

Thank you for your interest in the UST MBA programs in the Opus College of Business at the University of St. Thomas. UST MBA programs offer excellence in graduate business education that is relevant, principled and personal. We prepare 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/team 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 MBA are full-time programs that follow a cohort/team 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/admissions/. This requires taking the necessary entrance exams and being admitted by both the Opus College of Business and the School of Law.

Evening UST MBA

The Evening UST MBA program is structured to provide a high-quality business education to meet the needs of experienced working professionals. Courses are application-oriented but grounded in solid business theory. Students immediately apply what they learn in the classroom to their workplace challenges. The Evening UST MBA program offers flexible course scheduling at convenient times and locations to fit your busy schedule. Courses are offered weekday evenings and Saturdays.

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
- JD/MBA
- Evening UST MBA

Note: You may also apply online at 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.

Your complete UST MBA application will include:

- Application form and fee
- Résumé
- Two letters of recommendation
- Official GMAT scores
- Official transcripts
- Essays
- Interview (full-time and JD/MBA only)

Additionally, for international applicants:

- Translation of academic credentials
- TOEFL scores
- International Student Questionnaire and Financial Certification Form

Application Timetable

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

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

Application Form and Fee

A nonrefundable \$60 application fee is required for those whose academic degree is from a U.S. institution. A non-refundable \$90 application fee is required for those who graduated from an undergraduate institution outside the United States. Checks should be payable to the University of St. Thomas.

Résumé

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 (GMAT) 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. Candidates in the United States and Canada can schedule a GMAT Computer Adaptive Test (CAT) 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.

Interview (Full-time and JD/MBA programs only)

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

Instructions for International Applicants

International applicants planning to study on an F-1 visa should apply to the Full-time UST MBA program. Working professionals with an H-1 visa who plan to continue working should apply to the Evening 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

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.*

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. 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. If your application is more than one year old, you must reapply by submitting a new application, fee, résumé, essay and letters of recommendation. 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 unique needs.

Send Application Materials to:

UST MBA Admissions
TMH 100, 1000 LaSalle Ave.
Minneapolis, MN 55403

Contact:

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

Evening UST MBA

(651) 962-4200 or (800) 328-6819, Ext. 4200
Fax: (651) 962-4129
eveningmba@stthomas.edu
www.stthomas.edu/eveningmba

Application for Admission

Program Information

Application Term (check the term and fill in the year for which you are applying):

- Fall 20 ____
- Spring 20 ____ (Evening UST MBA only)

Applying for (please choose one program):

- Full-Time UST MBA
- JD/MBA
- Evening UST MBA

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

Please complete if you are not a U.S. Citizen.

Country of birth _____

Country of citizenship _____

- U.S. permanent resident Visaholder (indicate type) F-1 H-1
- Other (please specify) _____

For office use only	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"/> E-commerce | <input type="checkbox"/> Finance |
| <input type="checkbox"/> Health care management | <input type="checkbox"/> Human resources management | <input type="checkbox"/> Information Systems/Software |
| <input type="checkbox"/> International business | <input type="checkbox"/> Marketing | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Organizational leadership and management | <input type="checkbox"/> Nonprofit management | <input type="checkbox"/> Operations management |
| | <input type="checkbox"/> Risk management | <input type="checkbox"/> Entrepreneurship |

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

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

TOEFL

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 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.

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
Name	Relationship

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?

Additional Information (optional):

The following information is voluntary and will be used to compile data to be released only as cumulative statistical reports required by federal and state laws and regulations to support affirmative action efforts. Refusal to provide any of the requested information will not affect the consideration of your application.

Gender

- Male
- Female

Ethnic Background

- American Indian/Alaskan Native
- Pacific Islander/Asian American
- Black
- Hispanic
- White
- Race/Ethnicity Unknown

Date of Birth: _____
 month day year

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 detail on objectives you will establish for your MBA 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 and JD/MBA – four to six weeks after application deadline.
- Evening UST MBA – two to four weeks after your application file is complete.



UNIVERSITY of ST. THOMAS

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)_____

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 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_____

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_____

Evening UST MBA only: How many years do you expect it will take for you to earn your degree?

- Less than two years
- 2-3 years
- 3-4 years
- 4-5 years
- 5-7 years



UNIVERSITY of ST. THOMAS

Financial Aid and Scholarships for New Students

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.

For additional financial aid opportunities awarded by the University of St. Thomas and/or the Opus College of Business, please visit the St. Thomas Financial Aid Web site at www.stthomas.edu/financialservices/graduate.

Signature _____

Date _____

Mail to:

UST MBA Admissions
TMH 100
1000 LaSalle Ave.
Minneapolis, MN 55403

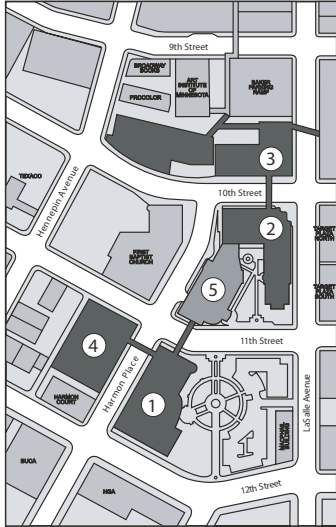
Full-time UST MBA and JD/MBA

(651) 962-8800, or
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Fax: (651) 962-4129
ustmba@stthomas.edu
www.stthomas.edu/mba

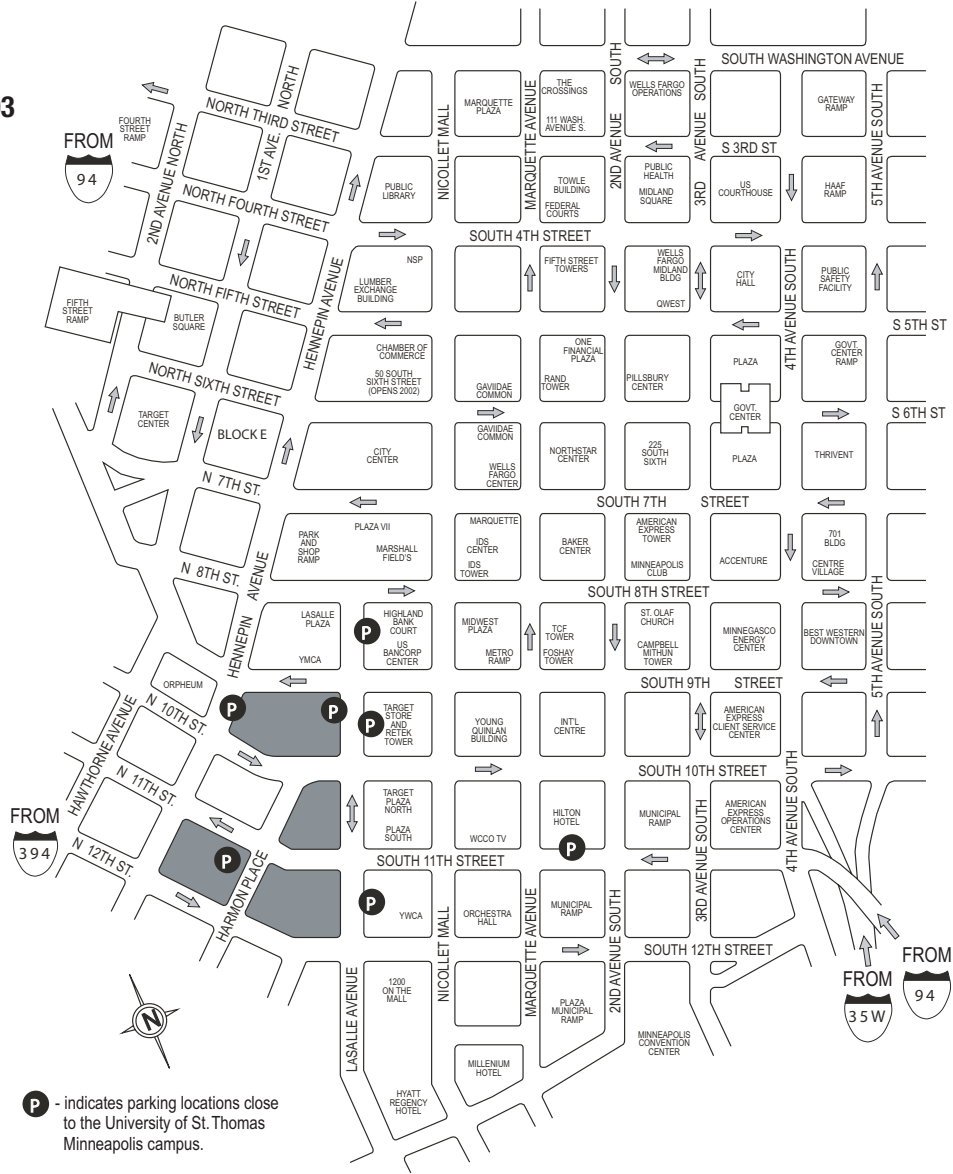
Evening UST MBA

(651) 962-4200 or
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www.stthomas.edu/eveningmba

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



1. UST School of Law
2. Terrence Murphy Hall
3. UST School of Education
4. Parking at 11th Street and Harmon Place
5. Schulze School of Entrepreneurship



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 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.