



EMORY

**GOIZUETA
BUSINESS
SCHOOL**

GOIZUETA BUSINESS SCHOOL

BACHELOR OF BUSINESS ADMINISTRATION PROGRAM

APPLICATION FOR ADMISSION SPRING 2015

**BBA PROGRAM OFFICE
GOIZUETA BUSINESS SCHOOL
EMORY UNIVERSITY
1300 CLIFTON ROAD, SUITE 320
ATLANTA, GA 30322-2710**

**404-727-8106
BBA PROGRAMS@EMORY.EDU
GOIZUETA.EMORY.EDU**

Instructions for Application

Applicant Checklist

- A completed admission application.
- A typed essay written on the topic given in the application. *Please note that if your essay contains spelling or grammar errors it will negatively impact your overall application.*
- Two official passport photographs – attach in spaces indicated on second page of application. *The EmoryCard Office, CVS, and the Decatur Post Office all offer passport photo service; pictures must be in color and on photo paper; your FULL NAME must be written on the back of each one.* (Note: you may wish to purchase 4 additional photos if you intend to apply to study abroad as you will be asked for photos as part of that application process as well. Do not turn the additional photos in with your application, but keep them for future use.)
- ONE completed academic recommendation form from a faculty member. Additional academic recommendations will not be accepted.
- ONE completed academic recommendation form from an on-campus group leader, or an internship, job, or volunteer supervisor. Additional service recommendations will not be accepted.
- A one-page resume of collegiate and work experiences. Do not include any experiences from high school.
- An **official transcript** from any colleges/universities attended besides Emory (see below for more information).
- Significant progress towards completion of Emory's General Education Requirements. One CWR must be completed prior to matriculation.
- **Emory College students:** 56 semester hours of college credit, **exclusive** of PE, PACE, Health, or internship credits, to be completed before enrolling in the Business School in the Spring.
- **Oxford College students:** Associate of Arts degree to be completed before enrolling in the Business School

Transcripts

An **official** transcript is required from **every** college or university outside of Emory and Oxford College at which you have taken courses. This is in addition to any transcripts you submitted previously to Emory College's Offices of Undergraduate Education or Admission. **We must have our own official copy** because of accreditation requirements. We recommend that you have transcripts sent to you in advance (do not break the seal on the envelopes) for inclusion with your application. **Transcripts must be received by the application deadline or your application will be considered incomplete and your admission decision delayed.** *Please note: high school transcripts are not evaluated in the admission process. The Admissions Committee cannot render a decision to students with any grades listed as "I" (Incomplete). The student is responsible for contacting the Committee once a letter grade has been posted to request review of his/her application.*

Financial Aid

Applicants who wish to be considered for scholarship aid, loans, or work/study should contact the Financial Aid Office, Emory University, Atlanta, Georgia, 30322 for the necessary forms and further information. They can also be reached at 1-800-727-6039 and on the web at www.emory.edu/FINANCIAL_AID/homepage.html. The Goizueta Business School will continue to fund Emory scholarships held by continuing Emory students.

Completed application and all supporting documents should be turned in or mailed to:

BBA Program Office
Goizueta Business School - Emory
University 1300 Clifton Road, Suite 320
Atlanta, GA 30322-2710

Application Deadline for Spring enrollment: Wednesday, October 1

Application must be turned in to the office by 5pm on the deadline date or postmarked by the deadline date.

A table will be set up in the BBA Program Office for application submission

Oxford students may mail in the application.

Application for Admission to the BBA Program

Please type or print clearly in ink. No pencil please.

Applying for enrollment in: Spring 2015

Full Legal Name:

Last First Middle Suffix (Jr., III, etc.)

Please list any other name under which we may receive documents: _____

Social Security Number: _____ - _____ - _____

Emory ID Number: _____

E-mail address: _____ Cell Phone Number: _____

Address Information

Temporary Address (Emory or Oxford P.O. Box, if applicable): _____ EFFECTIVE UNTIL: _____ / _____

Street City State Zip

Temporary Phone Number: _____

Permanent Home Address:

Street City State Zip

Permanent Phone Number: _____

Personal Information

Date of Birth: _____ / _____ / _____

Month Day Year

Place of Birth: _____

Country of Citizenship: _____

If not a U.S. citizen, specify type of visa: _____

If permanent resident, give alien registration no.: _____ Years living in the US: _____

Are you eligible for Veterans benefits? Yes No

Faculty recommendation written by: _____

Service recommendation written by: _____

Are you a Pre-BBA All Access Pass Holder? Yes No

The information requested below is voluntary and refusal to provide it will not subject you to any adverse treatment. It will be kept confidential and will be used only in accordance with Title IV of the Civil Rights Act of 1964.

Gender Identity: Man Woman Transgender Other (please describe): _____

Race/Ethnic Category:

- American Indian or Alaskan Native
 Black, not of Hispanic Origin
 White, not of Hispanic Origin

- Asian or Pacific Islander
 Hispanic
 Other: _____

Religious Affiliation: _____

Parent 1 living deceased

Name: _____

Occupation: _____

Employer: _____

Universities Attended &
Degrees Received: _____

State/Country of Residence: _____

Parent 2 living deceased

Name: _____

Occupation: _____

Employer: _____

Universities Attended &
Degrees Received: _____

State/Country of Residence: _____

Siblings who have earned a BBA degree from Emory:

Name(s): _____ Graduation Year(s): _____

Are you a first generation college student? Yes No

Educational Experience

High School

Location

Dates Attended (Mo/Yr - Mo/Yr)

If the information listed under Educational Experience does not account for all of the time since graduation from high school, give additional details on an attached sheet, with dates, including service in the armed forces.

College/University (other than Emory)

Location

Dates Attended (Mo/Yr - Mo/Yr)

Degree (earned/expected)

Scores on your college entrance exam: **SAT** Verbal (*highest*) _____ Math (*highest*) _____ TOTAL M+V: _____

ACT Total (*highest*) _____

Please note that standardized test scores may be used as a reference when existing information in a given area may be lacking. Accuracy in score reporting is as important as accuracy in the rest of your application. If you are unsure of your score, please check it before listing it on this form.

Do you intend to apply to the Master's of Public Accountancy program (CPA-track accounting)?

Yes

No

Note for Korean Nationals: If you plan to take a leave of absence for your military service, the BBA Program **strongly** recommends that you complete your leave **prior** to your first semester in the Program.

Essay

The BBA Program seeks students who are fully engaged in the Emory or Oxford Community. Attach an essay describing the ways in which you have contributed to the campus community since entering Emory or Oxford.

If for any reason you have not engaged in the community, please use this space to indicate why not, and explain the other activities to which you have devoted your energies.

Please limit your essay to 500 words. Do not staple your essay to the rest of your application.

Edit your essay carefully, as errors in grammar or spelling will negatively impact your application.

Resume

Students are required to submit a resume. If you do not already have a resume, please see the attached information about how to format a basic resume. Resumes should include only collegiate level experiences.

For each student activity listed on your resume, please include the name of the club President or leader of the organization.

Goizueta is particularly interested in involvement that stretches your exposure to new and different things, and highlights your ability to work with a diversity of people.

Do not staple your resume to the rest of your application.

Please staple your two passport-sized color photos here.

STAPLE
HERE

STAPLE
HERE

Your name: _____

Nickname (if applicable): _____

General Education Requirements Form

Name: _____

Please complete this form to the best of your ability by filling in the name and number of the courses you have taken to fill each of Emory College's General Education Requirements. **Please note that all Emory AND Oxford students must complete all GERs in order to graduate.** For a detailed list of General Education Requirements, refer to the Emory College catalog or visit www.emory.edu/COLLEGE/ATLAS/ger.html. Indicate courses in which you are *currently* enrolled by writing "this semester" next to the course name and number. Also, indicate courses taken at a school other than Emory or Oxford by writing the name of the institution next to the course name and number.

Area I. First Year Seminar (FSM) *Emory College students only*

Area II. Freshman English/Writing Requirement (FWR) (One course)

Check one: ENG 101 ENG 181 LIT 110 ENG 185 (Oxford) AP / IB / A-level

Area III. Continuing Writing Requirements (CWR) (Three courses, grade of C or better)

- 1 CWR-designated course in Emory/Oxford College _____
- BUS 365 Business Communications (*BBA Core writing and speaking course*)
- One business elective (*designated with a writing intensive component*)

Area IV. Mathematical and Quantitative Reasoning (MQR) (One course)

Please note, Calculus I or Business Calculus fulfills the MQR requirement.

Area V. Science, Nature and Technology (SNT) (Two courses, one of which must have a lab)

- _____
- BUS 351 Process and Systems Management (*BBA Core*)

Area VI. History, Society, Cultures (HSC) (Two courses)

- _____
- Please note: ECON 101, ECON 112, ECON 201 or BUS 201 all fulfill one course in this area
 - BUS 330 Organization and Management (*BBA Core*)

Area VII. Humanities, Arts, Performance (HAP) (Four courses or 16 credit hours; must include 8 hours coursework in a single foreign language with possible exemption of 4 such hours by AP credit)

_____ (Language)
_____ (Language)

Area VIII. Personal Health (One course, one credit hour) *Emory College students only. Oxford students must complete a third PE course in lieu of Personal Health.*

Area IX. Physical Education and Dance (two one-hour courses, may be taken as satisfactory/unsatisfactory)

_____ (Principles of Physical Fitness)

Business School Prerequisite Courses

Name: _____

Please indicate the semester in which you completed these Business School Prerequisite Courses and the grades you received in these classes (grade/semester not needed for pre-requisites satisfied through AP credit).

Course	Semester Taken (FA, SP, SU)	Grade
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Check one of the following:

- | | | |
|------------------------------------------------------------|-------|-------|
| <input type="checkbox"/> MATH 111 (Calculus I) | _____ | _____ |
| <input type="checkbox"/> AP / IB / A-level Calculus credit | | |

Check one of the following:

- | | | |
|-----------------------------------------------------------------------|-------|-------|
| <input type="checkbox"/> BUS 201 (Business Economics) | _____ | _____ |
| <input type="checkbox"/> ECON 101 (Microeconomics) or AP Micro credit | _____ | _____ |
| AND | | |
| <input type="checkbox"/> ECON 112 (Macroeconomics) or AP Macro credit | _____ | _____ |
| OR | | |
| <input type="checkbox"/> IB Higher Level Economics credit | | |

BUS 210 (Financial Accounting)	_____	_____
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Check one of the following:

- | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|
| <input type="checkbox"/> MATH 107* (Probability & Statistics)
<i>*Oxford Students only</i> | _____ | _____ |
| <input type="checkbox"/> BUS 350** (Data & Decision Analytics)
<i>** Emory College Students will not be awarded credit for completion of Math 107 unless it is through AP credit</i> | _____ | _____ |
| <input type="checkbox"/> AP Statistics credit | | |

BUS 211 (Managerial Accounting) <i>Note: Suggested for students interested in Accounting</i>	_____	_____
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Continuing Writing Requirement	_____	_____
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Additional Information

Check here if you are not attending school at the present time.

Check here if your education has been interrupted for any reason.

Check here if you have any court convictions other than parking violations.

Check here if you have ever been subject to any school-related disciplinary action or are currently involved in a hearing process for violation of school rules, misconduct, conduct infraction, academic dishonesty or otherwise.*

Check here if you have a grade of “U” (Unsatisfactory) on your transcript.

If you have checked any of the boxes above, please attach a separate sheet to explain.

Note for Korean Nationals

If you plan to take a leave of absence for your military service, the BBA Program **strongly** recommends that you complete your leave **prior** to your first semester in the Program.

The BBA Orientation Retreat

All newly admitted BBAs **must** attend an overnight orientation retreat as part of their program requirements. This retreat will occur on January 12 and 13, 2015 for students admitted to the program for Spring 2015. Please take this opportunity to mark your calendar, inform your families, and make appropriate travel arrangements.

Commitment to Attend Orientation Retreat

By signing below, I certify that I understand that I **must return to campus by Sunday, January 11th** in order to participate in the overnight orientation retreat taking place **Monday and Tuesday, January 12th and 13th**.

Signature of Applicant

Date

The Honor Code

The Goizueta Business School upholds the Honor Code, a commitment within its community which ensures academic conscience and freedom. All applicants for admission to the BBA program should be aware that, upon acceptance, students agree to abide by the Honor Code.

The Honor Code at the Goizueta Business School provides many benefits for students. The Code establishes a level playing field where no one student can take unfair advantage over other students. It is essential that students understand their role in the honor system. Each student is charged with the responsibilities of neither committing academic misconduct nor tolerating it. This is a high standard but one that is necessary for any student-run organization.

The Honor Code gives the specifics of the honor system such as defining academic misconduct and informing students how to handle a suspected honor violation. It is the basis of a community of mutual trust where a student's word is accepted at face value by both classmates and faculty.

The Honor Code was written to provide students with a guideline they may use to conduct themselves and to insure that the sense of academic freedom we enjoy here at the Goizueta Business School continues. For a copy of the Goizueta Business School Honor Code, please call the BBA Program Office at 404.727.8106.

Statement of Ethics and Integrity

By signing below, I certify that the information provided in this application is complete and accurate. I acknowledge and agree that misrepresentation of credentials, including submission of inaccurate, falsified, or plagiarized information is sufficient cause for termination of enrollment. Furthermore, I authorize all persons or entities to provide any relevant information to Emory University for the use in evaluating my application for admission and waive any required notice to me. I understand and agree that all submitted application materials are the property of Emory University and will not be returned and that the application fee is not refundable under any circumstances. During such time as I may be enrolled as a student, I will abide by the Goizueta Business School Honor Code and Code of Conduct and all relevant rules, regulations, practices, and policies of Emory University as they may be at the time of admission or as they may be changed during my continuance as a student.

Signature of Applicant

Date

FACULTY RECOMMENDATION FORM

Bachelor of Business Administration Program, Goizueta Business School,
Emory University, 1300 Clifton Rd. NE, Suite 320, Atlanta, GA 30322 USA

TO BE COMPLETED BY STUDENT

Please fill in your name and address below, sign, and give this form to the faculty member you have chosen to write on your behalf. The faculty member must have taught you in a college-level course. **The recommender should complete this form and return it to you in a sealed envelope signed across the flap to include with your application.**

APPLICANT'S WAIVER OF RIGHT TO ACCESS TO CONFIDENTIAL STATEMENT

Name of Applicant: _____
Last First Middle

Address: _____

I hereby freely and voluntarily waive my right to any information contained in this recommendation and agree that the statement shall remain confidential.

Date Signature of Applicant

TO THE RECOMMENDER

The information that you are providing concerning the above named applicant is considered an important part of the application process. Your time and thoughtfulness in furnishing this information are greatly appreciated.

Recommendations are used for admissions purposes only and do not become part of the permanent record file upon a student's matriculation. Therefore, recommendations are not subject to the provisions of the Family Educational Rights and Privacy Act of 1974.

After completing this form, please sign it and place it in an envelope. Seal the envelope, sign it across the flap, and then return it to the applicant who will submit the sealed envelope along with his/her complete application package to the Goizueta Business School. Please type or print neatly.

Please indicate below long have you known the applicant and in what capacity (*please type or write below, or include this information in an attached letter*).

Please give us your appraisal of the applicant relative to their peer group across the following criteria; provide comments as appropriate.

Analytical ability	Exceptional	Above Average	Average	Below Average	Unable to Assess
Comments:					

Quantitative ability	Exceptional	Above Average	Average	Below Average	Unable to Assess
Comments:					

Ability to contribute to the classroom discussion	Exceptional	Above Average	Average	Below Average	Unable to Assess
Comments:					

Written communication	Exceptional	Above Average	Average	Below Average	Unable to Assess
Comments:					

Verbal communication skills	Exceptional	Above Average	Average	Below Average	Unable to Assess
Comments:					

Ability to work with others	Exceptional	Above Average	Average	Below Average	Unable to Assess
Comments:					

Motivation	Exceptional	Above Average	Average	Below Average	Unable to Assess
Comments:					

Ability to make a dynamic contribution to the BBA Program	Exceptional	Above Average	Average	Below Average	Unable to Assess
Comments:					

Overall assessment of candidate's academic and professional fit for the BBA program:

___ Strongly recommend ___ Recommend ___ Recommend with reservations ___ Do not recommend

If you would like to make additional comments about the applicant, please attach a separate sheet.

Name and title of recommender _____ Institution _____

Address: _____

Signature _____ Date _____

Thank you for your time.

Emory University is committed to a policy of nondiscrimination on the basis of race, color, gender identity or gender expression, national origin, religion, sex, sexual orientation, age, handicap, or veteran status.

SERVICE RECOMMENDATION FORM

Bachelor of Business Administration Program, Goizueta Business School,
Emory University, 1300 Clifton Rd. NE, Suite 320, Atlanta, GA 30322 USA

TO BE COMPLETED BY STUDENT

Please fill in your name and address below, sign, and give this form to the individual you have chosen to write on your behalf. This individual should be someone who has overseen your work, either as the head of a student organization or as a supervisor. **The recommender should complete this form and return it to you in a sealed envelope signed across the flap to include with your application.**

APPLICANT'S WAIVER OF RIGHT TO ACCESS TO CONFIDENTIAL STATEMENT

Name of Applicant: _____
Last First Middle

Address: _____

I hereby freely and voluntarily waive my right to any information contained in this recommendation and agree that the statement shall remain confidential.

Date Signature of Applicant

TO THE RECOMMENDER

The information that you are providing concerning the above named applicant is considered an important part of the application process. Your time and thoughtfulness in furnishing this information are greatly appreciated.

Recommendations are used for admissions purposes only and do not become part of the permanent record file upon a student's matriculation. Therefore, recommendations are not subject to the provisions of the Family Educational Rights and Privacy Act of 1974.

After completing this form, please sign it and place it in an envelope. Seal the envelope, sign it across the flap, and then return it to the applicant who will submit the sealed envelope along with his/her complete application package to the Goizueta Business School. Please type or print neatly.

What is your relationship to the student? (check one)

Group Leader

Supervisor

Please indicate below long have you known the applicant and in what capacity (*please type or write below, or include this information in an attached letter*).

Please give us your appraisal of the applicant relative to their peer group across the following criteria; provide comments as appropriate.

Leadership ability	Exceptional	Above Average	Average	Below Average	Unable to Assess
Comments:					

Organizational ability	Exceptional	Above Average	Average	Below Average	Unable to Assess
Comments:					

Reliability	Exceptional	Above Average	Average	Below Average	Unable to Assess
Comments:					

Ability to motivate others	Exceptional	Above Average	Average	Below Average	Unable to Assess
Comments:					

Contribution to organization	Exceptional	Above Average	Average	Below Average	Unable to Assess
Comments:					

Time Management Skills	Exceptional	Above Average	Average	Below Average	Unable to Assess
Comments:					

Ability to move projects forward	Exceptional	Above Average	Average	Below Average	Unable to Assess
Comments:					

Ability to work with others	Exceptional	Above Average	Average	Below Average	Unable to Assess
Comments:					

Overall assessment of candidate's fit for the BBA program:

Strongly recommend Recommend Recommend with reservations Do not recommend

If you would like to make additional comments about the applicant, please attach a separate sheet.

Name of recommender _____ Title _____ Institution _____

Address: _____

Signature _____ Date _____

Thank you for your time.

Emory University is committed to a policy of nondiscrimination on the basis of race, color, gender identity or gender expression, national origin, religion, sex, sexual orientation, age, handicap, or veteran status.

RESUME PLANNER

This is a rough guide for formatting a resume. Please remember for the purposes of your application to the BBA Program, you should not include high school activities.

Name

Address

Phone

E-mail

Education

Anticipated Degree, City, State

Year

Honors

Collegiate Extracurricular Activities

Organization/Activity Name, Organization President/Activity Leader, Positions held, Accomplishments, Number of hours per week, Leadership positions

Professional Experience

(This is optional, students are not expected to have professional experience at this point)

Organization, Location, Dates, Accomplishments

Personal

Participation in outside organizations (community, civic, charitable)

Scholarships/Awards, Honors, Hobbies