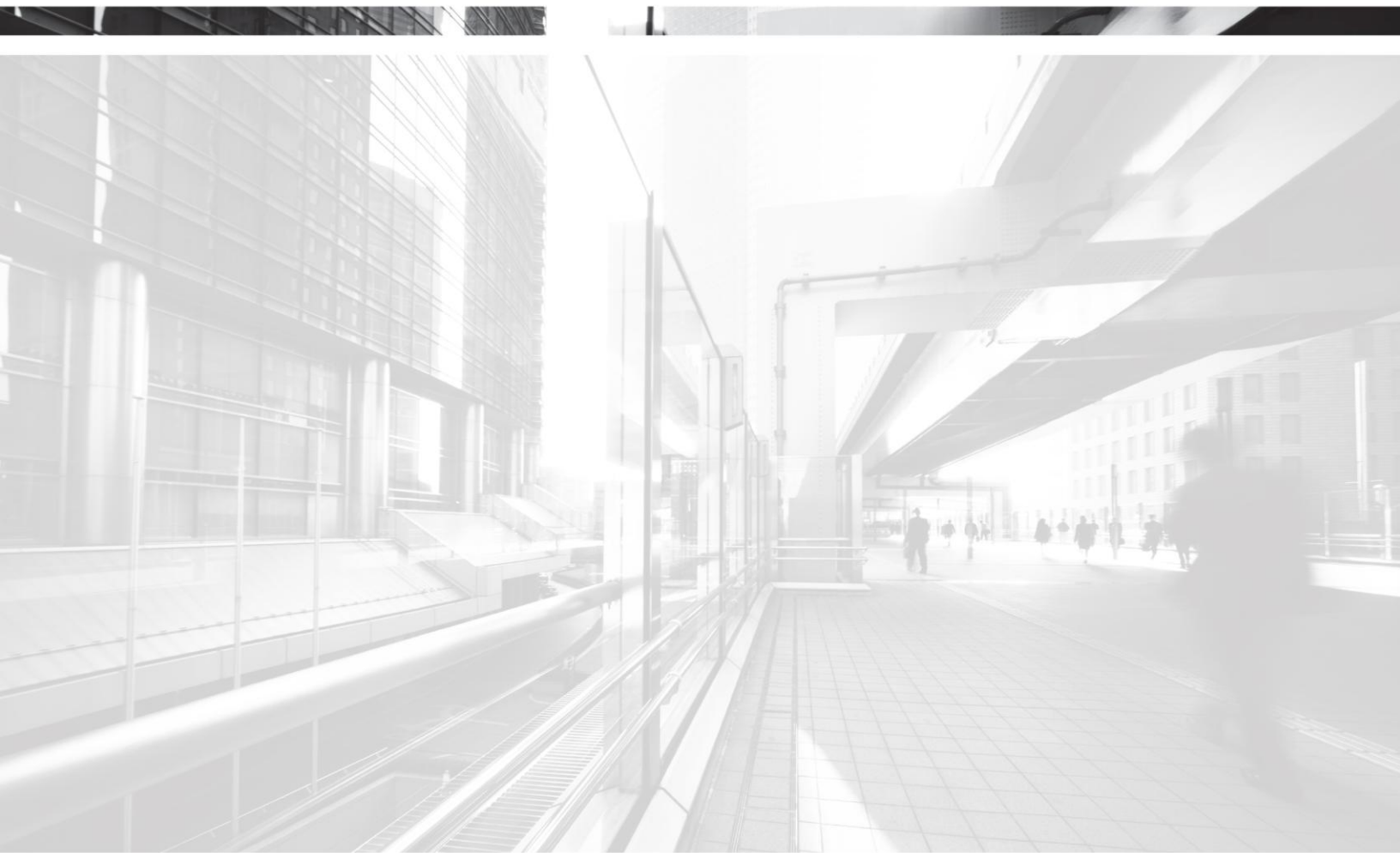




Yeshiva University
SYMS SCHOOL OF BUSINESS

Syms School of Business | **EMBA PROGRAM**



APPLICATION INSTRUCTIONS

ADMISSIONS

To be considered for admission to the SYMS School of Business of Yeshiva University's Executive MBA Program, a candidate must:

- Have at least seven years of professional experience and hold advanced technical, managerial, or executive responsibilities;
- Have earned a bachelor's degree;
- Be interviewed by a representative of the Executive MBA team; and
- Submit a completed application package.

Acceptance to the program is made on a rolling admissions basis. Applications may be submitted at any time, but must be received by the EMBA office no later than the April 30th.

APPLICATIONS PACKAGE

A completed Executive MBA application package consists of the following items:

1. Completed EMBA Application with signed Sponsorship Confirmation Form (if applicable)
2. Current resume
3. Official transcripts for all schools
4. Submit three (3) letters of recommendation
5. Personal statement
6. \$100 nonrefundable application fee made payable to Yeshiva University.

Applicants whose native language is not English are also required to take the Test of English as a Foreign Language (TOEFL).

(1) Executive MBA Application Form

Fill out the attached application form completely. Be sure to include your Personal Statement and to have the sponsorship form signed by an authorized representative of your sponsoring organization.

(2) Resume

Include a copy of your current resume with the other application materials you submit to the EMBA office.

(3) Official transcripts

Provide official transcripts of all your undergraduate and graduate study. To obtain transcripts, contact the institutions that you attended and ask the registrar to send your official transcripts directly to the EMBA office. Transcripts stamped "Issued to Student" cannot be accepted for admission.

(4) Letter of Recommendation

Submit three (3) letters of recommendation from a direct supervisor, manager, previous employer, or a professor. Give the recommendation form that appears at the end of this publication along with an envelope addressed to yourself to your recommender. On the back flap of the envelope, write the following: "Please sign or stamp across the seal." Instruct your recommender to: 1) seal the completed recommendation form inside the self-addressed envelope, 2) sign across the sealed envelope flap to ensure confidentiality, and 3) return the envelope to you. Include the sealed envelopes with the other application materials you submit to the EMBA office. If you are self-employed, you should submit a letter of recommendation from a business associate who is familiar with the quality of your work.

(5) Personal statement

Submit a brief summary of your career, key accomplishments and how you feel the Executive MBA will enhance and fulfill your career objectives.

(6) Application Fee

Include with your application package a check or money order for \$100 (US) made payable to Yeshiva University. This fee is nonrefundable and required of all applicants.

APPLICATION SUBMISSION

All application materials including all transcripts should be sent to the EMBA office using the following address:

Executive MBA Program
SYMS School of Business
Yeshiva University
215 Lexington Avenue, Room 322
New York, NY 10016

ACKNOWLEDGEMENT AND INTERVIEW

When your package is complete, the EMBA office will contact you to schedule an interview. You will be notified of the admission decision as soon as possible following the interview.

For information concerning the status of your application, or for further information about the application procedures, contact EMBA office at 917-326-4839.



Please print or type all responses.

Birth Date

Month	Day	Year			

Gender

Male	Female

Social Security No.

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PERSONAL DATA

Circle Appropriate Title(s)

Mr./Mrs./Ms./Miss/Dr./Rabbi

Name _____
Last First Middle

Home Address _____
Street City State Zip

County (if New York State) Country (if other than United States)

Home Contact _____
Telephone Fax Email

Company Name _____

Position Title _____

Unit/ Division _____

Business Address _____
Street City State Zip

Business Contact _____
Telephone Fax Email

CITIZENSHIP:

Are you a U.S. Citizen? ☐ Yes ☐ No If no, country of citizenship: _____

EDUCATION

Please list all colleges, universities, and graduate schools you have attended.

Name of Institution	City/State	Dates Attended	Degree(s) Received	Major(s)

PERSONAL STATEMENT:

Please attach to this application form a statement that describes the personal, professional, and “non-academic” qualities that you will contribute to the learning environment in the Executive MBA Program.

PROFESSIONAL AND CIVIC ACTIVITIES/ACHIEVEMENTS

List any professional or civic activities (including leadership positions and any honors received).

FINANCIAL SUPPORT:

Will your employer provide payment or reimbursement for any portion of your educational expenses?
☐ Yes ☐ No

If so, please indicate approximate amount (total for the program) \$ _____

RECOMMENDATION:

The following 3 individuals will be asked to submit letter of recommendation:

1.

NameTitle

Position Relative to ApplicantTelephoneEmail

2.

NameTitle

Position Relative to ApplicantTelephoneEmail

3.

NameTitle

Position Relative to ApplicantTelephoneEmail

SPONSORSHIP

Please indicate the name, title, and address of your sponsor. (Individual approving time off from work.)

Name _____ Title _____

Company _____ Telephone _____ Email _____

Address _____
Street City State Zip

Optional Information

The following questions are optional. Refusal to provide this information will not affect decisions related to graduate admission, scholarship or financial aid. Any information provided will remain confidential.

If you wish to be identified with a particular ethnic group, please indicate how you would describe yourself:

- | | |
|--|---|
| <input type="checkbox"/> African American | <input type="checkbox"/> Asian American |
| <input type="checkbox"/> American Indian, Alaskan Native | <input type="checkbox"/> Hispanic, Latino |
| <input type="checkbox"/> Native Hawaiian, Pacific Islander | <input type="checkbox"/> White, Caucasian |
| <input type="checkbox"/> Other: _____ | |

Other Surname Used: (on school transcripts, etc.): _____

How did you first learn about SYMS Executive MBA Program? (website, print ad, radio ad, etc.)

SIGNATURE AND DATE:

My signature indicates that all information provided in this application packet is complete, factually correct, and honestly prepared.

Signature Date

SYMS will admit and hire men and women, veterans, persons with disabilities, and individuals of any race, creed, religion, color, national or ethnic origin, sexual orientation, age, or marital status in compliance with all appropriate legislation.



Section 1: To be completed by the applicant.

The individual noted below is applying to the SYMS Executive MBA Program.

Name of Applicant: _____

Sponsoring Organization: _____

Section 2: To be completed by an authorized representative of the applicant's sponsoring organization.

If the above-named applicant is accepted to the SYMS Executive MBA Program, the sponsoring organization understands and agrees that the student will be fully released from job responsibilities on class days and during required residence periods.

Signature

Date

Name _____ Title _____

Company _____ Telephone _____ Email _____

Address _____
Street City State Zip



Please print or type.

To be Completed by Applicant Before Submitting to Evaluator

Applicant's Name _____
First Middle Last

Applicant Signature _____ Date _____

Applying for Admission ☐ Fall 20 ____ ☐

Under present federal law, an enrolled or former student has, with certain exceptions, access to all educational records on his/her permanent file. In order to encourage the evaluator to provide an objective and candid impression, the applicant is urged to sign the following statement. The signing of the statement is optional and refusal to sign cannot be used negatively in the consideration of your application.

I hereby waive my right to access, under the Family Educational Rights and Privacy Act of 1974, to this recommendation. I understand that this material will be maintained in confidence by the recipient and will be used solely for admission purposes.

Applicant's Signature _____

Date _____

SYMS School of Business of Yeshiva University offers an Executive MBA Program designed to enable professionals to earn their MBA in 24 months through Sunday and select weekday evening classes.

You have been asked to complete a recommendation for the above-named candidate, using this form (or a separate letter, if you prefer). It is school policy that all evaluations are confidential and not shared with applicants. Please note that your recommendation is considered a critical element in the application process. Return your comments in the envelope provided, first sealing and the signing the envelope flap in the area noted.

Recommender Information

Name _____ Position/Title _____

Organization _____

Address _____

City, State, Zip _____

Country/Postal Code _____

Telephone _____ Email _____

How long have you known the applicant? (Please give dates) _____

Under what circumstances have you known the applicant? _____

1. Please comment of the applicant's demonstrated and/or potential managerial and leadership abilities.

2. What do you consider the applicant's most outstanding talents or characteristics?

3. What are the applicant's chief liabilities or areas for improvement?

4. Do you agree with this statement: The applicant has the academic preparation and professional ability needed to complete an Executive MBA program.

☐ Strongly agree ☐ Agree ☐ Agree with reservations ☐ Do not agree

5. How would you rate this applicant in the following areas?

	Excellent	Above Average	Fair	Below Average
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical/Math Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Meet Deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sound Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Are there any additional comments you would like to make concerning this candidate?

Organizational Sponsorship

I understand that the Executive MBA program requires professional release time for select weekday evening classes (maximum of six weekday evening classes during the course of a year) as well as two one week residencies during the summers of enrollment in the program. If the applicant is accepted into the program, our organization will give full support to his/her participation. The applicant's work schedule will be adjusted so the participant can attend regularly scheduled classes and an in-residence session. Participation in the Executive MBA program will not adversely affect the applicant's normal salary and/or employment status.

Our company provides tuition assistance for this program of study. ☐ Yes ☐ No

Signature _____

Please return this form in the envelope provided, making certain to also sign the sealed flap. Questions should be directed to:

Margie Martin, Associate Director, EMBA Program, SYMS School of Business
Yeshiva University, 215 Lexington Avenue, Room 322, New York, NY 10016
Telephone: 917-326-4839 -- Email: mmartin4@yu.edu



You are responsible for submitting this form to each previously attended institution. Please be sure to comply with the policy of each school regarding their transcript release policies and fees.

Name of Applicant

Last Name First Name Middle Initial

Social Security Number Dates of Enrollment

Institution/Division

Degree & Year Rank in Class

Applicant's Signature Date

I hereby request that my transcript be sent directly to: Margie Martin, Associate Director, SYMS School of Business, Yeshiva University, 215 Lexington Avenue, Room 322, New York, NY 10016. Thank you for your assistance.

The above named person is applying to the Executive MBA program of SYMS School of Business, Yeshiva University. Please provide the information requested below and attach the applicant's transcript to the back of this form.

Check as appropriate:

Applicant is currently enrolled

Degree Conferred

Other