

*Executive***MBA**



*Application Form,
Requirements and
Guidelines*

Completed Application Checklist

- Form 1:** Application
- Form 2:** Employment Profile
- Form 3:** Essay

- Application Fee:** \$100 non-refundable. Checks must be made payable to New Jersey Institute of Technology and must accompany the application upon submission.

- Tuition:** \$57,500 includes instructional materials; textbooks; international study tour; meals; parking; and administrative support. Tuition is billed per set of courses at 10 week intervals.

- Transcripts:** One copy of an **official** transcript must be sent directly from each college/university attended.

- Graduate management Admission Test (GmAT) Scores** The GMAT is required; only GMAT test scores earned within the last five years will be accepted. In exceptional cases, candidates with significant business experience may *inquire* about the availability of a special Dean's waiver. Candidates with Masters degrees from US or Canada based accredited institutions may waive the GMAT; and candidates with Bachelor's degrees from research intensive US institutions *may inquire* about a GMAT waiver. Registration materials for the GMAT may be obtained by writing directly to the Educational Testing Service. NJIT accepts only "official" scores sent to us directly from ETS. The NJIT code is 2513.

- Interviews** Interviews are conducted throughout the year; however, we strongly encourage early appointments. The Admission Committee convenes May, June, July, and early August.

Note:
Applications will not be reviewed until ALL forms, official test scores, and Application fee have been received

Program Contacts:

Send application materials to:

D. Elaine Frazier

Director, EMBA and Graduate Programs

NJIT School of Management

University Heights, Newark, NJ 07102-1982

Tel 973 596 6378 Fax 973 596 3074

Email frazier@njit.edu

Lilia Lozario

Graduate Advisor

Tel 973 596 8477 Fax 973 596 3074

Email Lozario@njit.edu

All candidates must have a four-year U.S. equivalent Bachelor's degree.

Candidates who do not meet this requirement must submit a credentials evaluation conducted by a NACES member organization (www.naces.org).

Application Evaluation Guidelines

Significant attention is given to the length of time spent in management positions, job progression and career potential.

Form 1: Application**NJIT Executive MBA Program****N J I T**™**Academic Term** Fall (Year) _____ Spring (Year) _____**Name** Mr. Mrs. Ms. Dr.

Last Name

First Name

Middle Name

Home Address

Street

City

State

Zip Code

Country

Phone

Fax

E-mail

Business Address

Company/Organization

Position

Street

City

State

Zip Code

Country

Phone

Fax

E-mail

Biographical Information

— —

U.S. social security number

Birth date (mm/dd/yy)

Country (ies) of citizenship

Gender: Male FemaleU.S. Permanent Resident? Yes NoCheck all that apply (optional) Disabled Disabled Veteran Vietnam Veteran* Origin African American Asian American/Pacific Islander Native American Caucasian Multicultural (please specify) _____

* Statistical use only

GMAT or GRE*Each applicant must submit an official copy of the results of the GMAT or GRE before the application can be evaluated. The test must have been administered within the past five years.*

Date of test (mm/dd/yy)

Score: Overall

Score: Verbal %

Quantitative %

Interview*Please schedule an interview at your earliest convenience:*

Contact D. Elaine Frazier Tel 973 596 6378 Email frazier@njit.edu

Education**Undergraduate degree** BA BBA BS Other (please specify) _____

Date awarded (mm/dd/yy)

Major

Institution

GPA

Graduate degrees None MA MS MD Ph.D. Other (please specify) _____

Date awarded (mm/dd/yy)

Major

Institution

GPA

Form 2: Employment Profile



Current Position

Company/Organization

Employer's business

Current title

length of service in position

Briefly describe your position and, if possible, include a copy of your employer's position description

List any certifications currently held (CLU, CPA, Registered Engineer, etc.)

Employment History

Beginning with your most recent employment; experience

EMPLOYER

Employment Dates (m / y - m / y)

Employer's business

Title/Position

Primary Responsibilities

EMPLOYER

Employment Dates (m / y - m / y)

Employer's business

Title/Position

Primary Responsibilities

EMPLOYER

Employment Dates (m / y - m / y)

Employer's business

Title/Position

Primary Responsibilities

Form 3: Essay

In a 1.5 - 2 page essay, clarify your career goals, indicating how the Executive MBA program will help you achieve your goals; and characterize the significant strengths your candidacy would bring to the NJIT EMBA program.

Please feel free to provide a statement of any additional information you believe critical to a more precise evaluation of your candidacy.

I certify that information in this application is accurate and complete.

Signature

Print Name

Date