

# APPLICATION INSTRUCTIONS

This packet contains both (1) the application to the Executive MBA Program and (2) the application to the Graduate School of the University of Tennessee.

All parts of the application, including Executive MBA and Graduate School forms, transcripts, and supporting materials must be completed and received in the Executive MBA program office before it can be reviewed.

Application decisions will be communicated to applicants within 3-4 weeks of receipt. Some applicants request an early admission decision. That deadline is **June 15**. In order to request an early review, please contact the program office by telephone at 1-800-486-EMBA or by email at [emba@utk.edu](mailto:emba@utk.edu)

**Deadlines:** The application deadline for international applicants is **July 15**. The priority application deadline for domestic applicants is **September 1**.

## 1. APPLICATION MATERIALS

Please mail the items below to the following address:

**Executive MBA Program  
616 Haslam Business Building  
1000 Volunteer Blvd.  
The University of Tennessee  
Knoxville, Tennessee 37996-4160**

- ❖ **Executive MBA Program Application.** Be sure that all parts of the EMBA application are completed and that the application is signed.
- ❖ **Application for admission to the Graduate School.** This is the form included at the end of the Executive MBA application. If your permanent address and present address are the same, do not repeat the information. It is not necessary to include information about parents.
- ❖ **Two Recommendations-** to be completed by two managers in your organization who know you well and who can speak for the organization's support of your participation in the program. This application contains two recommendation forms; you should deliver a form, along with an envelope, to each reference. The reference will need to seal the completed form in the envelope, sign across the flap and return it to you.
- ❖ **Official Transcripts-** (in English) from the registrar of each college or university attended, for both undergraduate and graduate work. These transcripts should be sent directly from the college to the address listed above. Normally, it takes several weeks for schools to send the transcripts and to complete processing within the UT Graduate School. *U.S. applicants, please request transcripts at least six weeks prior to the application deadline. International applicants should request transcripts at least two months prior to the application deadline.*
- ❖ **\$35 Graduate School Application Fee.** Send a personal check, money order, or cashier's check payable to the University of Tennessee, or call 1-800-486-EMBA to pay by credit card.

## 2. GRADUATE MANAGEMENT ADMISSION TEST (GMAT)

For students taking the GMAT, it should be taken early in the year in order to ensure that scores are available during the admission review. If you have taken the GMAT within the last five years, you may request those scores to be sent to the Executive MBA program office directly from the Educational Testing Service. For information on how to register for the GMAT, including schedules, visit [www.gmac.com](http://www.gmac.com).

## 3. TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

The Graduate School of the University of Tennessee specifies that all international applicants must have taken the Test of English as a Foreign Language (TOEFL), with a score of 550 (213 on the new scale) or higher, within the last two years. A student cannot be exempted from this requirement unless English is their native language, or they are a U.S. citizen, or have received an undergraduate or graduate degree from an accredited U.S. college or university. You may request official test scores to be sent directly from the Educational Testing Service to the Executive MBA program office. For information on how to register for the TOEFL, including schedules, visit [www.TOEFL.com](http://www.TOEFL.com)

The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in provision of education program and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University.

The University does not discriminate on the basis of race, sex, or disability in the education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA, the Age Discrimination in Employment Act (ADEA), or any of the other above referenced policies should be directed to the Office of Equity and Diversity; 1840 Melrose Avenue; Knoxville, TN 37996-3560; telephone (865) 974-2498 (TTY available). Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Human Resources Management; 600 Hensley Street; Knoxville, TN 37996-4125.

# University of Tennessee Executive MBA Application for Admission

## 1. Summary Data:

Name: \_\_\_\_\_  
Last First Middle

Applying for class beginning January of \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Sex:  Male  Female

Are you a U.S. citizen?  Yes  No

Social Security Number: \_\_\_\_\_

If you are a U.S. citizen, the following information is optional for statistical purposes:

African American  Asian American  Hispanic American  Native American  Caucasian

Current mailing address:

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

Home telephone: \_\_\_\_\_

Work telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

GMAT Score (if applicable): \_\_\_\_\_

E-mail: \_\_\_\_\_

What is the highest academic degree you have completed?

\_\_\_\_\_

Name & address of your company/business unit/organization:

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

International business exposure (check all that apply):

- International Business Travel
- Multinational Business Team
- Foreign Expatriate Assignment
- Multinational Business Responsibility

This business company/unit/organization is:

Predominant type of management experience (check one):

- People experience
- Project experience

- A division or subsidiary of a parent company
- Corporate headquarters
- An independent company
- Public sector/ not-for-profit corporation

Current number of direct reports: \_\_\_\_\_ employees

Please describe the principal line of business for your organization:

Current number of indirect reports: \_\_\_\_\_ employees

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

Years of full-time work experience: \_\_\_\_\_ years

Years of management experience: \_\_\_\_\_ years

Current title \_\_\_\_\_

Check the range that describes the size of your unit & organization:

Please indicate your current annual salary including bonus and other money equivalents.

\_\_\_\_\_

<u>Business Unit</u>	<u>Size Range</u>	<u>Overall Organization</u>
<input type="checkbox"/>	Fewer than 100 employees	<input type="checkbox"/>
<input type="checkbox"/>	100-499 employees	<input type="checkbox"/>
<input type="checkbox"/>	500-999 employees	<input type="checkbox"/>
<input type="checkbox"/>	1,000-4,999 employees	<input type="checkbox"/>
<input type="checkbox"/>	More than 5,000 employees	<input type="checkbox"/>

## 2. Organizational References & Support:

**A. Organizational References:** Please provide the names and addresses of the two individuals you have asked to recommend you. These should be your manager or others above you in your organization who can assess your capabilities in the organizational environment and can also speak for the organization's support of your participation. The first reference should be the more senior of the two. Owner/managers of independent companies may seek the chairman or board members or might request recommendations from their bank officer, attorney, or managers in customer or supplier organizations with whom they have long-standing relationships.

### First Reference:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title/ Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone

### Second Reference:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title/ Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone

### B. Organizational Support:

We encourage organizations to fully support the managers they send to this program, financially as well as with time. Many organizations cover the full cost of the program; others share the cost with participants; and a few students pay the cost on their own. Please explain how your participation will be financed by checking one of the options below:

My organization will pay the entire cost.

I will pay the entire cost.

My company and I will share the cost. I will pay \_\_\_\_\_ (\$ or %); they will pay \_\_\_\_\_ (\$ or %).

## 3. Educational Data:

List the colleges and universities you have attended and the diplomas or degrees conferred and the dates of attendance.

**Request the registrar of each college or university to send a complete transcript of your record to the Executive MBA program office at the University of Tennessee immediately. Even if you did not complete a degree, each collegiate experience must be documented.**

<u>Name of Institution</u>	<u>Location</u>	<u>Dates of Attendance</u>	<u>Degree &amp; Year Received</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **4. Background Data (please type B, C & D on one page):**

A. Please attach a resume that begins with your most recent job or activity and covers the time since your undergraduate studies, including military service. Please present activities in descending chronological order and account for all periods of time.

B. Describe the organizational unit for which you are responsible, and relate it to the total organization. Discuss size, scope and autonomy of responsibility. For what human resources, budget, and capital investment decisions are you responsible? To what position or positions do you report?

C. If your work has involved you in international travel or residence, please describe briefly.

D. Given the demands of the Executive MBA, job responsibilities, and family needs, how have you involved others in your decision to attend and how will you balance these commitments?

## **5. Special Work Situations:**

The curriculum of the University of Tennessee Executive MBA program is designed around an ongoing management relationship with an established organization. One major assignment involves a comprehensive strategic analysis of your business. In addition, participants must carry out a large scale, year-long corporate action project on behalf of their organizations. These projects require the cooperation and resource support of the organization. The results from these projects are intended to be implemented and provide a significant benefit to the organization as well as significant learning for the candidate. Your participation in the program depends on the opportunity to carry out these job-related assignments and projects. If you are currently operating within a corporate environment where senior management is a willing sponsor of these two major projects, you are all set and may skip this question.

However, if you are the owner/manager of a very small company, an independent consultant, or are involved in non-corporate work, we would like you to consider and discuss the context or organizational partners that could make it possible for you to carry out the applied assignments. Please attach a separate piece of paper describing potential partners entitled "Special Work Situations" or contact the Executive MBA program director.

## **6. Admission Essays (please type each essay on separate pages):**

Before writing, consider the questions carefully in light of your particular circumstances and the environment in which your organization operates. Then prepare brief responses to each of the following four questions.

- A. Describe the contribution(s) that you are making in your organization that you consider to be valuable and/or unique.
- B. Describe the aspect(s) of your current job that you find to be the most enjoyable and rewarding.
- C. What is the toughest challenge that confronts you?
- D. How can the MBA help you be more effective for your current and future challenges?

To the best of my knowledge, the information provided in this application is accurate.

Signature\_\_\_\_\_

Date\_\_\_\_\_

# Recommendation by Organizational Associate #1

**To the applicant:** Please fill in your name and deliver this recommendation form, along with the confidential return envelope, to your reference. Although only two recommendations are required, you may certainly request others.

Name of applicant (print/type)\_\_\_\_\_

**To the Reference:** Please answer the questions below as candidly and specifically as possible. Your insights about the candidate will be an important part of our decision process. When you have completed the recommendation, seal it in the envelope provided, sign your name on the flap, and return it to the candidate. Your comments will be available only to those involved in our admissions process and will be destroyed when they are no longer needed. They will not be shared with the applicant.

Name of reference (print/type)\_\_\_\_\_

Position/Title\_\_\_\_\_ Telephone\_\_\_\_\_

How long have you known the applicant, and what is your working relationship?

Has your organization identified this applicant as a high potential employee who is likely to take on increasing responsibilities? How would you rate this applicant's performance and potential within the organization?

What importance does the attainment of an MBA degree play within your organization? Was the applicant's decision to undertake an executive MBA one that the organization suggested and encouraged or one initiated by the applicant?

During the University of Tennessee Executive MBA year, each participant undergoes extensive individual assessment and is required to set personal goals and take concrete actions to strengthen areas of his or her professional and personal life. What areas of the applicant's professional performance do you think could most benefit from such individual attention?

Please compare the applicant to other managers in your organization who are at the same level or higher.

	Top 5% Exceptional	Top 10% Outstanding	Top 25% Very Good	Below 25% Representative	Unable to Judge
Intellectual ability					
Judgment & maturity					
Analytical skills					
Creative/imaginative					
Initiative					
Self-confidence					
Personal integrity					
Ability to work with others					
Willingness to work hard					
Verbal skills					
Written skills					

When the applicant has had substantial responsibility for important tasks or projects, does she/he:

- Meet expectations
  Often exceed expectations
  Almost always exceed expectations

Which **one** of the following statements is most applicable to this candidate **over the next two years**?

- Almost certainly will be in a position of substantially greater management responsibility than his/her present position.  
 Has a good chance of being in a position of substantially greater management responsibility than his/her present position.  
 Will gain valuable education and experience which will put him/her in a position for promotion and greater responsibility at some later date.  
 The successful completion of this degree will greatly enhance his/her performance in current job.

This is an accelerated program that will place heavy demands on the participants. Their likelihood of success will be improved by a stable and supportive family life, a flexible work environment, social and professional maturity, and a willingness to work hard. Please comment on any of these aspects you think may pose an added challenge to this applicant.

The University of Tennessee Executive MBA is a full-time degree program that is carried out while the participant continues to perform in his or her full-time career. Have the candidate and her/his superiors in the organization discussed the program, and is the organization willing to support the candidate's attendance at all residence periods as well as the work that is to be completed in connection with the organization?

We encourage organizations to fully support the managers they send to this program financially as well as with time. Many organizations pay the full cost of the program; others share the cost with participants. Please explain how this applicant will be financed.

- Our organization will pay the entire cost.
  The applicant will pay the entire cost  
 We will share the cost. The applicant will pay \_\_\_\_\_ (\$ or %). The organization will pay \_\_\_\_\_ (\$ or %).

Reference's Signature: \_\_\_\_\_

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

## Recommendation by Organizational Associate #2

**To the applicant:** Please fill in your name and deliver this recommendation form, along with the confidential return envelope, to your reference. Although only two recommendations are required, you may certainly request others.

Name of applicant (print/type)\_\_\_\_\_

**To the Reference:** Please answer the questions below as candidly and specifically as possible. Your insights about the candidate will be an important part of our decision process. When you have completed the recommendation, seal it in the envelope provided, sign your name across the flap, and return it to the candidate. Your comments will be available only to those involved in our admissions process and will be destroyed when they are no longer needed. They will not be shared with the applicant.

Name of Reference (print/type)\_\_\_\_\_

Position/Title\_\_\_\_\_ Telephone\_\_\_\_\_

How long have you known the applicant, and what is your working relationship?

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Willingness to work hard					
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Reference's Signature: \_\_\_\_\_

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

RETURN TO:

Office of Graduate & International Admissions
201 Student Services Building
Knoxville, Tennessee 37996-0230

THE UNIVERSITY OF TENNESSEE
GRADUATE APPLICATION
FOR ADMISSION

Check one:

- \$35.00 application fee enclosed (non-refundable).
No fee required - Attended Graduate School within UT System, paid:
No fee required - Paid to UT Graduate School on the Knoxville campus within past 12 months.

I understand that withholding information required in this application or giving false information may make me ineligible for admission to, or continuation in, The University of Tennessee. With this in mind, I certify that the statements which follow are correct and complete. I also confirm that I will adhere to the Honor Statement as printed on the back of this application and that I have registered for or am not required to register for the federal draft.

Date Signature

For University Use Only Receipt#

Please use our electronic application found at http://www.utk.edu or use this copy by printing one letter/number to a square, leaving one blank square between words. Abbreviate as necessary to stay within the allotted number of squares. Allow 4-6 weeks for processing.

Please indicate term and year you plan to ENTER UT: Fall Term: Spring Term: Summer Term: Year

Social Security Number/ID Number: Full Name: (Last/Family) (First/Given) (Middle) Circle appropriate box: Male Female

Birthdate: Birth State (if USA): Birth Country (if not USA): Month Day Year

Permanent Telephone: Permanent Street Address: Length of Residence at Permanent Address: Years Months

Permanent City: Permanent County or Parish (if USA):

Permanent State (if USA): US Zip Code: Permanent Country with International Zip Code (if not USA):

Present Telephone: Present Mailing Street Address (Enter SAME if same as permanent address): Work Telephone:

Present City of Residence: Present State of Residence (if USA): US Zip Code:

Present Country of Residence with International Zip Code (if not USA): Length of Residence at Present Address: Discontinue use of Present Address after: Month Day Year

Name of Parent: Parent's Street Address (enter SAME if same as permanent address):

Parent's City of Residence: Parent's State of Residence (if USA): US Zip Code:

Parent's Country of Residence with International Zip Code (if not USA): Are you financially dependent on a parent? Yes No E-Mail Address:

The following is needed by the University in reporting to the U.S. Department of Education. PLEASE CIRCLE ONE: White/Caucasian American Indian Black Hispanic Asian or Pacific Islander Alaskan Native

Are you a Tennessee Resident? Yes No Are you a Citizen of the United States? Yes No Is your native language English? Yes No

TO BE COMPLETED BY APPLICANTS WHO ARE NOT UNITED STATES CITIZENS (INCLUDING PERMANENT RESIDENTS)

Country of Citizenship: Alien Registration Number: OR Type of Visa Requested:

