

Executive MBA
Trans-Global Executive MBA
Professional MBA
M.S. in Financial Analysis and Investment Management

Graduate Business Programs



**SAINT
MARY'S
COLLEGE OF
CALIFORNIA**

**SCHOOL OF ECONOMICS
AND BUSINESS ADMINISTRATION**

Instructions for Completing the Application for Admission

This booklet contains all the necessary forms for applying to the Executive MBA Program, the Trans-Global Executive MBA Program, the Professional MBA Program, or the M.S. in Financial Analysis and Investment Management (MS-FAIM) Program at Saint Mary's College. To complete an application file, the Graduate Business Office must receive:

1. Completed Application Form
2. Completed Data Summary Sheet
3. Statement of Objectives (no form is provided)
4. Application fee of \$50.00
5. Two letters of recommendation
6. Official transcripts from all colleges attended
7. Resume
8. Official GMAT score report (Professional MBA and MS-FAIM only)
9. Official TOEFL score report (international applicants only)

The Application Form, Data Summary Sheet, Letters of Recommendation, Resume, and Statement of Objectives may be emailed (smcmmba@stmarys-ca.edu) or faxed (925-376-6521) to the Graduate Business Office or mailed with the application fee. Our mailing address is Graduate Business Programs, Saint Mary's College, P.O. Box 4240, Moraga, CA 94575-4240. (If you Federal Express documents, please use the following physical address: Graduate Business Programs, Saint Mary's College, 1928 Saint Mary's Road, Moraga, CA 94556.)

Letters of Recommendation must be received directly from the author. Transcripts must be received directly from the issuing school. The applicant must ensure that the Graduate Business Office receives all admission material.

In compliance with applicable law and its own policies, Saint Mary's College does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, marital status, medical condition or physical or mental disability in employment or in any of its educational programs or in the provision of benefits and services to students. The Section 504 Coordinator is Jeannine Chavez-Parfitt, Director Academic Support and Achievement Programs, (925) 631-4358, who is responsible for evaluating and working with qualified students regarding accommodations. All questions regarding the College's policy and compliance with it and the various laws, and any complaints regarding alleged violations of them, should be directed to the Director of Human Resources, who serves as the Equal Employment Opportunity Compliance Officer for the College, (925) 631-4212.

Application Fee

A check or money order of \$50.00 (U.S. currency only) payable to Saint Mary's College must accompany the application. This fee is not refundable. If the check is signed by someone other than the candidate, the candidate's name and designated program must appear on the check.

Letters of Recommendation

Two letters of recommendation are required to complete your application file. Choose individuals who can provide us with specific information regarding your past academic or professional performance and present capabilities. Recommendation forms are provided for the convenience of those recommending you. It is not mandatory to use these forms.

College Transcripts

A complete set of official transcripts from all colleges and universities the candidate has attended is required by the Graduate Business Programs. The enclosed transcript request forms, which can be duplicated if necessary, will help expedite transcription requests. To be official, transcripts must be sent directly from the institution to our office.

Graduate Management Admission Test (GMAT)

General information on the GMAT may be obtained on the Web at: www.gmat.org. GMAT score reports should be sent to: Graduate Business Programs, Saint Mary's College, P.O. Box 4240, Moraga, CA 94575. Applicants to the Executive MBA Program and the Trans-Global Executive MBA Program are not required to submit a GMAT score.

Personal Interviews

Personal interviews are a mandatory step in the admissions process for the Executive MBA Program and the Trans-Global Executive MBA Program. Interviews are scheduled after all other admission material has been received and prior to the final selection of candidates. The admission interview is meant to provide the applicant with an opportunity to clarify and elaborate on information in the written application forms. In addition, the interview serves as a personal introduction to the program which allows the applicant to raise questions about any aspect of the program.

Application for Admission Program and Term (check one) Year _____

- Executive MBA: Moraga, Weeknight Autumn
- Executive MBA: Moraga, Saturday Autumn
- Executive MBA: San Ramon, Weeknight Spring
- Executive MBA: Santa Clara, Weeknight Autumn
- Executive MBA: Moraga, Hybrid Winter Summer
- Executive MBA: Sacramento, Alternate Weekend Autumn
- Trans-Global Executive MBA: San Ramon Summer
- Professional MBA: Moraga Autumn Winter Spring Summer
- MS-FAIM: San Francisco Winter Summer

Personal Information

Name _____
Last First Middle

Permanent Address _____
Street City, State Zip Code

Social Security Number _____

Will we receive transcripts under any other name? Yes No If yes, what name(s)?

Name _____
Last First Middle

Name _____
Last First Month/Day/Year Middle

Citizenship U.S. _____
Place of Birth

Other _____
Country

Are you a permanent resident of the United States? Yes No

Optional Information

Saint Mary's College does not discriminate with regard to race, color, sex, religion, national origin, or handicap. The following information is voluntary and requested for reports to government agencies.

Date of Birth _____ Sex: Female Male

Predominant racial/ethnic background: American Indian Black/Non-Hispanic White/Caucasian/Non-Hispanic
 Hispanic Asian or Pacific Islander Other

Educational Background

List official name of all colleges and universities attended, the city and state, and applicable dates. Note from which institutions degrees were awarded and in what major.

Dates Attended (mo./year–mo./yr.)	Institution	Degree Awarded	Year	Major
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

Employment History

Listing your present employer first, please note your significant work experience. Use a separate sheet of paper if necessary. Please attach a **CURRENT RESUME**.

Firm/Employer _____

Address _____
Street City, State Zip Code

Job _____
Title Dates (Month/Year to Month/Year)

Responsibilities _____

Firm/Employer _____

Address _____
Street City, State Zip Code

Job _____
Title Dates (Month/Year to Month/Year)

Responsibilities _____

Please add an attachment for additional employer information

Recommendations

Please list the name and position of those submitting letters of recommendation for your admission file.

_____	Name/Position	Organization
_____	Name/Position	Organization
_____	Name/Position	Organization

Statement of Objectives (Professional MBA, Executive MBA and MS-FAIM only)

As completely and concisely as possible, please explain your objectives in applying for admission to the Graduate Business Programs at Saint Mary's College. Although no form is provided for this statement, the following questions may be helpful in structuring your response.

1. What are your long-term goals in terms of management and the business world?
2. What experiences both in and outside the business world have significantly influenced your professional goals?
3. Why are you applying to Saint Mary's?
4. Do you have the support of your employer for your involvement in this program?
5. How do you hope to benefit from and contribute to this program?

Statement of Objectives (Trans-Global Executive MBA Program only)

As concisely and clearly as possible, write a short couple of paragraphs on your objectives in wanting to enroll in an MBA program with a global focus. Use the following questions to structure your statement.

1. How will an MBA program with a global focus enable you to enhance your career?
2. What are the elements of a global business education that you feel will enhance your career the most?
(Please be specific).

I certify that the above information is correct to the best of my knowledge.

Candidate's Signature

Date

Data Summary Sheet

All information entered on this sheet will be kept confidential. Please type or print legibly.

Name _____
Last First Middle Date of Birth

Present Address _____
Street City, State Zip Code

Home Phone _____ E-mail _____

Program and Term (check one) Year _____

- Executive MBA: Moraga, Weeknight Autumn
- Executive MBA: Moraga, Saturday Autumn
- Executive MBA: San Ramon, Weeknight Spring
- Executive MBA: Santa Clara, Weeknight Autumn
- Executive MBA: Moraga, Hybrid Winter Summer
- Executive MBA: Sacramento, Alternate Weekend Autumn
- Trans-Global Executive MBA: San Ramon Summer
- Professional MBA: Moraga Autumn Winter Spring Summer
- MS-FAIM: San Francisco Winter Summer

Employer _____

Address _____
Street City, State Zip Code

Phone _____ E-mail _____

Position/Title _____

Institution Granting Highest Degree _____

Major/Degree _____ Date _____

How did you learn about our program?

- Newspaper Ad If yes, what newspaper? _____
- Radio Ad If yes, what radio station? _____
- SMC Graduate Business Web Site If yes, what Web site(s)? _____
- Other Web Site(s) If yes, what Web site(s)? _____
- Alumni/Student If yes, name _____

For Office Use Only:

Quarter Accepted _____ Expected Graduation Date _____

Letter of Recommendation

Applicant's Name _____
Last First Middle

Home Address _____
Street City, State Zip Code

Daytime Phone _____ E-mail _____

Program (check one): Professional MBA Executive MBA MS-FAIM Trans-Global Executive MBA

Term (check one): Autumn Winter Spring Summer Year _____

I do I do not waive all future rights to review this recommendation once submitted.

Signature of Applicant Date

Note to the person completing this form

The person whose name appears above is applying for admission to a Graduate Business Program at Saint Mary's College. Your assessment of the applicant will serve as valuable information to the Graduate Business Admissions Committee. The questions below are offered as a guide. We welcome your comments in any format as an aid in determining the applicant's ability to benefit from and contribute to the Graduate Business Program.

Both the Admissions Committee and the applicant greatly appreciate the time and effort required of you to provide this information. The applicant will not be considered for admission until the Graduate Business Office receives this recommendation.

Name of person completing this form _____
Last First Middle

Position _____

Organization _____

Address _____
Street City, State Zip Code

1. How long have you known the applicant and in what capacity? _____

2. Do you feel that the applicant is well prepared for participation in an intense graduate business program? Please explain in terms of your assessment of the applicant's motivation, career objectives, and energy.

3. Does the applicant possess the potential for achieving leadership in the business world? Please cite examples of the applicant's past performance that demonstrate this potential.

4. How would you rate the applicant as a problem-solver relative to his or her contemporaries? Please comment, as specifically as possible, upon the applicant's intellectual talents and ability to work with people.

5. What other experience or personal characteristics does the applicant possess that could bear upon his or her performance in the Graduate Business Program? Please provide any additional information that would aid us in evaluating the applicant.

Signature

Date

Please return to:

Graduate Business Programs
Saint Mary's College of California
P.O. Box 4240
Moraga, CA 94575-4240
(925) 631-4500
Fax: (925) 376-6521

Letter of Recommendation

Applicant's Name _____
Last First Middle

Home Address _____
Street City, State Zip Code

Daytime Phone _____ E-mail _____

Program (check one): Professional MBA Executive MBA MS-FAIM Trans-Global Executive MBA

Term (check one): Autumn Winter Spring Summer Year _____

I do I do not waive all future rights to review this recommendation once submitted.

Signature of Applicant Date

Note to the person completing this form

The person whose name appears above is applying for admission to a Graduate Business Program at Saint Mary's College. Your assessment of the applicant will serve as valuable information to the Graduate Business Admissions Committee. The questions below are offered as a guide. We welcome your comments in any format as an aid in determining the applicant's ability to benefit from and contribute to the Graduate Business Program.

Both the Admissions Committee and the applicant greatly appreciate the time and effort required of you to provide this information. The applicant will not be considered for admission until the Graduate Business Office receives this recommendation.

Name of person completing this form _____
Last First Middle

Position _____

Organization _____

Address _____
Street City, State Zip Code

1. How long have you known the applicant and in what capacity? _____

2. Do you feel that the applicant is well prepared for participation in an intense graduate business program? Please explain in terms of your assessment of the applicant's motivation, career objectives, and energy.

3. Does the applicant possess the potential for achieving leadership in the business world? Please cite examples of the applicant's past performance that demonstrate this potential.

4. How would you rate the applicant as a problem-solver relative to his or her contemporaries? Please comment, as specifically as possible, upon the applicant's intellectual talents and ability to work with people.

5. What other experience or personal characteristics does the applicant possess that could bear upon his or her performance in the Graduate Business Program? Please provide any additional information that would aid us in evaluating the applicant.

Signature

Date

Please return to:

Graduate Business Programs
Saint Mary's College of California
P.O. Box 4240
Moraga, CA 94575-4240
(925) 631-4500
Fax: (925) 376-6521

Transcript Request Form

To the applicant: It is your responsibility to fill in all information requested in this form and send it to each college and/or university that you attended. **Please do not send this form to Graduate Business Programs.**

Name _____
Last First Middle

Current Home Address _____
Street City, State Zip Code

Daytime Phone _____ E-mail _____

School _____
City, State Zip Code

Dates of Enrollment _____
Month/Year to Month/Year

Instructions for the Transcript Office of the college/university receiving this form:

Please send official transcript to:

Graduate Business Programs
Saint Mary's College of California
P.O. Box 4240
Moraga, CA 94575-4240
(925) 631-4500 Fax: (925) 376-6521

Signature of Applicant Date

Transcript Request Form

To the applicant: It is your responsibility to fill in all information requested in this form and send it to each college and/or university that you attended. **Please do not send this form to Graduate Business Programs.**

Name _____
Last First Middle

Current Home Address _____
Street City, State Zip Code

Daytime Phone _____ E-mail _____

School _____
City, State Zip Code

Dates of Enrollment _____
Month/Year to Month/Year

Instructions for the Transcript Office of the college/university receiving this form:

Please send official transcript to:

Graduate Business Programs
Saint Mary's College of California
P.O. Box 4240
Moraga, CA 94575-4240
(925) 631-4500 Fax: (925) 376-6521

Signature of Applicant Date



**SAINT
MARY'S
COLLEGE OF
CALIFORNIA**

GRADUATE BUSINESS PROGRAMS

P.O. Box 4240
Moraga, CA 94575-4240
Phone: (925) 631-4500
Fax: (925) 376-6521