

WILLIAM E. SIMON GRADUATE SCHOOL OF BUSINESS ADMINISTRATION

# Simon

2004-2005 • Management Programs

Thinkers Become Leaders • Where Thinkers Become Leaders • Where



*Application for Graduate Admission  
For M.B.A., M.S. and Ph.D. Programs*

**SIMON**  
GRADUATE SCHOOL OF BUSINESS  
University of Rochester



*Where Thinkers  
Become Leaders.*

# INSTRUCTIONS FOR APPLICANTS

## THE APPLICATION

The Simon School uses a self-managed application process. This process requires the applicant to accumulate the necessary documents to complete this process. The applicant then submits all the materials together in a mailing envelope. Please check or mark the program box for M.B.A., M.S. or Ph.D. before submitting your materials.

Some applicants may not receive all recommendations or transcripts by the application due date. In this case, send the application, even though it is incomplete. You may add the missing materials later, but be aware that sending separate application pieces may delay the admissions process. Ph.D. applications must be fully completed by March 1. Only complete applications are reviewed by the Admissions Committee.

The Admissions Committee requests that all information be typed or printed legibly. Please do not leave blanks. If a question does not apply to you, please answer N/A (Not Applicable). Once submitted, academic records may not be copied, borrowed or returned. Please keep a copy of all parts of the application, except the transcripts and recommendations. Transcripts and recommendations may not be opened by the applicant.

**The status of an application can be checked on our Web site at [www.simon.rochester.edu](http://www.simon.rochester.edu).**

## APPLICATION ON-LINE

If M.B.A. or M.S. applicants would like to apply on-line, you are encouraged to apply through the Simon School Web site at [www.simon.rochester.edu](http://www.simon.rochester.edu). Only M.B.A. and M.S. applications are accepted on-line. On-line applications are encouraged and will be treated by the Admissions Committee in the same manner as conventionally completed applications.

## THE TRANSCRIPTS

Complete one of the transcript request forms for each college or university you attended. Address transcript envelopes to yourself. Mail the form and an envelope to the Registrar's Office of the institution(s) you attended. The transcript should be returned to you in the self-addressed envelope with a signature across the seal. Enclose the unopened transcript envelope(s) with your application. If you are currently enrolled in classes, and you apply during the Fall term, please have your Fall grades sent to us when you receive them. Please remember that sealed transcripts are considered confidential and must not be opened. Plainly mark the envelope for M.B.A., M.S., or Ph.D. program.

If the transcript does not state the date the degree was received, send a certified copy of your diploma or certificate. If a transcript is not available, you must send an official statement from the

institution(s) stating what courses you have taken or what exams you have passed and your class or degree earned. This statement should include your class rank if that is known. Do not send original documents that cannot be replaced. Send certified copies signed by an official at the institution. All documents must be in English or must be accompanied by a notarized, literal translation. Except for notarized, literal translations, notarized or attested transcript copies are not acceptable. International students residing in the U.S. may submit copies of transcripts from their home country which have been accepted by their present institution. The copy should be in a sealed and signed envelope from an official of the institution.

**For International Students**—M.B.A., M.S. and Ph.D. applicants must submit evidence of the equivalent of a bachelor's degree. Acceptable evidence includes an official transcript listing the courses taken, the grades received and a verification of the degree received.

## THE RECOMMENDATIONS

There are two recommendation forms in this packet. Please give these to persons who are best able to evaluate your potential for graduate study, employment in business and management, or, in the case of doctoral candidates, research. For M.B.A. applicants, it is advisable to have at least one recommendation sent from your employer or supervisor. Fill in the top portion of the recommendation form. Address the recommendation envelopes to yourself and affix postage. Plainly mark the envelope for M.B.A., M.S., or Ph.D. program. Give the form and the envelope to the person writing the recommendation. Ask the person to complete the form, seal it in the envelope, and sign the envelope across the seal. The envelope should be returned to you. Please remember that sealed letters of recommendation are considered confidential and must not be opened. Ph.D. applicants are requested to limit their recommendations to no more than three.

## ADDITIONAL FORMS

If you need additional transcript request forms or recommendation forms, please make photocopies. Have the additional transcripts or recommendations sealed in a plain envelope and have the recommender or the registrar sign the envelope across the seal and plainly mark the envelope for M.B.A., M.S., or Ph.D. program.

## THE APPLICATION FEE

The \$125.00 (U.S.) application fee is non-refundable. Forms of payment accepted are check, money order or credit card (MasterCard, Visa or Discover [M.B.A./M.S. applicants only]). Please contact the admissions office for instruc-

tions on how to pay the application fee by credit card. Checks must be drawn on a U.S. bank and made payable to "The University of Rochester." If a personal check is not used, please add the applicant's name in the lower left-hand corner. Please note that the application will not be processed by the Admissions Committee until the application fee is received.

The application fee is waived for Ph.D. applicants whose GMAT score is 650 or higher or whose average (verbal and quantitative) GRE score is 700 or higher.

## OFFICIAL TEST SCORES

### M.B.A. and M.S. Programs

All applicants are required to submit an official score from the Graduate Management Admission Test (GMAT), sent directly to the University of Rochester (GMAT code number 2928).

### Ph.D. Program

Applicants to the doctoral program are required to submit either the Graduate Management Admission Test (GMAT) score or the Graduate Record Examination (GRE) score taken within the last five years. Applicants from the People's Republic of China must submit a GMAT score. The GMAT and GRE code number for the Ph.D. Program is 2961. The applicant should submit a copy of their test results for preliminary processing while the official copy is being forwarded. Do not submit your student copy of the test results.

## ALL INTERNATIONAL STUDENTS

Well-developed English language skills are essential for success in the Simon School's highly interactive M.B.A., M.S. and Ph.D. programs. All applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) unless they have received a degree from a college or university where English is the language of instruction. We place a relatively strong emphasis on the listening section.

Requests for an application and information on the required entrance examinations should be addressed to:

(Name of Test)  
Educational Testing Service  
Rosedale Road  
Princeton, NJ 08541  
Phone: (609) 921-9000  
Fax: (609) 734-5410  
E-mail: [etsinfo@ets.org](mailto:etsinfo@ets.org)

When TOEFL scores are requested from the Educational Testing Service, please include the University of Rochester code number 2928 and the Simon School department code number 02 for the M.B.A., M.S. and Ph.D. programs.

## INTERVIEWS

The Admissions Committee will request an interview if further interaction with the candidate is desired. Applicants selected for an interview will be notified by the Admissions Office after a preliminary review.

If you wish to request an interview or visit campus, call or e-mail the Admissions Office. Priority is given to applicants who have already submitted their M.B.A. or M.S. application. However, the Admissions Office may select candidates for interviews based upon submission of GMAT/ TOEFL scores and a current résumé, if an application has not been submitted.

**NOTE:** Interviews are not used in the Ph.D. selection process. Campus visits are possible for Ph.D. applicants, but individual interviews are not arranged until after admission decisions have been made.

M.B.A. admissions staff will also conduct off-campus interviews in 2003 as follows (call to arrange the specific time and place):

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### North America

September 22, 2003	Miami, Florida
September 24, 2003	Chicago, Illinois
September 26, 2003	Boston, Massachusetts
September 28, 2003	New York City, New York
September 30, 2003	Washington, D.C.
October 2, 2003	Atlanta, Georgia
October 4, 2003	Toronto, Canada
November 12, 2003	San Francisco, California
November 15, 2003	Los Angeles, California

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### Europe

October 7, 2003	London, UK
October 11, 2003	Paris, France
October 18, 2003	Frankfurt, Germany
October 22, 2003	Zurich, Switzerland

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### Latin America

September 10, 2003	Sao Paulo, Brazil
September 12, 2003	Rio de Janeiro, Brazil
September 16, 2003	Lima, Peru
September 18, 2003	Mexico City, Mexico

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### Asia

November 7, 2003	Tokyo, Japan
November 10, 2003	Seoul, South Korea
November 18, 2003	Taipei, Taiwan

## ON-CAMPUS VISIT WEEKEND FOR FULL-TIME M.B.A. AND M.S. CANDIDATES

*R.S.V.P. required by October 31, 2003, to (585) 275-3533 or mbaadm@simon.rochester.edu.*

November 9–10, 2003

## ROCHESTER-AREA INFORMATION SESSIONS

*Please call (585) 275-3533 for location information and to register for an information session or visit the Web site at [www.simon.rochester.edu](http://www.simon.rochester.edu).*

November 18, 2003

March 4, 2004

March 18, 2004

June 2, 2004

## FINANCIAL AID AND EXPENSES

**M.S./M.B.A. Students**—Merit-based scholarship decisions are made at the same time as admission decisions. Therefore, applicants should have their files submitted by the February 1st priority deadline for admission and financial aid consideration. Late applicants are considered as availability permits. Limited funds are available to qualified international applicants. Application for merit-based scholarship is made on the Application for Admission by completing the section on page 6.

**Ph.D. Students**—Most students who are admitted to the Ph.D. program receive financial assistance. In the first year of study, this aid usually consists of a tuition scholarship and a fellowship. Advanced students typically receive a combination of a fellowship, a teaching or research assistantship and a tuition scholarship.

**Dean's Scholars**—Awards are offered to prospective M.B.A. students who are U.S. citizens or permanent residents with outstanding academic and professional credentials. The Dean's Scholarship covers 100% tuition at the Simon School for two academic years and each scholar is formally recognized by the Simon School at its Commencement ceremony in June. Scholars are also honored at a reception hosted annually by the Dean.

**Simon Scholars**—Most candidates admitted to the Simon School have a minimum of two years of working experience, with an average of five years. The Simon School offers two-year admission deferrals to a small number of undergraduates who have demonstrated maturity and leadership through extracurricular activities or part-time work experiences. College seniors selected for this program are expected to gain two years of relevant work experience with the same company before matriculation. As part of their overall preparation for business school, the Career Management Center of the Simon School will work closely with these candidates to offer support and career advice as they are pursuing full-time employment. Students selected as Simon Scholars will also receive a scholarship to attend the Simon School.

**Federal Loan Programs**—Loans for U.S. citizens and permanent residents are available through government loan programs. To apply for the loan programs, the applicant should submit the Free Application for Federal Student Aid (FAFSA) on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). To receive a timely response, a completed FAFSA should be

on file in the Financial Aid Office by March 1st. Since it generally requires four weeks to process these forms, it is recommended that FAFSA's be mailed by February 1st. Once you have received your Student Aid Report (SAR), please forward it to the Financial Aid Office. The address is on the form. The FAFSA code for the University is 002894.

## MINORITY M.B.A. APPLICANTS

Minority Fellowships are offered as a result of the Simon School's participation in the Consortium For Graduate Study in Management, an organization founded to hasten the entry of minorities into managerial positions in business. Eligibility for this program applies to U.S. citizens belonging to the following ethnic minorities: African-American, Hispanic-American and Native American. Information and the application may be obtained from: [www.cgsm.org](http://www.cgsm.org) or by telephone at (314) 877-5500 or (888) 658-6814.

## ESTIMATED EXPENSES

The tuition and fees listed here are estimated for the 2003-04 academic year and are subject to change annually.

Tuition (average)*	\$32,100
Health insurance and fee	\$1,344
Student activity fee	\$375
Books (estimate)	\$1,592
Living expenses (single student)	\$10,762

\*Year one—\$35,310; year two—\$28,890

International students must prove financial support (in U.S. dollars) for their first year of M.B.A. study—tuition and related expenses—prior to entering the Simon School.

**Deferred Admission**—The Simon School does not allow an admitted M.B.A., M.S. or Ph.D. student to defer admission to a later entry date.

M.B.A. and M.S. candidates may re-activate their application at any time during the first year following their initial application.

Ph.D. applications are kept on file for two years. Please do not submit another application should you decide to reapply. Simply update transcripts, if required, and your résumé.

Previously offered financial aid awards are not guaranteed.

## ENTRANCE DATES AND DEADLINES

### Full-Time—M.B.A. and M.S. Degree Programs\*

Entrance Date:	Application Deadlines	Notification of decision no later than:
September .....	December 15th	February 15th
	February 1st	March 30th
	March 15th	April 30th
	June 1st	July 15th
January .....	August 1st	October 1st
	October 15th	November 20th

### Part-Time—M.B.A. and M.S. Degree Programs .....Rolling Admission

### Ph.D. Degree Program

Entrance Date: July (normal entrance date) .....	January 15th**
September .....	January 15th**

\*Completed applications must be received in our office no later than 5:00 p.m. E.S.T. on the date indicated. Any application received after the deadline will automatically be reviewed during the next decision period. Applications received after the final deadline of June 1st will be reviewed on a space-available basis only.

\*\*Due to high number of applications received, we request that prospective international Ph.D. students submit their applications by **December 31**.

Please Note: The decision of the Admission Committee is final. The Committee does not reconsider decisions.

## INDUSTRY / FUNCTION CLASSIFICATION CODES

### Industry Codes

5412 Accounting / Public	8134 Nonprofit	07 Commercial Banking
5418 Advertising, Marketing Services	3333 Optics	08 Consulting / General Management
3364 Aerospace	3399 Other Manufacturing	36 Consulting / Health Services
1111 Agribusiness	5419 Other Nonmanufacturing / Services	37 Consulting / Systems
3121 Beverages	3221 Paper / Forest Products	09 Control / Accounting
3251 Chemical	3241 Petroleum Energy	11 Engineering
5221 Commercial Banking	3254 Pharmaceutical / Biotechnology	12 Financial Analysis in a Company
5151 Communications / Media	5312 Real Estate	15 General Management
5171 Communications / Telecommunications	4411 Retail / Merchandising	38 Health Care Management
5182 Computer Services—Software	3261 Rubber / Plastics	16 Human Resources
3341 Computer / Electronic Equipment	3344 Semiconductors	10 Investment Banking / Corporate Finance
2361 Construction	5112 Software / Printing / Publishing	14 Investment Banking / Sales & Trading
5416 Consulting	9211 State / Local Government	17 Investment Management / Research
3151 Consumer Products	3342 Telecommunications Equipment	18 Law
5181 E-Commerce / .com Startup	3151 Textiles / Clothing	03 Management Applications Systems
6111 Education	3122 Tobacco	23 Marketing Research
7111 Entertainment / Leisure / Sports	3361 Transportation Equipment / Automotive	20 Operations / Production
9211 Federal Government	4811 Transportation Services	22 Project Management
5239 Financial Management Services	2211 Utilities	34 Public Finance
3111 Food	5239 Venture Capital	31 Public Sector
7211 Food / Lodging	4231 Wholesale	32 Real Estate
6241 Health Care Services		39 Retail / Merchandising
4859 Import / Export / Trade		24 Sales
3332 Industrial / Construction Equipment		25 Senior Financial Officer
5242 Insurance		21 Strategic Planning / Forecasting
9211 International Government		02 Systems Analysis
5231 Investment Banking / Brokerage		26 Systems Management
5411 Law		27 Taxation
2111 Natural Resources—Extractive		28 Treasury
		29 Venture Capital

### Function Codes

01 Administration	25 Senior Financial Officer
30 Advertising / Communications	21 Strategic Planning / Forecasting
35 Asset Management	02 Systems Analysis
04 Audit	26 Systems Management
05 Brand / Product Management	27 Taxation
06 Brokerage—Financial	28 Treasury
	29 Venture Capital

### The completed application and other correspondence should be addressed as follows:

#### M.B.A. and M.S. Applicants

Pamela A. Black-Colton  
*Assistant Dean for M.B.A. Admissions and Administration*  
 William E. Simon Graduate School of Business Administration  
 Wilson Boulevard  
 Schlegel Hall, Suite 305  
 University of Rochester  
 Box 270107  
 Rochester, New York 14627-0107

Telephone: (585) 275-3533

Fax: (585) 271-3907

E-mail: mbaadm@simon.rochester.edu

#### Ph.D. Applicants

Lynne M. Mitchell  
*Ph.D. Program Assistant*  
 William E. Simon Graduate School of Business Administration  
 4-345 Carol Simon Hall  
 University of Rochester  
 Box 270100  
 Rochester, New York 14627-0100

Telephone: (585) 275-2959

Fax: (585) 506-1965

E-mail: phdoffice@simon.rochester.edu

In order to assure prompt processing of your application materials, please inform schools and recommenders that they *must* mark envelopes *plainly* for M.B.A., M.S., or Ph.D. programs.

# APPLICATION FOR ADMISSION

University of Rochester, William E. Simon Graduate School of Business Administration,  
Box 270107, Rochester, New York 14627-0107  
Typing is preferred. If you do not type, please print legibly.

Name \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
Last First Middle (used for identification purposes only)  
\*Please use the same last or family name on your application as used on your GMAT, GRE or TOEFL score forms.  
Will we receive credentials under any other name? If Yes, Name\* \_\_\_\_\_  
Nickname/Preferred First Name \_\_\_\_\_  
Can we expect application materials to arrive from any other source? If Yes, source \_\_\_\_\_  
Social Security Number \_\_\_\_\_ (U.S. Social Security Number? \_\_\_\_\_ Yes \_\_\_\_\_ No)  
Application for entrance date of \_\_\_\_\_ Have you previously applied to the Simon School? \_\_\_\_\_  
Month/Year Ph.D. applicants who omit this information will not be evaluated. If yes, Month/Year

## Program of Study

- Master of Business Administration \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ 3-2  
 Master of Science in Business Administration \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time  
 Ph.D. in Business Administration (Full-time only) Major area of concentration \_\_\_\_\_
- Joint-Degree and Sponsored Programs:**
- M.B.A./Master of Public Health (Application must also be made to the Department of Community and Preventive Medicine at the School of Medicine and Dentistry)  
 M.B.A./M.S. in Microbiology and Immunology (Biotechnology) (Application must also be made to the School of Medicine and Dentistry)  
 M.B.A./M.S. in Nursing (Application must also be made to the School of Nursing)  
 Anesthesiology/M.B.A. Program (Application must also be supported by the Department of Anesthesiology)  
 M.B.A./M.D. (Application must also be made to the School of Medicine and Dentistry)

Are you a U.S. citizen? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please indicate state of legal residence \_\_\_\_\_  
If not, are you a permanent resident (green-card holder) of the U.S.? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If not, please state your country of citizenship \_\_\_\_\_  
Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Place of Birth \_\_\_\_\_  
Month Day Year City State Country  
Current Address \_\_\_\_\_  
Number and Street \_\_\_\_\_  
City State County Country Zip (Postal Code)  
Telephone at Current Address ( \_\_\_\_\_ ) \_\_\_\_\_ Until \_\_\_\_\_  
Date  
Current (or personal) E-mail Address \_\_\_\_\_  
Permanent Address \_\_\_\_\_  
Number and Street \_\_\_\_\_  
City State Country Zip (Postal Code)  
Telephone at Permanent Address ( \_\_\_\_\_ ) \_\_\_\_\_  
Current Employer \_\_\_\_\_ Telephone at Current Employer ( \_\_\_\_\_ ) \_\_\_\_\_  
Applicant Job Title \_\_\_\_\_ Fax where you can be contacted ( \_\_\_\_\_ ) \_\_\_\_\_  
Starting date at this company \_\_\_\_\_ E-mail Address \_\_\_\_\_  
(mm/dd/yyyy)

May we contact you at your current employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

### Questions 1-6 are for M.B.A. applicants only:

1. Please indicate the industry in which you are currently working, using the *Industry Codes* on page 3. \_\_\_\_\_
2. Please indicate the functional area in which you are currently working, using the *Function Codes* on page 3. \_\_\_\_\_
3. Please indicate current annual salary (U.S.\$). \_\_\_\_\_
4. How many months of full-time professional work experience do you have? \_\_\_\_\_
5. Please indicate your **proposed** post-M.B.A. industry using the codes on page 3. \_\_\_\_\_
6. Please indicate your **proposed** post-M.B.A. functional area using the codes on page 3. \_\_\_\_\_

## Academic Background

Beginning with the first undergraduate school you attended, please list all colleges and universities attended. It is your responsibility to request one transcript from the registrar of each institution and to include the transcripts with your application. If you attended a university outside the United States, please do not report your Grade Point Average.

<b>Name of Institution</b> _____	Location _____	
Dates of Attendance _____	Degree Earned or Expected _____	Date or Expected Date of Degree _____
Self-Reported Cumulative Grade Point Average (4.0 Scale) _____	Major _____	
<b>Name of Institution</b> _____	Location _____	
Dates of Attendance _____	Degree Earned or Expected _____	Date or Expected Date of Degree _____
Self-Reported Cumulative Grade Point Average (4.0 Scale) _____	Major _____	
<b>Name of Institution</b> _____	Location _____	
Dates of Attendance _____	Degree Earned or Expected _____	Date or Expected Date of Degree _____
Self-Reported Cumulative Grade Point Average (4.0 Scale) _____	Major _____	
<b>Name of Institution</b> _____	Location _____	
Dates of Attendance _____	Degree Earned or Expected _____	Date or Expected Date of Degree _____
Self-Reported Cumulative Grade Point Average (4.0 Scale) _____	Major _____	

## Test Information

The GMAT only is required of all M.B.A. and M.S. applicants, and Ph.D. applicants from the People's Republic of China. The GMAT or the GRE is required of all other Ph.D. applicants. Give the dates on which any of the following tests have been or will be taken and the scores obtained.

Graduate Management Admission Test (GMAT)	Date(s) _____	Total Score(s) _____
Graduate Record Examination (GRE)	Date(s) _____	Score(s) Verb. _____ Quant. _____
Test of English as a Foreign Language (TOEFL)	Date(s) _____	Total Score(s) _____

## Proposed Simon School Degree Program

**M.B.A. applicants, check no more than two concentrations and state your first and second preference.**

### M.B.A. Concentrations

- \_\_\_\_\_ Accounting and Information Systems
- \_\_\_\_\_ Business Environment and Public Policy
- \_\_\_\_\_ Competitive and Organizational Strategy
- \_\_\_\_\_ Computers and Information Systems
- \_\_\_\_\_ Corporate Accounting
- \_\_\_\_\_ Electronic Commerce
- \_\_\_\_\_ Entrepreneurship
- \_\_\_\_\_ Finance
- \_\_\_\_\_ Health Sciences Management
- \_\_\_\_\_ International Management
- \_\_\_\_\_ Marketing
- \_\_\_\_\_ Operations Management—Manufacturing
- \_\_\_\_\_ Operations Management—Services
- \_\_\_\_\_ Public Accounting

### M.S. Concentrations (choose one)

- \_\_\_\_\_ Finance
- \_\_\_\_\_ Information Systems Management
- \_\_\_\_\_ Manufacturing Management
- \_\_\_\_\_ Service Management
- \_\_\_\_\_ Technology Transfer and Commercialization

**Ph.D. applicants, select core area and a major and minor *within* that core:**

### Ph.D. Core Areas

- \_\_\_\_\_ Economics
- \_\_\_\_\_ Quantitative Methods

### Ph.D. Majors/Minors

	Major	Minor
<b>Economics Core</b>		
Accounting	_____	_____
Applied Statistics	XXX	_____
Competitive and Organizational Strategy	_____	_____
Finance	_____	_____
Macroeconomics	XXX	_____
Marketing	_____	_____
<b>Quantitative Methods Core</b>		
Applied Economics	XXX	_____
Computers and Information Systems	_____	_____
Management Science	_____	_____
Models/Methods	XXX	_____
Operations Management	_____	_____



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**Essay  
Questions,  
Personal  
Statement,  
Career  
Objectives  
and Résumé**

**M.B.A./M.S. Applicants**

The Admissions Committee considers your responses to the following three (3) essay questions and the requested information about employment history to be extremely important in the selection process. For each essay, please use separate sheets of paper, put your name on each sheet, and limit your response to 350 words per essay.

1. Describe your post-M.B.A. or post-M.S. career plans. How will a degree from the Simon School help you to achieve these goals? How does your past education and experience support your career objectives?
2. Discuss three professional accomplishments which demonstrate your potential for a successful managerial career.
3. Answer *one* of the following two questions:
  - Please cite and explain a specific situation in which you demonstrated initiative.
  - Please describe a failure or setback in your professional or academic life. How did you overcome this setback? What, if anything, would you do differently if confronted with this situation again?
4. (*Optional*) Please share any information you think would be important in the evaluation of your application, including any concerns you think the Admissions Committee may have regarding your application.
5. Attach a current résumé (limit 2 pages), with your employment history. For each position, include the following: Dates of employment (month and year), Employer name, Number of employees, Location, Job title, Responsibilities, Starting and ending salaries, Average number of hours worked per week, and Reason for job/position change. Please explain any gaps in your employment history.
6. Provide a one page activity and awards résumé. Please provide information on academic, professional, extracurricular, and community activities and awards. Include dates and positions of leadership.

**Ph.D. Applicants**

1. On a separate sheet, please outline your professional plans and career objectives. Your statement should include your reasons for wishing to study for a Ph.D. in Business Administration, how your prior experience and education have influenced your interest in research and teaching, and any other information you feel is relevant to our assessment of your motivation to do independent research in our doctoral program.
2. Attach a current résumé describing your education and employment history, specifically including dates and addresses for each position and your reason for leaving.

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**Non-U.S.  
Citizens Only**

If you are not a U.S. citizen, indicate the number of years you have lived in the U.S. and the type of U.S. visa you have, if any \_\_\_\_\_

If you are not a U.S. citizen and you will require a visa, give the names and relationships of family members who will be traveling with you:

First (given) name \_\_\_\_\_ Surname (family name) \_\_\_\_\_ Citizenship \_\_\_\_\_  
Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Country of Birth \_\_\_\_\_ City of Birth \_\_\_\_\_  
Passport Number \_\_\_\_\_ Expires \_\_\_\_\_

First (given) name \_\_\_\_\_ Surname (family name) \_\_\_\_\_ Citizenship \_\_\_\_\_  
Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Country of Birth \_\_\_\_\_ City of Birth \_\_\_\_\_  
Passport Number \_\_\_\_\_ Expires \_\_\_\_\_

First (given) name \_\_\_\_\_ Surname (family name) \_\_\_\_\_ Citizenship \_\_\_\_\_  
Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Country of Birth \_\_\_\_\_ City of Birth \_\_\_\_\_  
Passport Number \_\_\_\_\_ Expires \_\_\_\_\_

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

### Recommendations

Please provide the names and addresses (including zip codes) of the individuals you have asked to write your letters of recommendation. You must include the letters in the sealed envelopes when you submit your application. If mailed separately, to assure prompt processing of your application materials, inform your recommender to **mark the envelopes plainly for M.B.A., M.S., or Ph.D. programs.**

Name Dr. Mr. Ms. Miss Mrs. \_\_\_\_\_ Title \_\_\_\_\_

Company name \_\_\_\_\_

Recommender's full address \_\_\_\_\_

Name Dr. Mr. Ms. Miss Mrs. \_\_\_\_\_ Title \_\_\_\_\_

Company name \_\_\_\_\_

Recommender's full address \_\_\_\_\_

### Honors and Awards

(Ph.D. Applicants only:)

Honors received (academic, professional, extracurricular, or community.) Include dates.

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

### Permission for Access to Application Data

Please note that the Simon School's policy is such that information of any kind regarding receipt or status of application cannot be released to individuals other than the person specified below. Please note the name and relationship of any person who has your permission to obtain information about the status of your application.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

**Information on an admission decision can be released ONLY to the applicant.**

### Emergency Contact

In case of an emergency, notify \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Can your emergency contact speak and understand English? \_\_\_\_\_

If no, which language is spoken and understood? \_\_\_\_\_

### Honor Code

Every Simon student is expected to be completely honest in all academic matters. Simon students will not in any way misrepresent their academic work or attempt to advance their academic position through fraudulent or unauthorized means.

I certify that this application to the William E. Simon Graduate School of Business Administration of the University of Rochester is correct and accurate to the best of my knowledge. I authorize releasing my application materials to other University of Rochester programs to which I am seeking admission.

By signing here, I agree to adhere to this Honor Code if I enroll as a student at the Simon School.

\_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Date



# LETTER OF RECOMMENDATION

University of Rochester, William E. Simon Graduate School of Business Administration,  
Box 270107, Rochester, New York 14627-0107

## To be Completed by the Applicant

Name of Applicant  Dr.  Mr.  Ms.  Miss  Mrs. \_\_\_\_\_  
First Middle Last

Applicant's E-mail address: \_\_\_\_\_

Name of Recommender  Dr.  Mr.  Ms.  Miss  Mrs. \_\_\_\_\_

Recommender's Title and Employer \_\_\_\_\_

Proposed Program of Study  M.B.A.  M.S.  Ph.D.

I hereby waive my right of access under The Family Education Rights and Privacy Act of 1974 to specific and composite letters of recommendation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Information for the Recommender

The person named above is an applicant to the William E. Simon Graduate School of Business Administration, one of the most selective graduate schools of business administration in the U.S. The Admissions Committee attaches considerable weight to the statements made by the recommenders the applicant has selected. You will greatly assist the members of the Committee and the applicant by providing candid responses to the items on this form.

The self-managed admissions procedure of the Simon School requires the applicant to gather individual letters of recommendation (and other documents) and to submit a complete set of documents with the application. The advantage of this system is that the student knows the application is complete when submitted. After completing this form, please place it in the envelope provided, seal the envelope and sign it across the seal. Then return it to the applicant, who will forward it unopened to the School with the application materials. The Admissions Committee is aware of the time necessary to prepare such an assessment and gratefully acknowledges your help.

## Recommender Summary Evaluation

How long and in what capacity have you known the applicant? \_\_\_\_\_

Using the chart below, please rate the applicant relative to other students or employees whom you have known in a similar capacity, and **please list your reference group (i.e., undergraduate, M.S., M.B.A. or Ph.D. students, management trainees, etc.)**.

Reference Group \_\_\_\_\_

	Not Observed	Weak (Lower 50%)	Fair (Top 50%)	Good (Top 35%)	Excellent (Top 10%)	Outstanding (Top 2%)
Intellectual Potential						
Ability to Work With Others						
Creativity and Imagination						
Maturity						
Self-Confidence						
Communication Skills: Oral						
Communication Skills: Written						
Ability to Analyze a Problem and Formulate a Solution						
Motivation for Proposed Program of Study						
Potential for Career Advancement						

Please include a written assessment on the back of this form.

---

**Recommender  
Assessment**

Please comment on the applicant's strengths *and* weaknesses for graduate study in management. If you have taught the applicant, your comparisons of the applicant's work to that of other students is most helpful. If you have worked with the applicant, your assessment of his or her potential is most valuable. **Balanced** evaluations generally work to the applicant's advantage. (Please continue your recommendation on a separate sheet if necessary.)

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (*please type or print*) \_\_\_\_\_

Title \_\_\_\_\_ Employer \_\_\_\_\_

Business Address \_\_\_\_\_

Number and Street \_\_\_\_\_  
City State Zip (Postal Code) (\_\_\_\_\_) Telephone \_\_\_\_\_

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

# LETTER OF RECOMMENDATION

University of Rochester, William E. Simon Graduate School of Business Administration,  
Box 270107, Rochester, New York 14627-0107

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First Middle Last

Applicant's E-mail address: \_\_\_\_\_

Name of Recommender  Dr.  Mr.  Ms.  Miss  Mrs. \_\_\_\_\_

Recommender's Title and Employer \_\_\_\_\_

Proposed Program of Study  M.B.A.  M.S.  Ph.D.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (*please type or print*) \_\_\_\_\_

Title \_\_\_\_\_ Employer \_\_\_\_\_

Business Address \_\_\_\_\_

Number and Street

( \_\_\_\_\_ )

City

State

Zip (Postal Code)

Telephone

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

## TRANSCRIPT REQUEST

University of Rochester, William E. Simon Graduate School of Business Administration,  
Box 270107, Rochester, New York 14627-0107  
Typing is preferred. If you do not type, please print.

### To the Registrar

The Simon School uses a self-managed application for admission to the M.B.A., M.S. and Ph.D. degree programs. The applicant is responsible for sending to the Simon School all parts of the application at the same time. We ask that you release an official copy of the student's transcript to the student. Please seal the transcript in the enclosed envelope and sign the envelope across the seal. Do not staple the Transcript Request form to the transcript. The sealed transcript will be sent to the Simon School along with the student's application, letters of recommendation and transcripts from other institutions.

**If your office has any objections to this practice, please send the transcript directly to either:** Pamela A. Black-Colton, Assistant Dean for M.B.A. Admissions and Administration, William E. Simon Graduate School of Business Administration, Box 270107, University of Rochester, Rochester, NY 14627-0107, or if the student is a Ph.D. applicant to Lynne M. Mitchell, Ph.D. Program Assistant, William E. Simon Graduate School of Business Administration, Box 270100, University of Rochester, Rochester, NY 14627-0100. Thank you.

### To the Student- Complete the Following:

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

Address \_\_\_\_\_  
Number and Street City State Zip

Applicant's E-mail address: \_\_\_\_\_

Social Security Number \_\_\_\_\_ University ID Number \_\_\_\_\_

Dates Attended Degree Awarded \_\_\_\_\_ Major \_\_\_\_\_

I request that an official transcript from \_\_\_\_\_ be sent to me  
Name of Institution

directly at the above address. I request that the transcript be sealed in the enclosed envelope with a signature across the seal. **Please do not staple this form to the transcript.** I am applying for the M.S./M.B.A. \_\_\_ Ph.D. \_\_\_ program

Student's Signature

Date

## TRANSCRIPT REQUEST

University of Rochester, William E. Simon Graduate School of Business Administration,  
Box 270107, Rochester, New York 14627-0107  
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### To the Student- Complete the Following:

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Last First Middle

Address \_\_\_\_\_  
Number and Street City State Zip

Applicant's E-mail address: \_\_\_\_\_

Social Security Number \_\_\_\_\_ University ID Number \_\_\_\_\_

Dates Attended Degree Awarded \_\_\_\_\_ Major \_\_\_\_\_

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directly at the above address. I request that the transcript be sealed in the enclosed envelope with a signature across the seal. **Please do not staple this form to the transcript.** I am applying for the M.S./M.B.A. \_\_\_ Ph.D. \_\_\_ program

Student's Signature

Date



[www.simon.rochester.edu](http://www.simon.rochester.edu)