University of Idaho
College of Business and Economics

# Executive MBA

**Thank you for your interest in the University of Idaho Executive MBA Program. This instruction sheet provides you with all the information you need to complete the application for admission. You will find all the forms you need at www.students.uidaho.edu (select Printable Application and Forms). Please read the instructions carefully before completing the application.**

**Mail all materials to the Graduate Admissions Office, University of Idaho, PO Box 443019, Moscow, ID, 83844-3019.**

## Application Packet Instructions

You will complete the application form online. The following should be assembled and submitted in one envelope:

- personal statement
- resume
- employment history form
- description of company, industry, and operations.

The letters of recommendation and recommendation form, endorsing official's letter and form, and transcripts should be sent to the UI Graduate Admissions Office directly from those parties. Please communicate due dates with the appropriate parties to avoid delays in processing your application.

Receipt of your application packet will be acknowledged by email.

### APPLICATION FORM AND FEE

You will complete the application form online at ***www.students.uidaho.edu/gradadmissions***, where you will also pay the $85.00 fee ($60.00 for online applicants). When the online portion of your application is received, you will be notified via email. You will be able to check the status of your application online, or you may contact Graduate Admissions via email at ***gadms@uidaho.edu***. Once your application has been submitted, be sure to notify the UI Graduate Admissions Office of any changes of address.

### BRIEF DESCRIPTION OF COMPANY, INDUSTRY, AND OPERATIONS

Not to exceed 100 words.

### EMPLOYMENT HISTORY FORM

Include background on your most recent full-time positions, including your main responsibilities, most significant challenges, and greatest accomplishments. **Do not refer to your resume.**

### PERSONAL STATEMENT

Please think carefully about your values and goals as you respond to the following questions:

- What are your career aspirations in the next 5 to 10 years, and how will your Executive MBA help you achieve them?
- What personal and professional characteristics do you think most appropriately describe you?
- What characteristics would you most like to change or improve?

### SPONSOR ENDORSEMENT LETTER AND FORM

All applicants are required to submit a letter written by their sponsoring official in addition to the completed and signed form. A sponsoring official is the individual you report to who will commit

to supporting your participation in the Executive MBA Program pertaining to release from duties on class days and agree that you will not be required by the organization to miss regularly scheduled class sessions. The sponsoring official's letter should address the areas outlined on the form. The sponsoring official should submit the form and letter directly to the UI Graduate Admissions Office.

### RECOMMENDATION LETTER AND FORM

Three letters of recommendation are required. Please send the recommendation forms directly to your contacts for completion. Recommenders' letters should address the areas outlined on the form. The completed form and letter should be sent directly to the UI Graduate Admissions Office.

### GMAT

You may be asked to complete the Graduate Management Admissions Test (GMAT), which is administered by the Graduate Management Admissions Council (GMAC). For registration information and testing locations in the U.S. and Canada, call 800.717.4628 or visit ***www.mba.com***. Request that your official scores be sent to the University of Idaho Graduate Admissions Office (school code FKX-34-58) and include a photocopy of your score report in the application packet. Your GMAT needs to be taken within the last five years.

### TRANSCRIPTS

One sealed copy of official transcripts from all colleges and/or universities previously attended are required. For your convenience, you may use the Transcript Request Form that is included in this packet to request that your transcripts be sent directly to the UI Graduate Admissions Office. In the case of international applicants, if the original language of the academic record and diploma is not English, a certified English translation must also accompany the original document.

## International Applicants

An international applicant is anyone who is not a U.S. citizen or permanent resident of the U.S. at the time of the application. Proficiency in the English language is vital to the academic success of international students. Information about the English Proficiency requirement can be found at: ***http://www.students.uidaho.edu/gradadmissions/language.***

**Transcripts and Degree Conferral**: Two official copies of both your academic record and your diploma or other document indicating the date and conferral of your degree are required. If the original language of the academic record and diploma is not English, a certified English translation must accompany the original document. A school administrative officer of the institution from which the degree was received must certify official copies of credentials.

**TOEFL:** The TOEFL is required of all MBA international and permanent resident applicants who do not hold a degree from a U.S. or other English-speaking institution in accepted countries (Australia, Canada, Ireland, New Zealand, or the United Kingdom). Contact the Graduate Admissions Office if you are uncertain about the TOEFL requirements. Applicants who score below 525 on the paper-based test, 193 on the computer-based test, or 70 on the internet-based test should retake the test before submitting an application.

TOEFL scores are valid for two years and must be sent directly to the UI Graduate Admissions Office (school code 4843). Include a photocopy of the score report in your application packet. For more information, contact TOEFL/ETS Service at ***toefl@ets.org*** or call 877.863.3546. For registration information and testing locations, call 609.921.9000 or visit ***www.toefl.org***.

**Current Visa Status:** If you are already in the United States, enclose a photocopy of your current visa forms issued to you by USCIS (for example, a copy of your H1-B1 visa stamp and "Notice of Action"). A signed letter indicating that you will not be requesting an F-1 student visa is also required.

## Class Visits and Interviews

### INFORMATION SESSIONS AND CLASS VISITS

All applicants are encouraged to attend an information session to learn more about the Executive MBA Program. For a schedule of upcoming dates and locations, visit our website. Please call the EMBA Program at 208.885.0555 to schedule a class visit.

### INTERVIEWS

After the initial review of your completed application, we will arrange for an admissions interview. If you would like to arrange for an informational interview, (this does not replace the admissions interview) contact our office at 208.885.0555.

# Financial Aid

## FINANCIAL AID

**The amount you may borrow per year:**

- You may be eligible to receive a loan to cover part or all of your educational costs.
- Loans are available regardless of a student's income.

**There are several Executive MBA loan sources:**

- Federal Stafford Direct Loan
- Private Alternative Loan
- Federal Graduate PLUS Loans

## WHO IS ELIGIBLE TO APPLY

Students who are admitted to the University of Idaho Executive MBA Program may apply.

## HOW TO APPLY

To apply for a Federal Stafford Direct Loan and Graduate PLUS Loan, fill out a Free Application for Federal Student Aid (FAFSA) online at ***www.fafsa.ed.gov.*** The University of Idaho's federal financial aid code for the FAFSA is 001626. If you are offered admission to the Executive MBA Program and your FAFSA is completed, the University of Idaho will send you a financial aid award letter indicating your eligibility for the various available loans. At that time you may accept or decline all or any part of your loans.

## WHERE TO GET FINANCIAL AID INFORMATION

Office of Student Financial Aid
University of Idaho
PO Box 444291, Moscow ID 83844-4291
Phone: 208.885.6312
Toll free: 1.888.884.3246
Email: ***finaid@uidaho.edu***
Web: ***www.students.uidaho.edu/finaid***

# Industry and Job Function Lists

## INDUSTRY CODES

**Service Industries**
152 Architecture
893 Accounting/Public
731 Advertising/Marketing Service
870 Business Management Service
480 Communications – Media
481 Communications – Telecommunications
737 Computer Service-Design/Internet
739 Consulting
820 Education
790 Education/Leisure
871 Engineering/Aviation Service
602 Finance – Commercial Banking
620 Finance – Investment Banking Brokerage
630 Finance – Insurance
680 Finance – Services
672 Finance – Investment Management
679 Finance – Venture Capital
700 Food Services/Lodging
910 Government – Federal
972 Government – International
971 Government – Military
920 Government – State/Local
808 Health Care Services
510 Import/Export/Trading
810 Law
800 Not-for-Profit
650 Real Estate
520 Retail
470 Transportation Services
490 Utilities
500 Wholesale
999 Other Services

**Manufacturing Industries**
372 Aerospace
010 Agribusiness
280 Chemical
270 Computer Software and Peripherals
150 Construction
357 Electronics – Computers
359 Electronics – Consumer Products
367 Electronics – Semiconductors
200 Food/Beverage/Tobacco
390 Highly Diversified
284 Household/Personal Products
350 Machinery
330 Extractive Materials
260 Forest Products/Packaging
100 Petroleum/Energy
283 Pharmaceuticals/Biotech/Health Care Products
300 Rubber/Plastics/Tires
220 Textiles Clothing
370 Transportation Equipment
399 Other Manufacturing
000 Not Employed/Student

## JOB FUNCTION CODES

02 Consulting – General Management
03 Consulting – Environmental
05 Consulting – Health Care
06 Consulting – Systems
08 Consulting – Other
10 Corporate/Strategic Planning
15 Entrepreneur
21 Finance/ Investments – Commercial Lending
22 Finance/Investments – Accounting
23 Finance/Investments – Corporate
24 Finance/Investments – Financial Analysis/Treasury
25 Financial/Investments – Management/Research
26 Finance/Investments – Public
27 Finance/Investments – Sales and Trading
28 Finance Investments – Venture Capital
65 Engineering
45 Information Systems
30 Management – General
31 Management – Health Care
32 Management – Human Resources
60 Management – Production/ Operations
51 Marketing – Advertising/Public Relations
55 Marketing – Consumer Goods
56 Marketing – High Tech
57 Marketing – Industrial Goods
58 Marketing – Financial Services
52 Marketing – Market Research
59 Marketing – Pharmaceutical
53 Marketing – Sales
72 Real Estate – Development
73 Real Estate – Finance
99 Other Functions
00 Not Employed/Student

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