

# APPLICATION FOR ADMISSION

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Executive Education  
College of Business Administration



# UNO EXECUTIVE EDUCATION PROGRAMS – APPLICATION PROCEDURES

## PROGRAM REQUIREMENTS

### Selection of Candidates

Members of the Executive Education Admissions Committee review all applications for admission into any Executive Education Program at the University of New Orleans. In selecting program participants, the committee considers the following areas:

### Academic Qualifications

- Undergraduate degree from an accredited university or college
- Satisfactory Grade Point Average
- If required, satisfactory graduate admissions test scores (GMAT/GRE)
- ALL previous college transcripts

### Professional Experience

- Years of work experience
- Job level

### Additional Criteria

- Personal interview
- Contribution to the class and program
- Maturity and motivation

### Graduate Admissions Test

In order to be admitted into a UNO graduate program, some students may be required to take a graduate admissions test. Each program has its own requirements, so please call the Executive Education office at (504) 280-3215 before testing. The Admissions Committee evaluates scores in conjunction with undergraduate GPA to determine an applicant's ability to perform at the graduate level. Individuals with high undergraduate GPAs and advanced degrees may be exempted from graduate testing and should contact the Executive Education office for details.

### Admissions Calendar and Deadline

The Executive Education Admissions Committee reviews applications as they are received. To be considered in a timely fashion, please apply as early as possible.

### Personal Interview

After submitting the applications, each applicant will be asked to schedule a personal interview with a member of the Executive Education Admissions Committee. The interview is mandatory for admission. The interview assists the committee in assessing the candidate's talents, ability to meet the demands of the program, and degree of personal commitment. The interview also offers the candidate an opportunity to gain a better understanding of the program(s).

## APPLICATION INSTRUCTIONS

*Please read the following instructions before preparing the applications:*

We recommend that you photocopy your completed applications for your own records. The following materials are required of all applicants and should be submitted directly to the Executive Education office in your area:

### *Executive Education Application for Admission*

- This application summarizes your professional and educational data. It also contains short questions. These questions are your opportunity to highlight qualities that are relevant to success in a graduate business program, not otherwise reflected in test scores and past academic records.

### *Graduate School Application for Admission, University of New Orleans*

- This form is used by other University offices and is a mandatory component of your admission. To avoid being charged the application fee, we recommend that you submit a hard-copy of your completed application to the Executive Education office in your area (and not online).

### *Official Transcripts*

- You must submit an official, sealed transcript from each educational institution that you attended after high school. These transcripts are required regardless of your length of stay at the institution (including summers and graduate schools). Many schools charge a nominal fee for transcript requests. We suggest that you call each institution's Registrar first, to verify the transcript forwarding procedures (each school has its own policies). Please request for the transcripts to be forwarded by the institution, directly to the Executive Education office in your area (New Orleans, Puerto Rico, or Jamaica).

### *Statement of Recognition of Participation Form*

- Upon admission into the program, you will be asked to submit a *Statement of Recognition of Participation* form, signed by someone who is responsible for evaluating your performance on the job. The intent is to verify your supervisor's acknowledgement of your time commitment to the program.

## APPLICATION CHECKLIST

- Executive Education Application and UNO Graduate School Application
- Transcripts from all colleges and universities attended since high school
- Official GMAT/GRE test scores and/or TOEFL scores (if required)
- Personal Interview

### Upon Admission:

- Non-Refundable Deposit, made payable to the University of New Orleans
- Completed *Statement of Recognition of Participation* form

Applications may be completed online at [www.UNOBusiness.com](http://www.UNOBusiness.com). You may also request electronic copies of these forms.

### New Orleans:

University of New Orleans  
2000 Lakeshore Drive, KH Room 307  
New Orleans, LA 70148  
Phone: (504) 280.3215  
Fax: (504) 280.6007  
E-mail: [emba@uno.edu](mailto:emba@uno.edu)

### Jamaica:

University of New Orleans  
22G Old Hope Road, Suite 13  
Kingston 5, Jamaica, W.I.  
Phone: (876) 906.5769  
Fax: (876) 906.5223  
Email: [unojembra@n5.com.jm](mailto:unojembra@n5.com.jm)

### Puerto Rico:

University of New Orleans  
Ave. Ponce de Leon 560  
Hato Rey, PR 00918  
Phone: (787) 620.3622  
Email: [embapr@uno.edu](mailto:embapr@uno.edu)

<http://www.UNObusiness.com>



UNIVERSITY of  
NEW ORLEANS



Employer \_\_\_\_\_  
Title/Rank \_\_\_\_\_ Type of Business \_\_\_\_\_  
No. of People Under Your Supervision \_\_\_\_\_ Time in Current Position \_\_\_\_\_ Yearly Salary \_\_\_\_\_  
Summary of Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_  
Title/Rank \_\_\_\_\_ Type of Business \_\_\_\_\_  
No. of People Under Your Supervision \_\_\_\_\_ Time in Current Position \_\_\_\_\_ Yearly Salary \_\_\_\_\_  
Summary of Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Information**

List any professional designations, career organizations of which you are a member, or professional examinations that you have passed  
\_\_\_\_\_  
\_\_\_\_\_

What are your most significant contributions outside of your business achievements?  
\_\_\_\_\_  
\_\_\_\_\_

**Educational Experience**

Undergraduate and Graduate Schools Attended	Degrees Earned	Estimated GPA
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is your undergraduate record an accurate indication of your potential in a graduate business program?  Yes  No  
If no, why not? \_\_\_\_\_

While attending college, were you employed?  
 Yes  No If yes,  Full-Time  Part-Time

What percentage of your college education did you fund? \_\_\_\_\_

List college extracurricular activities (e.g. Student Government Associations, Honor Societies)  
\_\_\_\_\_  
\_\_\_\_\_

## Entrepreneurial Activity

Other than the information already provided, please describe any business activities you now own or previously owned.

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## Management Skills

Please describe the level of people you interact with on a regular basis, including subordinates, superiors, customers/clients, and peers. Give an example of the type of interaction.

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What types of decisions are you responsible for individually? As part of a group?

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What was your most recent presentation assignment, either oral or written? Please describe.

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Please give a short statement of your reasons for pursuing Executive Education at the University of New Orleans and how you perceive the program will enhance your career and personal goals.

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What contributions would you expect to make to the class based upon your professional experience and background?

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***I recognize that it is the policy of the College of Business Administration of the University of New Orleans to verify any information submitted in this application.***

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

