Admission to the Executive MBA Program

When to Apply

Applications should be submitted between January 1 and May 1 of the year in which you wish to enter the program. Because admissions decisions are made as complete applications are received, early application is encouraged.

Application deadline is May 1, 2005.

Admissions Policies

- Students are admitted to begin the EMBA Program in the Fall Quarter only.
- Candidates must hold a four-year bachelor's degree from an accredited college or university to be considered for admission.
- All application materials become the property of UCLA and cannot be returned, regardless of the Admissions Committee's decision. Please retain copies for your records.
- Candidates may apply to only one UCLA Anderson MBA program in a given year. Admissions procedures for the Fully Employed MBA (FEMBA) and full-time MBA programs are entirely separate.

Applications for the Executive MBA Program are reviewed in the order in which they are received. You are encouraged to submit your application as early as possible. Each of the following must be submitted before an application can be considered:

- Application for admission to the Executive MBA Program
- $162 nonrefundable application fee (check must be drawn on a U.S. bank and made payable to The Regents of the University of California)
- Two copies of official transcripts from each college and university listed on your application form
- Three letters of evaluation
- (Optional) Graduate Management Admission Test (GMAT) score from a test taken within the last five years
- Test of English as a Foreign Language (TOEFL) score for applicants whose native language is not English and who have neither lived in the United States for at least five years nor graduated from a U.S. university

Submit all items to the Executive MBA Program, UCLA Anderson School of Management, 110 Westwood Plaza, Suite A101F, Box 951481, Los Angeles, CA 90095-1481, using the forms and envelopes provided. You will be notified of the receipt of your application and of whether any supporting documents are missing from your application.

Please type or print clearly on the application for admission. Give your full legal name, avoiding the use of initials, abbreviations, or nicknames. The name listed on this form should be used consistently thereafter in all of your official relations with the university. Sections of the application require that responses be made on separate paper, to be supplied by the applicant. Please put your name on each page and attach the separate sheets to the application form.

Online Applications

You may complete and submit your application online, through the embark.com web site: http://apply.embark.com/mbaedge/ucla. This web-based application is platform independent and does not require the downloading of software.
Application Fee
Attach the $162 application fee to the application form. Your check or money order must be drawn on a U.S. bank and made payable to The Regents of the University of California. If a check is written for you by a third party, please be sure that your name appears on the face of the check. Do not send cash. The application fee is not refundable.

College and University Transcripts
List on your application all of the educational institutions you have attended since graduating from high school, regardless of the period of attendance, whether or not the work was completed, and whether or not the work was related to your proposed field of study. Request that the registrar at each of the institutions you have attended forward official transcripts of your records in duplicate, using the transcript labels provided in the application booklet. All official records must bear the original signature of the registrar and the seal of the issuing institution. Academic records submitted become the property of UCLA’s Graduate Division, whether or not admission is offered.

Letters of Evaluation
Each applicant to the Executive MBA Program must submit three letters of evaluation for admission to the program. These should be from individuals who have worked closely with you and who are able to give specific information about your abilities, accomplishments, and potential. Where applicable, one letter should be from a high-ranking officer in your organization, and another should be from your immediate supervisor. Forms and response envelopes for this purpose are included in the application materials.

Graduate Management Admission Test (Optional)
The Graduate Management Admission Test (GMAT) is not required for admission, but is recommended highly for those candidates whose prior academic work does not show clear evidence of strong quantitative and logical reasoning skills. If you do choose to submit the GMAT, you will need to do so no later than April 15; earlier dates are recommended. The GMAT is valid for five years.

Information about the test and registration materials may be obtained from the EMBA Program Office at The Anderson School, or from ETS (1-800-462-8669; web site: www.gmat.org.) Please use the Executive and Fully-Employed MBA Programs code 4440 on your GMAT application to ensure that ETS sends your scores to us.

Test of English as a Foreign Language (TOEFL)
All EMBA participants must be able to comprehend, speak, and write English well. The TOEFL exam is required of all applicants whose native language is not English and who have not lived in the United States for at least five years or graduated from a U.S. university. Applications for the TOEFL exam can be obtained from Educational Testing Service (www.toefl.org). Test results should be sent to us by ETS, with the UCLA code number 4837-02.

Renewal of Application
Candidates who have previously submitted an application to the Executive MBA Program should contact the program office at (310) 825-2032 for application renewal instructions.

Withdrawal of Application
Those who wish to withdraw an application after submission or to request deferment of application to a later time should notify the Executive MBA Program at the UCLA Anderson School in writing as early as possible.
Application for Admission (Part 1)

For the year beginning August _____

Personal Data

Name __________________________________________________________________________ Sex ☐ M ☐ F

Preferred first name __________________________________________________________________________ Name of spouse/partner ________________ (optional)

Other names under which transcripts may be issued __________________________________________________________________________ U.S. Social Security number __________________________________________________________________________

Your birthplace __________________________________________________________________________ Birth date ______/_____/____ Age on matriculation (Sept. 2005) ______

Country of citizenship __________________________________________________________________________ Are you a California resident? ☐ Yes ☐ No

Non-U.S. citizens: What visa type do you expect to hold when you begin the program?

☐ F-1 (Student) ☐ J-1 (Exchange) ☐ Immigrant ☐ Refugee ☐ Permanent Resident ☐ Other (Please specify) __________________

Work address __________________________________________________________________________ Telephone (______) (number/street/city/state/zip)

________________________________________________________________________ Fax (______)

E-mail __________________________________________________________________________

Permanent home address __________________________________________________________________________ Telephone (______) (number/street/city/state/zip)

________________________________________________________________________ Fax (______)

Cell phone (______) __________________

Ethnic Survey (optional): Check one.

☐ (20) American Indian/Alaskan Native ☐ (90) Filipino/Pilipino American ☐ (65) Puerto Rican

☐ (30) Black/African American ☐ (42) Japanese/Japanese American ☐ (44) Thai/Other Asian

☐ (50) Chicano/Mexican American ☐ (43) Korean/Korean American ☐ (60) White/Non-Hispanic

☐ (41) Chinese/Chinese American ☐ (80) Latino/Latin American ☐ (70) Other Hispanic

☐ (74) East Indian/Pakistani ☐ (71) Polynesian ☐ (10) Other (Specify) __________________

Academic Data

List chronologically all colleges, universities, and other educational institutions attended since high school, including those offering extension courses. (Please include any institutions you are currently attending.) The most recently attended institution should be listed last.

<table>
<thead>
<tr>
<th>Name of school, college, or university</th>
<th>Location (city/state/country)</th>
<th>Entered (month/year)</th>
<th>Withdrew (month/year)</th>
<th>Major</th>
<th>Degree conferred or to be conferred</th>
<th>Date or expected date of conferral (month/year)</th>
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(If additional space is needed, please attach a supplementary sheet.)
Academic Data (cont’d)
Have you ever been suspended or dismissed from any college or university? ☐ Yes ☐ No
Have you ever received a failing grade in any college or university course? ☐ Yes ☐ No
Have you been convicted of any felony, any crime(s) of violence or dishonesty, or any crime(s) against property involving the threat of violence? ☐ Yes ☐ No
If you answered yes to any of these questions, please explain on a separate sheet of paper.

Self-Reported Undergraduate Performance
For schools that compute grade point average (use 4.0 scale): Undergraduate GPA ____________ Junior/senior year GPA ____________
For schools that do not compute grade point average: Examination average or honors group/degree classification from your bachelor’s degree: ____________________________________________________________

Highest-Level Math Course Completed
Course title ________________________________________________________________________________ Year ____________________
Grade _________________________ Institution ____________________________________________

Graduate Management Admission Test (optional)
Do you intend to include a GMAT score as part of your application? ☐ Yes ☐ No
If yes, have you taken or registered for the GMAT? Date ____________________ Percentile score (if known) _______
V _____ Q _____ AWA _______

Employer Sponsorship
Is your employer assisting you financially with this program? ☐ Yes ☐ No
If so, what is the percentage of assistance? ______________ %

Distinctions, Honors, Awards, and Other Recognitions of Achievement
(Please indicate the basis of the selection for each.)
_________________________________________________ __________________________
_________________________________________________ __________________________
_________________________________________________ __________________________

Extracurricular, Community, and Professional Activities and Affiliations (Past and Present)
(Please list in order of importance to you.)
Activity __________________________________________________________ Dates (from-to) __________________________ Positions (specify elected [E] or appointed [A]) __________________________ Hours per month __________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I hereby apply for admission to the University of California, Los Angeles, and certify that to the best of my knowledge all of the above statements are correct and complete and that I received no assistance or coaching in completing this application or the accompanying essays. I understand that the application fee is nonrefundable and that records submitted are not returnable.

Applicant’s signature __________________________ Date __________________________
Application for Admission (Part 2)

Self-Evaluation and Educational Objectives (Essays)
Your answers to the following questions are extremely important in the selection process. Please be as concise as possible, but respond to each question as fully as you feel is necessary. Use additional paper as needed, adding your name to each sheet.

1. How have people, events, and/or situations in your life influenced who you are today?
2. What are your most important accomplishments to date? (Please limit to three.)
3. Why have you decided to enter the Executive MBA Program? Why is this the appropriate time for you to begin?

Employment
Using the format shown below, please indicate on separate sheets stapled to this form each full-time position you have held. List your most recent job first and include the military, Peace Corps, etc.

<table>
<thead>
<tr>
<th>Employer</th>
<th>from</th>
<th>to</th>
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<tbody>
<tr>
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</tbody>
</table>

Address

Nature of employer's activities, gross sales/revenues, net assets, and total number of employees

Do you conduct some or all of your work in a language other than English?  □ Yes  □ No

If yes, which language(s)?

What percentage of the time?

Your job title

Starting salary  Ending salary

Additional compensation (e.g., bonuses, car, commission, housing)

Responsibilities/position description (include size, scope, and reporting relationship of your organizational unit; personnel, budget, and capital investment for which you are responsible; and reasons for position/job change):
## Letters of Evaluation

Please give the names, addresses, positions, and organizations of the people you have asked to provide evaluations for you (three evaluations are required).

1. Name ________________________________  
   Title ________________________________  
   Company ________________________________  
   Address ________________________________

2. Name ________________________________  
   Title ________________________________  
   Company ________________________________  
   Address ________________________________

3. Name ________________________________  
   Title ________________________________  
   Company ________________________________  
   Address ________________________________

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### Mailing Address for Application Documents

Executive MBA Program  
UCLA Anderson School of Management  
110 Westwood Plaza, Suite A101F  
Box 951481  
Los Angeles, CA 90095-1481

### For inquiries regarding your application, please call:

EMBA Admissions Officer  
(310) 825-2032
Supplemental Data

Please complete this data sheet fully and carefully, as it will expedite the processing of your application for admission and future registration materials. Ten numbered areas require codes, which are listed by number on the reverse side.

<table>
<thead>
<tr>
<th>Last name (as it appears on GMAT)</th>
<th>First name</th>
<th>Middle initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sex (M/F)</td>
<td>Birth date (month/day/year)</td>
<td>Country of citizenship</td>
</tr>
<tr>
<td>Home address (number/street)</td>
<td>(city/state/zip or postal code)</td>
<td></td>
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<tr>
<td>Work address (company/position)</td>
<td>(street/office number)</td>
<td>(city/state/zip or postal code)</td>
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<td>Day phone</td>
<td>Evening phone</td>
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<td>E-mail</td>
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<tr>
<td>Base salary</td>
<td>Bonus</td>
<td>Number of years of professional work experience</td>
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<td>( )</td>
<td>( )</td>
<td>after undergraduate degree</td>
</tr>
<tr>
<td>(2) Job code (see reverse side)</td>
<td>(3) Industry code (see reverse side)</td>
<td></td>
</tr>
<tr>
<td>Undergraduate college or university</td>
<td>Location</td>
<td>Month/year of graduation</td>
</tr>
<tr>
<td>(4) Undergraduate major code</td>
<td>(5) Undergraduate degree code</td>
<td>(6) GPA for last two undergraduate years</td>
</tr>
<tr>
<td>(see reverse side)</td>
<td>(see reverse side)</td>
<td>(see reverse side)</td>
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<tr>
<td>(7) Overall undergraduate GPA for all universities attended (see reverse side)</td>
<td>(8) Prior graduate work (see reverse side)</td>
<td></td>
</tr>
<tr>
<td>Graduate institution</td>
<td>Location</td>
<td>Month/year of graduation</td>
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<tr>
<td>( )</td>
<td>(9) Graduate GPA (see reverse side)</td>
<td>Degree received</td>
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<tr>
<td>GMAT date</td>
<td>GMAT total (if known)</td>
<td>GMAT verbal percentile (if known)</td>
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<tr>
<td>If you have not taken the GMAT, or if you plan to retake it, please indicate test date.</td>
<td>TOEFL total (if known)</td>
<td></td>
</tr>
<tr>
<td>U.S. Social Security number</td>
<td>Did you attend/plan to attend an information session?</td>
<td></td>
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<tr>
<td></td>
<td>When</td>
<td></td>
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<tr>
<td>(10) How did you hear about the UCLA EMBA Program? (see reverse side)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

UCLA ANDERSON SCHOOL OF MANAGEMENT | EMBA APPLICATION | 2005
**Explanation of Codes**

### 1 Ethnicity Codes
(Option; for U.S. citizens and permanent residents only)

- **AI** = American Indian/Alaskan Native
- **BL** = Black/African American
- **MA** = Chicano/Mexican American
- **CA** = Chinese/Chinese American
- **EI** = East Indian/Pakistani
- **PI** = Filipino/Philippine American
- **JA** = Japanese/Japanese American
- **KO** = Korean/Korean American
- **LA** = Latino/Latino American
- **OH** = Other Hispanic
- **PO** = Pacific Islander
- **PR** = Puerto Rican
- **TH** = Thai/Other Asian
- **VI** = Vietnamese
- **WH** = White/Caucasian
- **OT** = Other
- **DS** = Decline to State

### 2 Job Codes

- **1727** Investment Banking
- **1728** Banking
- **1729** Finance, Lending
- **1730** Commercial Banking
- **1731** Corporate Finance
- **1732** Public Finance
- **1733** Broker/Sales and Trading
- **1734** Financial Analyst
- **1735** Mergers and Acquisitions
- **1736** Personal Finance Planning
- **1737** Security Analyst
- **1738** Treasury Analyst
- **1739** Venture Capital
- **1750** International Business and Foreign Trade
- **1760** Insurance Field, General
- **1761** Insurance Actuary
- **1770** Management/Administration, General
- **1771** Consulting
- **1772** Management, Nonprofit
- **1774** Management, Corporate
- **1775** Planning
- **1776** Management/International
- **1779** Licensing
- **1780** Marketing, General
- **1781** Market Research
- **1782** Sales, General
- **1783** Merchandising and Retailing
- **1784** Product/Brand Management
- **1785** Financial Services
- **1786** Industrial
- **1787** Marketing Services
- **1789** Electronic Commerce
- **1790** Public Relations, General
- **1800** Real Estate, General
- **1804** Agriculture
- **1805** Brokerage
- **1806** Development
- **1807** Leasing/Property Management
- **1808** Mortgage Capital
- **1810** Small Business, Owner/Manager
- **1811** Franchise Business
- **1812** Entrepreneur
- **1820** Transportation, General
- **1831** Hotel and Resort Management
- **1841** Information Systems/Edp Management
- **1842** Data Processing
- **1843** Systems Analyst
- **1844** Programmer
- **1845** Software Development
- **1847** Internet/Web Development
- **1848** Multimedia/Graphics
- **1849** Technical Consulting
- **1850** Computer Sales
- **1890** Human Resources, General
- **1901** Employee Benefits Consulting
- **1911** Personal Management
- **1912** Executive Search/Outplacement
- **1913** Recruiting

### 3 Industry Codes

- **001** Accounting
- **003** Advertising
- **010** Aerospace
- **015** Agribusiness
- **016** Architecture
- **017** Arts Management
- **020** Auto/Other Transportation Equip
- **025** Chemicals/Plastics/Rubber
- **030** Communications-Media
- **031** Communications-Telecommunications
- **032** Communications-Other
- **035** Computer Related Services
- **040** Construction
- **045** Consulting
- **050** Education
- **060** Electronic Equip-Computers
- **061** Electronic Equip-Consumer Products
- **062** Electronic Equip-Optics
- **063** Electronic Equip-Semiconductors
- **064** Electronic Equip-Telecommunications
- **065** Electronic Equip-Other
- **070** Entertainment
- **072** Engineering, General
- **075** Extractive/Minerals/Metals
- **080** Fin Servs-Commercial Banking
- **081** Fin Servs-Insurance
- **082** Fin Servs-Investment Bank/Brokerage
- **083** Fin Servs-Investment Management
- **084** Fin Servs-Venture Capital
- **085** Fin Servs-Other
- **090** Food/Beverage/Tobacco
- **095** Forest Products/Packaging/Paper
- **100** Government-Federal
- **101** Government-State and Local
- **102** Government-International
- **103** Government-Other
- **105** Health Care Services
- **110** Household Personal Products
- **115** Restaurant/Hotel Management
- **120** Human Resources
- **125** Import/Export/Trading Company
- **130** Legal Services
- **132** Leisure
- **135** Machinery
- **140** Manufacturing
- **145** Nonprofit
- **150** Petroleum/Energy
- **155** Pharmaceutical/Biotechnology
- **160** Real Estate
- **163** Religious Services
- **165** Retail
- **170** Software
- **176** Textiles/Clothing
- **177** Sports
- **180** Transportation Services
- **185** Utilities
- **190** Wholesale
- **200** Marketing
- **205** Publishing

### 4 Undergraduate Major Codes

- **1** = Business/Management
- **2** = Other Social Sciences
- **3** = Mathematics, Computer Science
- **4** = Economics
- **5** = Biological and Physical Sciences
- **6** = Humanities, Art, Philosophy, Religion
- **7** = Engineering
- **8** = Other

### 5 Undergraduate Degree Codes

- **BA/AB** = Bachelor of Arts
- **BS** = Bachelor of Science
- **OT** = Other (please specify)

### 6, 7, and 9 GPA Calculations

Use 4.0 scale. Leave blank if you attended a university outside the United States.

### 8 Prior Graduate Work Codes

- **X** = None
- **PH** = PhD
- **MD** = MD
- **JD** = DDS
- **O** = Other
- **J** = JD
- **MA** = Master’s
- **N** = Some grad work; no degree

### 10 Learned about Program

- **1** Research on own
- **2** Friend
- **3** Employer
- **4** UCLA student/alumnus(a)
- **5** Wall Street Journal ad
- **6** Los Angeles Times ad
- **7** Advertising – other
- **8** MBA Forum
- **9** World Wide Web
- **10** (please specify)

### 11 Marital Status Codes

- **1** Single
- **2** Married/Partner upon entering program
Confidential Evaluation of Applicant

For signature by the applicant: I understand that this letter of evaluation, requested from the evaluator identified below, is to be received and maintained in confidence by the University of California, Los Angeles, for admission consideration to the Executive MBA Program. I hereby expressly waive any and all rights I might have of access to this letter of evaluation under the Family Education Rights and Privacy Act of 1974, the California Information Practices Act of 1977, and any or all other laws, regulations, or policies. I understand that the rights I am waiving include, but are not limited to, the right to inspect and review this letter, the right to have a copy of this letter made for my use, and the right to request an amendment to this letter.

☐ I agree to waive access to this letter of evaluation.
☐ I do not agree to waive access to this letter of evaluation. I understand that according to the Family Education Rights and Privacy Act of 1974, I have access to this form only if I am admitted to and actually enroll at UCLA.

Name of applicant (please print) __________________________ Signature of applicant __________________________ Date __________

Failure to complete and sign this section will be considered an expressed waiver of your rights.

To the Evaluator: In considering applicants to the UCLA Executive MBA Program, particular emphasis is placed on the comments from people the applicant has chosen as evaluators. The Admissions Committee typically finds that a recommendation that presents a balanced view of an applicant’s abilities and other attributes is the most helpful to both the applicant and the committee. The following questions are intended to help you present information about the applicant. Please answer on separate paper, and feel free to supplement the information in whatever way you feel is appropriate.

Evaluator’s name __________________________

Address (check one: ☐ work ☐ home) __________________________

(street/city/state/zip)

Company name __________________________

Position or title __________________________

1. How long have you known the applicant?

2. Please describe the context of your relationship.

3. Please comment on the applicant’s demonstrated and/or potential managerial and leadership abilities (provide examples, if possible).

4. How have the applicant’s professional responsibilities evolved during the time you have known him/her?

5. What impresses you most about the applicant, both personally and professionally?

6. Please make whatever additional comments you wish about the applicant’s potential both for graduate study and for advancement in management.
With respect to the following qualities, how would you rate the applicant in comparison to other MBA candidates you have known?

<table>
<thead>
<tr>
<th>Qualities</th>
<th>Inadequate opportunity to observe</th>
<th>Below average (bottom 1/3)</th>
<th>Average (middle 1/3)</th>
<th>Good (top 1/3)</th>
<th>Very Good (top 20%)</th>
<th>Outstanding (top 10%)</th>
<th>Truly exceptional (top 2%)</th>
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<tbody>
<tr>
<td>Intellectual ability</td>
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<td>Sense of ethics/integrity</td>
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<td>Leadership potential</td>
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<td>Ability to work well with others</td>
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<td>Creativity/imagination</td>
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<td>Self-confidence</td>
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<td>Potential for career advancement</td>
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</table>

I  ☐ strongly recommend
I  ☐ recommend
I  ☐ recommend with some reservations
I  ☐ do not recommend

that this applicant be admitted to the Executive MBA Program at the UCLA Anderson School of Management.

Signature of evaluator

Date

Please return in the envelope provided to:

Executive MBA Program
UCLA Anderson School of Management
110 Westwood Plaza, Suite A101F
Box 951481
Los Angeles, CA 90095-1481

please cut here
Confidential Evaluation of Applicant

For signature by the applicant: I understand that this letter of evaluation, requested from the evaluator identified below, is to be received and maintained in confidence by the University of California, Los Angeles, for admission consideration to the Executive MBA Program. I hereby expressly waive any and all rights I might have of access to this letter of evaluation under the Family Education Rights and Privacy Act of 1974, the California Information Practices Act of 1977, and any or all other laws, regulations, or policies. I understand that the rights I am waiving include, but are not limited to, the right to inspect and review this letter, the right to have a copy of this letter made for my use, and the right to request an amendment to this letter.

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Name of applicant (please print) 
Signature of applicant 
Date 

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Evaluator’s name

Address (check one: ☐ work ☐ home) ________________________________ (street/city/state/zip)

Company name

Position or title

1. How long have you known the applicant?

2. Please describe the context of your relationship.

3. Please comment on the applicant’s demonstrated and/or potential managerial and leadership abilities (provide examples, if possible).

4. How have the applicant’s professional responsibilities evolved during the time you have known him/her?

5. What impresses you most about the applicant, both personally and professionally?

6. Please make whatever additional comments you wish about the applicant’s potential both for graduate study and for advancement in management.
With respect to the following qualities, how would you rate the applicant in comparison to other MBA candidates you have known?

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<thead>
<tr>
<th>Quality</th>
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I □ strongly recommend

□ recommend

□ recommend with some reservations

□ do not recommend

that this applicant be admitted to the Executive MBA Program at the UCLA Anderson School of Management.

__________________________  __________________________
Signature of evaluator Date
**Confidential Evaluation of Applicant**

**For signature by the applicant:** I understand that this letter of evaluation, requested from the evaluator identified below, is to be received and maintained in confidence by the University of California, Los Angeles, for admission consideration to the Executive MBA Program. I hereby expressly waive any and all rights I might have of access to this letter of evaluation under the Family Education Rights and Privacy Act of 1974, the California Information Practices Act of 1977, and any or all other laws, regulations, or policies. I understand that the rights I am waiving include, but are not limited to, the right to inspect and review this letter, the right to have a copy of this letter made for my use, and the right to request an amendment to this letter.

- [x] I agree to waive access to this letter of evaluation.
- [ ] I do not agree to waive access to this letter of evaluation. I understand that according to the Family Education Rights and Privacy Act of 1974, I have access to this form only if I am admitted to and actually enroll at UCLA.

Name of applicant (please print)  
Signature of applicant  
Date

__Failure to complete and sign this section will be considered an expressed waiver of your rights.__

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**To the Evaluator:** In considering applicants to the UCLA Executive MBA Program, particular emphasis is placed on the comments from people the applicant has chosen as evaluators. The Admissions Committee typically finds that a recommendation that presents a balanced view of an applicant’s abilities and other attributes is the most helpful to both the applicant and the committee. The following questions are intended to help you present information about the applicant. Please answer on separate paper, and feel free to supplement the information in whatever way you feel is appropriate.

Evaluator’s name  
Address (check one: [ ] work  [ ] home)  
Company name  
Position or title

1. How long have you known the applicant?

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Signature of evaluator ____________________________ Date ________________

Please return in the envelope provided to:
Executive MBA Program
UCLA Anderson School of Management
110 Westwood Plaza, Suite A101F
Box 951481
Los Angeles, CA 90095-1481
Transcript Request Form

To be completed by the applicant:

Name ______________________ last ________________ first ________________ middle ________________

U.S. Social Security number ______________________ Birth date ______________________

School ______________________

Dates of enrollment ______________________ from ________________ to ________________ Degree and year ______________________

Language of instruction ______________________

Applicant’s signature ______________________

To be completed by the registrar:

Please place this form and two official copies of the applicant’s transcript in an envelope, then mail it to the address above.

Thank you.

Cumulative GPA ______________________ Average GPA of applicant’s graduating class ______________________

Rank in class ______________________ out of ______________________

(Photocopy if you need additional forms)
Compliance with Federal Legislation

Privacy Notification

The State of California Information Practices Act of 1977 requires the university to issue the following statement to individuals who are asked to supply information about themselves:

The principal purpose for requesting the information on this form is to process your application for admission to the Executive MBA Program at the UCLA Anderson School of Management. University policy authorizes maintenance of this information.

Furnishing all information required on this form is mandatory (with the exception of ethnic and marital status survey information, provision of which is voluntary). Failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on this form may be used by various university departments for processing your application for admission and will be transmitted to the state and federal governments, if required by law.

In accordance with university policy, you have the right to review personal information maintained about you and may contact either the office of record maintaining such information or the Information Practices Coordinator, Unisys Building, 10920 Wilshire Blvd., Suite 500, Los Angeles, CA 90024, for more information concerning your rights. The official responsible for maintaining the information contained on this form is the EMBA Admissions Officer, UCLA Anderson School of Management, 110 Westwood Plaza, Suite A101F, Box 951481, Los Angeles, CA 90095-1481.

Nondiscrimination

The University of California, in accordance with applicable federal and state laws and university policy, does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The university also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in university programs and activities.

Inquiries regarding the university’s student-related nondiscrimination policies may be directed to UCLA Campus Counsel, 3149 Murphy Hall, 405 Hilgard Avenue, Los Angeles, CA 90095-1405, (310) 825-4042. Speech- and hearing-impaired persons may call TDD (310) 206-6083. Inquiries regarding the Americans with Disabilities Act (ADA) or 504 Compliance may be directed to Dr. Douglas A. Martin, Special Assistant to the Chancellor, A239 Murphy Hall, 405 Hilgard Avenue, Los Angeles, CA 90095-1405. Voice: (310) 825-2242; CRS: (800) 735-2929; TDD/TT: (310) 206-3349; Fax: (310) 825-3688

Students may complain of any action they believe discriminates against them on the grounds of race, color, national origin, religion, sex, sexual orientation, or disability; they may contact the Office of the Dean of Students, 1206 Murphy Hall, for further information and procedures.