Executive MBA & Fully Employed MBA
Online Application Instructions

Please read the following information carefully before completing the joint application for the UCLA Anderson Executive (EMBA) and Fully Employed MBA (FEMBA) programs.

When to Apply
The online application is activated in October each year.

Fully completed applications begin to be reviewed in January. A “completed” application includes all components:

- online application
- all transcripts
- all recommendations
- GMAT® and/or TOEFL score/s (as required)

We aim to have an admission decision within 6-8 weeks from the week the application becomes complete. Admission decisions will be accept, waitlist or deny.

The deadline to apply is May 1. Applications received after May 1 will be considered on a space available basis.

We use a rolling admissions process and make decisions as applications are received. Therefore, applicants are encouraged to apply early.

Admissions Policies
- Students are admitted once a year. The EMBA & FEMBA programs each begin in the Fall Quarter.
- Candidates must hold a four-year bachelor’s degree or the equivalent 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 admission committee decision. Please retain copies for your records.
• Candidates may apply to only one UCLA Anderson MBA program in a given year. Admissions procedures for Anderson’s Full-Time MBA program are entirely separate.
• EMBA and FEMBA applicants may request to be considered for the other program, if the admission committee thinks there might be a better fit.
• **Name and Email Address:** Please use one full name and one constant email address for the entire application process.

Name changes can be conducted in the fall quarter once you are an admitted student.

Your email address must stay constant until your UCLA email address is issued. We can not process an email change request mid-process. If your email account is not constant, you can miss important communications.

### Applying for Admission

The admissions committees consider many factors in selecting candidates for the programs. All candidates must demonstrate:

- Ability to succeed in graduate-level business and management coursework
- Management achievement and potential
- Experience and abilities that will contribute to the overall educational process of the class
- Willingness and ability to meet program time and course commitments.

Each applicant is carefully considered on the basis of academic records, GMAT® test scores (required for FEMBA, optional for EMBA), motivation and professional performance.

A broad range of academic backgrounds is represented. The UCLA Anderson School EMBA and FEMBA programs require the full participation of each student in both class attendance and assigned work. Students spend an average of 20 hours per week on course work outside the classroom. Applicants are therefore required to provide evidence of their organization’s full endorsement of their participation in the program. In addition, required recommendations must provide clear evidence of an applicant’s professionalism.
**EMBA-only**
To ensure optimum program benefits to participants and sponsoring organizations, a maximum of 70 EMBA candidates are accepted into each class. The collective class profile reflects a group of people with comparable levels of managerial responsibility, yet varied skills and experiences. Work experience averages 12 years, including 5 years in managerial roles. A broad range of academic backgrounds is represented.

**Admissions Interviews**

**FEMBA Interviews (recommended, not required)**
An on-campus interview provides an applicant with an opportunity to personalize his or her candidacy beyond what has been articulated in the application. On-campus interviews are conducted beginning in January. Interviews are 25 minutes in length and are conducted by a current or alumni FEMBA student.

To schedule interview appointments, visit the FEMBA website (beginning in January) [http://femba.anderson.ucla.edu/](http://femba.anderson.ucla.edu/).

2006 FEMBA Admission Interview Dates
- January 21
- February 25
- April 15

Only one interview will be conducted for each applicant. In some circumstances, the admissions committee may also request a candidate to interview.

The online application should be submitted prior to the interview. However, supplemental materials (GMAT® scores, transcripts and letters of recommendation) can be pending.

On the day of your interview, plan to arrive 20-30 minutes before your appointment. Bring two current copies of your resume. Dress is business attire.

**EMBA Interviews (invitation-only)**
EMBA interviews are conducted on an invitation-only basis. As applications are reviewed by committee, invitations are extended.
**Required Educational Background**
Candidates for admission to the EMBA and FEMBA Programs must hold at least a four-year bachelor’s degree from a college or university of fully recognized standing. No specific undergraduate major is required. Applicants who have attended institutions outside the United States should have completed 16 years of study, 12 of these at the elementary and secondary school levels and 4 at the college level. Evidence of strong quantitative skills is required of all candidates, regardless of undergraduate major.

**Completing Your Application**
In addition to the online application, the following items must be received in our office to complete an application. No applications go to committee until complete.

A) Official transcripts from all academic institutions attended where degree-level courses were taken.
B) Official GMAT® test scores (FEMBA required; EMBA optional)
C) Letters or recommendation, electronic or paper
   a. EMBA three required
   b. FEMBA two required, third optional
D) TOEFL Scores (for international applicants)
   See full details below

**IMPORTANT** – According to Federal and State law, applicants may waive their rights to see inspect and review letters of recommendation, should they enroll at UCLA. Applicants waive or do not waive for all or none of their recommender letters.

**Additional Application Components**
(Transcripts, GMAT® and TOEFL):

**Official Transcripts**
Two copies of official transcripts from each college and university listed on the application are to be sent directly to you to forward to the EMBA or FEMBA program.
Ask the registrar of each institution you attended to forward to you two copies of your official transcripts. 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, whether or not admission is offered.

If you received your degree/s outside the United States, you will have to submit a certified copy of your original degree diploma. If accepted into EMBA or FEMBA, you will have to present the original diploma for verification before the beginning of the first quarter.

If you list additional classes you have taken, you must provide original transcripts. For our purposes, additional classes are those that would pertain to your business school application. Non-related, “one-off” courses are not necessary to submit.

Please submit all supplemental materials in one complete package, and return to the F/EMBA office:
- Official Transcripts
- Letters of Recommendation (if paper version used instead of online version)

**Mailing address (indicate FEMBA OR EMBA):**

UCLA Anderson School
ATTN: FEMBA or EMBA Admissions
110 Westwood Plaza, Ste A101f
Los Angeles, CA 90095-1481

**Graduate Management Admission Test®**

Submitted through Educational Testing Service or Pearson VUE: Graduate Management Admission Test (GMAT®) score report sent to UCLA.

**GMAT taken before January 1, 2006:**
Institutional code 4440, from Educational Testing Service, for EMBA or FEMBA.

**GMAT taken on or after January 1, 2006:**
Institutional code 2NZ-2F-44, from Pearson VUE, for FEMBA.
Institutional code 2NZ-2F-87, from Pearson VUE, for EMBA.
The GMAT® must be taken by each applicant to the UCLA Anderson School’s FEMBA program and cannot be waived under any circumstances. The GMAT is not required for admission to EMBA, but is highly recommended for those applicants whose prior academic work does not show evidence of strong quantitative and logical reasoning skills.

This test of general academic ability is available at test centers around the world. Applicants should take the GMAT® no later than April 15; earlier dates are recommended.

GMAT® scores are valid for five years. Information about the test and registration materials may be obtained from the Graduate Management Admission Council (GMAC®):

http://www.mba.com/

Note: Beginning January 1, 2006, Pearson VUE and ACT, Inc., will develop and administer the GMAT® for the Graduate Management Admission Council® (GMAC®). Until that date, these functions will continue to be performed by Educational Testing Service® (ETS®).

The Test of English as a Foreign Language (TOEFL)®
• Only for students whose native language is not English, the Test of English as a Foreign Language (TOEFL) score report sent to UCLA, institutional code 4837-02, from Educational Testing Service.

The TOEFL, a comprehensive test of English language skills, is required of all applicants whose native language is not English and who graduated from a college or university where the language of instruction was not English. International students who hold a bachelor’s degree or higher from a university located in the United States or another country in which English is the spoken language and the medium of instruction, or who have completed at least two years of full-time study at such an institution, are exempt from these requirements.

Beginning in September 2005 the Education Testing Service (ETS) will introduce a new, internet-based version of the TOEFL (TOEFL iBT) in the U.S., followed by administrations in Canada, France, Germany, and Italy in October. The new test will be offered in the rest of the world in 2006. The new test includes a new section that tests speaking skills.
Also, the scoring for the TOEFL iBT is new. Scores for each of four sections will be reported, with a range of scores from 0 to 30, along with a total score with a range of 0-120. For more information, see http://www.ets.org/toefl

The minimum passing scores for each section and a minimum total passing score for the TOEFL iBT as follows:

Writing: 25  
Speaking: 24  
Reading: 21  
Listening: 17

Total minimum passing score: 87

At present the Paper and Pencil-based TOEFL and the Computer-Based TOEFL continue to be offered in various countries. Few applicants have been admitted with a Paper and Pencil score below 600. With the advent of the TOEFL-CBT, few applicants have been admitted with a score below 275.

Applications for the TOEFL (www.toefl.org) may be obtained from ETS, P.O. Box 6151, Princeton, NJ 08541-6151. Please use UCLA code 4837-02 on your application. Or telephone 609-771-7100.

Reapplying for Admission

If you have submitted an application for admission to the Executive or Fully Employed MBA Program within the last two years but were not admitted or did not matriculate, you may reapply in an expedited process:

- Use the online application.
- Complete “Application Form”, so that we have your current work and home addresses, telephone numbers, and a current email address.
- Complete “Essay #4 Additional Information”. Describe what professional and personal activities you have pursued since your previous application. Indicate the year of prior application, and if you have re-taken the GMAT® indicate the date and score.
- Complete “Recommendations” by submitting one additional letter of recommendation, either online or on paper.
Complete the online Signature Form
All other sections of the online application can be filled in with “NA”. All other sections will utilize the information from your previous application. “NA” will allow the “Application Inspector” to submit your new application when you are complete.

Please contact the F/EMBA program office at (310) 825-2032 if you have additional questions.

Acknowledgement of Applications
We acknowledge the receipt of applications for admission as soon as they are received. Applicants who apply on or near the deadline can expect a short delay in notification of the receipt of their applications. Acknowledgments are sent by U.S. mail. You will be notified separately by mail and email if any necessary documents are missing from your application packet. The Admissions Committee cannot consider an application until it is complete.

Withdrawal of Application
If you decide to withdraw your application to the EMBA or FEMBA Program after submitting it, please notify us in writing as soon as possible. Applications are reviewed in the order in which they are received. You are encouraged to submit your application as early as possible. Candidates applying late may be at a disadvantage due to space limitations.

Acceptance of Admission
Offers of admission will be communicated in written form and will include instructions on how to accept.

The admission deposit for 2006 is $2,500 for EMBA or $1,500 for FEMBA. This admission deposit is non-refundable, and is deducted from Fall Quarter tuition.

Instructions are also provided for all FEMBA admitted students on how to complete a verification through an outside agency, Kroll Background America. There is a one-time, $82 fee for this verification.

Admission offers not accepted within the communicated timeframe will be revoked and the seat offered to the next qualified candidate.