FEMBA Online Application Instructions
Please read the following information carefully before completing the application forms.

When to Apply
The UCLA Anderson School FEMBA Program begins each Fall. The completed application for admission may be filed beginning January 1 and must be filed no later than May 1. Of course, work on applications may begin before January 1.

The Admissions Committee makes admissions decisions as complete applications are received. Therefore, applicants are encouraged to apply early. Applications received after May 1 will be considered on a space available basis.

Admissions Policies
• Students are admitted once a year and begin the FEMBA program in the Fall Quarter only.
• 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 material becomes 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 Anderson MBA program in a given year. Admissions procedures for Anderson’s Executive MBA (EMBA) and Full-Time MBA programs are entirely separate.

Applying for Admission
The FEMBA Admissions Committee considers a number of factors in selecting candidates for the program. All candidates must demonstrate:
• Ability to do graduate-level business and management course work
• 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, test scores, motivation, and professional performance. Work experience averages 5 years.

A broad range of academic backgrounds is represented. The UCLA Anderson School FEMBA Program requires the full participation of each student in both class attendance and assigned work. Students spend an average of 10-15 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 potential for managerial advancement.

Admissions Interview (Recommended)

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 from January through May. Interviews are 25 minutes in length and are conducted by a staff member or current student.

To schedule interview appointments, visit the FEMBA website (beginning in January) http://femba.anderson.ucla.edu/. Only one interview will be conducted for each applicant. In some circumstances, the admissions committee may also request a candidate to interview.

An application should be in process at the time of the interview. However, supplemental materials (GMAT scores, transcripts and letters of recommendation) can be outstanding. 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.

Required Educational Background
A candidate for admission to the Fully Employed MBA Program 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.

The following items constitute a complete application:

**Online Application Components (Steps 1-8)**

- **Home**
- **Step 1** Instructions
- **Step 2** Application form
- **Step 3** Essays
- **Step 4** Supplemental Forms
- **Step 5** Recommendations
- **Step 6** Application Inspector
- **Step 7** Payment
- **Step 8** Submit Application

**Home**
This lists the 8 Steps, and offers brief descriptions.

**Step 1 Instructions**
Includes this Instruction document, compliance with Federal Legislation document and explanation of codes.

**Step 2 Application Form**
Please thoroughly complete all the requested data, including:
- addresses for work and home,
- educational background,
- GMAT information,
- self-reported undergraduate grades,
  last two years’ GPA calculated as instructed.
- highest math course taken and grade,
- distinctions and honors,
- school and civic activities,
- employment history,
- data sheet and codes,
- recommendations form.
Step 3  Essays
Required Essays 1-3 and Optional Essay 4.

The application essays help the Admissions Committee become acquainted with applicants as individuals, and demonstrate an applicant’s ability to write concisely and economically. It is important that applicants respond to essay questions candidly and completely.

Step 4  Supplemental Forms

- **FEMBA Recommendation Form** (Paper Submission)
  Each FEMBA program applicant must submit two letters of recommendation. An optional, third letter of recommendation may also be submitted. Recommendations may be submitted in paper or online formats.

  If your recommenders prefer to submit paper recommendations:
  1. Download and print copies of the recommendation form from Step 4 (Supplemental Forms), and provide these to your recommenders.
  2. Have your recommenders return the recommendation to you in a sealed envelope.
  3. Please submit all supplemental materials in one complete package, and return to the FEMBA office:
     - Letters of Recommendation
     - Official Transcripts
     - Signed Signature Form

- **Signature Form**
  Please submit all supplemental materials in one complete package, and return to the FEMBA office:
  - Letters of Recommendation (if paper version used)
  - Official Transcripts
  - Signed Signature Form

Step 5  Recommendations, (Online submission)
Each FEMBA program applicant must submit two letters of recommendation. Recommendations may be submitted in paper or online formats. Recommendations should be requested from individuals who have worked closely with you and who are able to give specific information about your abilities, accomplishments, and potential. Ideally, one
letter should be from your immediate supervisor, with the other coming from another manager who is familiar with your work.

An optional, third letter of recommendation may also be submitted.

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. Please be aware that the current version of online Letter of Evaluation feature only allows applicants to waive or not waive their Federal Rights to Privacy for all or none of their recommender letters.

Step 6  Application Inspector
Use this feature to double-check your application.

Step 7  Payment
• $162 nonrefundable application fee, payable by credit card

Step 8  Submit Application
Congratulations! You will have completed your application to the UCLA Anderson School Fully Employed MBA Program!

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 FEMBA program.

Ask the registrar of each institution you attended to forward to you two copies of official transcripts of your records. 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, and you are accepted into FEMBA, you will have to present and original diploma 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 FEMBA office:

- Letters of Recommendation (if paper version used)
- Official Transcripts
- Signed Signature Form

Submitted through ETS:

- Graduate Management Admission Test (GMAT) score report sent to UCLA, institutional code 4440, from Educational Testing Service.

The Graduate Management Admission Test (GMAT) must be taken by each applicant to the UCLA Anderson School’s FEMBA program and cannot be waived under any circumstances. This test of general academic ability is administered by Educational Testing Service (ETS) 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 FEMBA Program Office, or from ETS (1-800-462-8669; web site: http://www.mba.com/). Please use the Executive and Fully Employed MBA Programs code 4440 on your GMAT application to ensure that ETS sends your scores to us.

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

Reapplying for Admission
If you have submitted an application for admission to the 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 / Page 1”, so that we have your current work and home addresses, telephone numbers, etc.

• Complete “Application Form / Page 3”, for your current employment.

• Complete “Essays / #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 “Supplemental Forms / 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 FEMBA program office at (310) 825-2632 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 UCLA Anderson School FEMBA Program after submitting it, please notify us in writing as soon as possible. The Fully Employed MBA Program reviews applications in the order in which they are received. You are encouraged to submit your application as early as possible. Candidates applying in late April may be at a disadvantage due to space limitations.