

## ACB EXECUTIVE MBA APPLICATION CHECKLIST UMUC

- ❑ Completed Application <sup>1</sup>
- ❑ Personal statement of goals and objectives – how attendance at the program will help you attain your aspirations – keep it focused and simple.
- ❑ \$50 application fee
- ❑ Transcripts sent directly from degree-granting college or university<sup>2</sup>
- ❑ Transcript from National School of Banking (order from Andrea Scott at ACB at 202-857-3197)
- ❑ Recommendations from two professional or academic sources (special form at [www.umuc.edu/grad/publications/exec/mba\\_rec\\_form.doc](http://www.umuc.edu/grad/publications/exec/mba_rec_form.doc))
- ❑ Personal interview (will be scheduled after all of the above are submitted)<sup>3</sup>

Mail (transcripts also) to:           UMUC Executive Programs  
  Attn: Jane Goldberg – Banking Program  
  3501 University Blvd. East, Room 3224  
  Adelphi, MD 20783  
  Phone: 301-985-7958  
  Fax: 301-985-6764

**APPLICATION DEADLINE: DECEMBER 1, 2005**

<sup>1</sup> Do **NOT** use the on-line application since your application must go directly to the Executive Program office. Download the PDF form from the website at [www.umuc.edu/grad/forms.html](http://www.umuc.edu/grad/forms.html) and mail it to the above address.

**NOTE:** In #14 - choose MBA under Executive Programs and write "BANKING PROGRAM" after it.

<sup>2</sup> Non-degreed individuals will need to register with Jane Goldberg (see contact info above) for this special admission process and provide the following additional material:

- *An acceptable score on the GMAT exam;*
- *Proof of 60 undergraduate credit hours or their equivalent;*
- *Solutions to a series of 5 management problems (open-book, take home case studies).*

<sup>3</sup> Call Jane Goldberg to schedule an interview.

***Call Gloria Pritchard-Becker at 202-857-3193 if you need any advice.***