

Application Reference Guide

Executive MBA (Management)



Thank you for your interest in the **Executive MBA (Management)** at Fairleigh Dickinson University. To expedite your request for admission, please complete this application and return it with all the required supporting documentation.

I. Application Instructions

A complete application consists of:

- A) An application for admission
- B) A current professional résumé
- C) Satisfactory completion of the Graduate Management Admissions Test (GMAT). The GMAT requirement may be waived at the discretion of the Program Director and Graduate Admissions Review Committee based on the candidate's professional background and experience, or if he/she holds an advanced degree.
- D) Two recommendation forms (including one from your immediate supervisor)
- E) Official transcripts from all universities or colleges previously attended

Your completed application and all support materials should be sent to:

Pete Caliguari
Director of Executive Programs
Silberman College of Business
Fairleigh Dickinson University
1000 River Road, H-DH2-07
Teaneck, NJ 07666

Telephone: 201-692-7229 or 973-443-8977
E-mail: caligup@fd.edu

Personal Interviews

A personal interview is required after a preliminary evaluation of your application.

Recommendations and Additional Information

Two recommendation forms are included with this application: one to be completed by your immediate supervisor and the other by a senior executive who is familiar with your work (such as a former supervisor or team leader).

Please forward the appropriate recommendation forms to your evaluators, pre-stamping the envelopes provided. Evaluators should return their completed forms directly to the Office of Executive Programs.

If you wish to submit additional recommendations or supporting information, please do so. Recommendations and information will remain confidential.

Transcripts

Official transcripts from each institution attended should be sent directly to the Office of Executive Programs. Official transcripts are those that bear the original signature of the registrar and the impression seal of the issuing institution.

II. Tuition & Financial Support

Tuition costs include:

- Tuition for 48 academic credits
- All textbooks and University fees
- Meals and refreshment breaks during class days at Hamilton Park Hotel and Conference Center in Florham Park, NJ
- Lodging, meals and roundtrip airfare for International Business Seminar
- Special workshops, guest lectures and seminars

All applications for admission must be accompanied by a \$40 non-refundable fee (made payable to Fairleigh Dickinson University).

Tuition is payable on a course-by-course basis. Payments may be made by cash, check or major credit card. Tuition is nonrefundable after the start of classes.

Many students who enroll in Fairleigh Dickinson's Executive Programs have their educational expenses fully or partially funded by their employers. Although resources are limited, there are several types of financial support for which some graduate students may qualify, including veterans' benefits and a variety of private, state and federal loan programs. Interested students should contact the Office of Enrollment Services at 201-692-2210.

III. Facilities

Hamilton Park Hotel and Conference Center

All Saturday classes for the Executive Programs are held at Hamilton Park Hotel and Conference Center in Florham Park, NJ. Located adjacent to the University's College at Florham campus in Madison, NJ, Hamilton Park offers an exceptional learning environment for executives, featuring such amenities as:

- Wireless, high-speed Internet access
- LCDs and backlit projection screens
- Soundproof classrooms with individual temperature, lighting and sound controls
- Hardtop conference tables with ergonomic seating to accommodate individual and team learning
- Centralized message center for receiving messages during class time
- Highly discounted "preferred rate" for overnight stays
- Continuously refreshed break tables with a wide array of snacks and beverages
- Restaurant facility on the premises