Application Guidelines

**Application Deadline:** Applicants for admission into the Fisher College EMBA program beginning January 2007 must submit completed application materials (see application requirements listed below) by September 22, 2006. Applicants are encouraged to submit the application form and application fee as soon as possible prior to the deadline date as an indication of their intention to apply and to initiate the application process. The remaining required materials must then be submitted by the application deadline date. Only completed application packages will be brought before the Admissions Committee for consideration. The Admissions Committee follows a rolling admissions process, whereby each application package is considered separately and measured against the acceptance criteria, rather than against the completed application packages of other candidates. Thus, to ensure a place in the class, you are advised to submit your application package as early as possible prior to the deadline date.

**Admissions Criteria:** The Admissions Committee takes a comprehensive approach in evaluating applications, considering the application package in its entirety. Included in the evaluation are managerial experience, undergraduate or graduate performance, letters of recommendation, applicant’s statement of purpose and evidence of readiness for graduate quantitative studies and other information as itemized below.

**Application Requirements**

1. **Application Form:** Please complete all sections of the application form. (You may obtain an application form by calling the Office of Executive Education at (614) 292-9300 or by downloading a copy from the Fisher College web site at fisher.osu.edu/emba.)

2. **Personal Resume:** Include a recent copy of your resume, listing work experience and career progression.

3. **College Transcripts:** Contact all educational institutions you have attended and request that official transcripts of all course work completed be sent directly to Mara McKee, Fisher College Executive Education, 110 Pfahl Hall, 280 W. Woodruff Ave., Columbus, OH 43210-1144. If you have transcripts sent to you, they must be forwarded to Mara McKee in their original sealed envelopes. Transcripts not received in their original sealed envelopes will not be accepted. (Course work from one institution reported as transfer credit on another school’s transcript does not constitute an official record and is not acceptable.) Applicants submitting transcripts from foreign institutions must provide official transcripts (original or certified) of all postsecondary academic coursework and a certified English translation of their credentials if the originals are not in English. (Certification must be obtained from a university/school official, embassy official, the Ministry of Education or the Ministry of Foreign Affairs. Certification by a notary public is not acceptable.) For further instructions on submitting transcripts from foreign institutions, please contact Mara McKee at (614) 688-5840.

4. **Recommendation Forms (3):** Request recommendations from three professional references, using the recommendation forms provided in the application packet. Each recommender must complete the form and return it to you in a sealed, signed envelope for inclusion with your application materials. Unless you are self-employed, one of these forms should be completed by your immediate supervisor.

5. **Employer Sponsorship:** Ask your employer to write a sponsorship statement on company letterhead (see sample letter included in the application packet) and submit it with your application materials. Endorsement of your candidacy by your employer, including an explicit commitment of financial resources (if applicable) and time, is a critical factor in the admission decision.

6. **Statement of Self-Nomination:** Please provide a brief statement (one or two pages in length) explaining your reasons for wanting to enter the Fisher College Executive MBA program. You may choose to discuss your educational and professional needs, drawing upon your current or past job responsibilities and challenges; your professional and personal long-term goals; and other personal or professional experiences. Please indicate how enrollment in the Fisher College Executive MBA degree program might impact the demands of your work responsibilities and schedule.

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7. Organizational Chart and Annual Report: To help us understand your professional responsibilities and the nature of your job, please enclose a copy of your company’s organizational chart showing your position in the organization. If possible, please include a copy of your company’s annual report. (If your firm is privately held and does not distribute either an organizational chart or an annual report, please so indicate.) Also include some materials that indicate the nature of your firm’s products/services and region of operation.

8. Interview: You are expected to participate in an on-campus interview to review your academic preparation for the program (particularly in the quantitative and accounting areas), as well as your managerial experience. Be prepared to describe projects you have handled that demonstrate your management skills. In the cover letter accompanying your application, please indicate dates and times you are available to visit the Fisher College campus for the interview session.

9. Application Fee: Prior to June 30, include a non-refundable application fee of $50 in the form of a check made out to The Ohio State University. After June 30, a nonrefundable $200 application fee is required. After September 23, there may be an additional fee for rush processing. Please contact Mara McKee for details.

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**Why an Executive MBA?**

The main difference between an Executive MBA and a traditional MBA is the program format and the participants. The Executive MBA program is designed for mid-level and senior managers as well as executives. Most students enter the program with at least seven or more years of management experience. It is designed so individuals learn from each other’s experience as well as from faculty.

The traditional Full-Time MBA program offers early career professionals an opportunity to enter or move up in a business-related field by completing one year of required business core classes followed by one year of electives of their choice. The Part-Time MBA program is designed for early to mid-career professionals who want to continue working full time while completing an MBA program at night.

Another significant difference is the program format. The EMBA program offers a convenient schedule that meets the needs of most working executives. By attending on-campus sessions only three days per month (Thursday, Friday, Saturday), you can earn your degree while balancing your career and personal obligations.

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**Who will my classmates be?**

Applicants are typically managers with at least seven years of significant managerial experience. Applicants come from a diverse set of industries, functional areas and parts of the world.

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**Do I need to take the GMAT?**

Applicants whose cumulative GPA falls below 3.0 on a 4.0 scale are required to take the Graduate Management Admissions Test (GMAT). Please have the test scores sent directly to the Fisher College of Business, School Code #ZLJ-9D-47.

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**What happens after I have submitted my application?**

Once we receive a complete application and supporting documentation, your application will be reviewed by members of the Fisher College Admissions Committee, which consists of faculty within the Fisher College of Business. You will be required to participate in an on-campus interview with various members of the committee.

You will be notified within seven days of receipt of your completed application and supporting documentation regarding the on-campus interview.

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**What is the application deadline?**

The admissions committee reviews applications on a rolling admission basis. Prospective students are encouraged to submit their application as early as possible. Students who submit their applications prior to June 30, 2006, are eligible for a significant discount on the program application fee. See #9 above under Application Requirements.