

# Admission Requirements and Information

## Two-Year MBA Program

The Two-Year MBA Program is open to domestic and international applicants who hold a bachelor's degree or its international equivalent from an accredited college or university in any area of concentration. Academic background in business is not required. Admitted students, however, must be familiar with basic accounting methods and quantitative material. Academic preparation in statistics is strongly recommended. Applicants with an undergraduate degree in business, who are not making a significant career change, are encouraged to consider the One-Year Program.

The Two-Year Program is offered on a full-time, regular academic year basis. Admission is granted for the fall semester only.

## One-Year MBA Program

Applicants to the One-Year MBA Program are expected to hold an undergraduate degree in business from an accredited college or university. A command of the English language will be essential for success due to the accelerated nature of the program. At a minimum, the applicant must have the following academic background:

### Pre-requisite Credits Required

Accounting	6.0
Economics	6.0
Mathematics	6.0
Finance	3.0
Marketing	3.0
MIS	3.0

Courses are offered on a full-time basis only. The One-Year Program starts at the end of May each year and is completed in May of the following year. Admission is granted for the summer semester only, which begins in late May each year.

## MBA/JD Joint-Degree Program

**Applicants to the MBA/JD Program must apply to and be accepted by both the MBA Admissions Office and the Law School.** To contact the Law School for more information, please call 574.631.6626 or contact them via email at **law.bulletin.1@nd.edu**.

## Notice of Non-Discrimination

The University of Notre Dame does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, veteran status or age in the administration of any of its educational programs, admissions policies, scholarship and loan programs, athletic and other school-administered programs or in employment.

The University has designated the Director of its Office of Institutional Equity to handle all inquiries regarding its efforts to comply with and carry out its responsibilities under Title IX and under Section 504 of the Rehabilitation Act of 1973. The Title IX and Section 504 coordinator may be contacted as follows:

Director  
Office of Institutional Equity  
414 Grace Hall  
University of Notre Dame  
Notre Dame, IN 46556  
574.631.0444

## 2008-2009 MBA Recruiting Events

Professional admissions representatives and alumni from the University of Notre Dame will attend the MBA Recruiting Events listed below:

<b>Monterrey, Mexico</b> <i>Atrium Club Empresarial</i>	World MBA Tour	August 30, 2008
<b>Lima, Peru</b> <i>JW Marriott Hotel Lima</i>	World MBA Tour	September 8, 2008
<b>Santiago, Chile</b> <i>Grand Hyatt Santiago</i>	World MBA Tour	September 10, 2008
<b>Toronto, Ontario</b> <i>Metro Toronto Convention Center</i>	World MBA Tour	September 14, 2008
<b>Sao Paulo, Brazil</b> <i>Renaissance Sao Paulo Hotel</i>	World MBA Tour	September 15, 2008
<b>Boston, MA</b> <i>Boston Convention &amp; Exhibition Center</i>	World MBA Tour	September 16, 2008
<b>Washington, D.C.</b> <i>National Building Museum</i>	World MBA Tour	September 18, 2008
<b>New York, NY</b> <i>Hilton New York</i>	World MBA Tour	September 20, 2008
<b>Chicago, IL</b> <i>Holiday Inn Chicago Mart Plaza</i>	World MBA Tour	September 22, 2008
<b>Seattle, WA</b> <i>Bell Harbor International Conf. Center</i>	World MBA Tour	September 24, 2008
<b>San Francisco, CA</b> <i>Hyatt Regency San Francisco</i>	World MBA Tour	September 27, 2008
<b>Los Angeles, CA</b> <i>Wilshire Grand Los Angeles</i>	World MBA Tour	September 28, 2008
<b>Houston, TX</b> <i>JW Marriott Houston</i>	World MBA Tour	October 2, 2008
<b>Atlanta, GA</b> <i>Woodruff's Arts Center</i>	World MBA Tour	October 4, 2008
<b>Miami, FL</b> <i>JW Marriott Hotel Miami</i>	World MBA Tour	October 6, 2008
<b>Kiev, Ukraine</b> <i>Hyatt Regency Kiev</i>	World MBA Tour	October 7, 2008
<b>Moscow, Russia</b> <i>Amber Plaza</i>	World MBA Tour	October 9, 2008
<b>Madrid, Spain</b> <i>Melia Castilla</i>	World MBA Tour	October 16, 2008
<b>New Delhi, India</b> <i>Hyatt Regency Delhi</i>	World MBA Tour	November 29, 2008
<b>Mumbai, India</b> <i>Taj Mahal Palace &amp; Tower</i>	World MBA Tour	December 1, 2008

## Application Instructions

We at the University of Notre Dame MBA Program are delighted that you have decided to apply to our program. The application process is self-managed by each MBA candidate. **Each candidate is responsible for submitting all supplementary documents (those not sent electronically) to the MBA Admissions Office in the same envelope.** The application should be completed accurately and completely. The Admissions Committee will review only complete applications.

## Application Form

All sections of the application form should be completed. If the space provided is inadequate, please use the "Additional Information" page.

## Fellowships and Financial Aid

Fellowships are open to all domestic and international applicants. Those who wish to be considered must designate so on their applications. Incomplete applications missing any information will not be included in fellowship decisions. All applicants should be aware that fellowships do not cover all of the expenses associated with completion of the MBA program. Awards range from \$5,000 U.S. to full tuition. All MBA candidates are expected to provide substantial funding from their own resources or from an appropriate sponsor. Competition for these awards is very intense and not all qualified applicants receive awards. Candidates who are applying for fellowships are encouraged to submit their applications early. As a Notre Dame MBA Fellow, candidates are expected to become involved in leadership positions within the MBAA student government. The Financial Aid Office at the University of Notre Dame is responsible for loan and student employment opportunities for MBA candidates. Specific information regarding application procedures, deadlines and application forms is available from the Financial Aid Office by calling 574.631.6436 or e-mailing [finaid.1@nd.edu](mailto:finaid.1@nd.edu). You may also visit their website at [www.nd.edu/~finaid](http://www.nd.edu/~finaid).

## Required Tests

All applicants are required to take the Graduate Management Admission Test® (GMAT®) administered by Pearson Vue. Test scores more than 5 years old will not be accepted. Please arrange for your GMAT® scores to be reported directly to Notre Dame by Pearson Vue. The University of Notre Dame code number is XM7-2D-89. For more information, please call 1-800-717-GMAT or email the appropriate address for your region:

**Americas:** [GMATCandidateServicesAmericas@pearson.com](mailto:GMATCandidateServicesAmericas@pearson.com)

**Asia Pacific:** [GMATCandidateServicesAPAC@pearson.com](mailto:GMATCandidateServicesAPAC@pearson.com)

**Europe/Middle East/Africa:** [GMATCandidateServicesEMEA@pearson.com](mailto:GMATCandidateServicesEMEA@pearson.com)

**China:** [gmat-service@neea.edu.cn](mailto:gmat-service@neea.edu.cn)

To schedule your GMAT, please visit: [www.mba.com](http://www.mba.com).

All applicants, except those with degrees from the United States, Canada, and the United Kingdom, must submit a score for the Test of English as a Foreign Language (TOEFL®). Please arrange for your TOEFL® scores to be reported to Notre Dame. For more information, please call 609.771.7100 or e-mail ETS at [ETSinfor@ets.org](mailto:ETSinfor@ets.org). To schedule your TOEFL, you may visit [www.ets.org/toefl/](http://www.ets.org/toefl/). Each candidate is responsible for having his or her official GMAT® and TOEFL® scores sent to the MBA Admissions Office under separate cover. **It is extremely important for the test scores to arrive in a timely manner.**

## Visa Status

If admitted, international candidates must submit financial documentation before the University of Notre Dame can issue a Certificate of Eligibility for Nonimmigrant (F-1) Student Status via the I-20 form. This documentation, such as official personal bank statements, notarized sponsorship letters and loan forms, must show the student has the necessary funds to finance his or her education over the entire length of the MBA experience (11 months for the One-Year Program and 21 months for the Two-Year Program). To expedite this process, candidates are encouraged to submit this information during the application process using the "Proof of Financial Resources" form on page 8. The I-20 process can only begin once the candidate has paid their confirmation fee.

## Transcripts

An official transcript is required from every college and university you have attended. All prior coursework including summer sessions, night school and any graduate study should be included. **It is extremely important that the registrar from each school complete the cumulative grade-point average section and convert this grade point average to a 4.0 scale when applicable.** All international transcripts must be accompanied by an official English translation. **Please note: All documents submitted cannot be returned.**

## Employment History / Résumé

Please list your employment history on Page 3 of this application. This history should be listed in reverse chronological order. Please also include a copy of your resume with your application.

## Supplemental Forms

Recommendation forms, academic performance and transcript request forms, fellowship consideration and release forms and signature forms can be found on the "Supplemental Forms" page. These forms are to be completed and mailed separately to the MBA Admissions Office, 276 Mendoza College of Business, University of Notre Dame, Notre Dame, IN 46556-5646.

## Essays

Your responses to the essay questions are extremely important in the selection process. Please use separate sheets of paper for each essay question and include your name on each sheet. Your essays should be typed and double-spaced. Each essay should be no longer than 2 pages. If you are applying online, please combine your essays into one Word document and upload.

## Recommendations

Letters of recommendation are required from two individuals who are best able to objectively comment on your intellectual and professional achievements and potential. We may call or write your recommender for more information.

## Interviews

MBA applicants may schedule on-campus or off-campus interviews by telephoning the MBA Admissions Office. Interviews are an extremely important aspect in the application process. Some candidates may be required to interview prior to admission or fellowship awards being granted. An on-campus interview is required for all international students wishing to attend the One-Year Program. When scheduling an on-campus interview and visit, we encourage you to attend an MBA class session. Please note that there are no Friday classes. Candidates are encouraged to submit their completed applications to the MBA Admissions Office prior to the interview.

## Fellowships

If you wish to be considered for a fellowship administered by the MBA Admissions Office, please check the appropriate box on the application form and sign the release where indicated.

## Application Fee

A non-refundable check or money order made payable to the University of Notre Dame in the amount of \$100 U.S. must accompany the application and/or collateral materials or it will not be processed. If applying on-line with Embark, you will be required to submit a \$12 processing fee in addition to the \$100 fee.

## Application Deadlines

Deadlines are noted below. Decisions will be announced on a rolling basis with an average response time of less than four weeks depending on volume. Applications received after the final deadline will be reviewed pending available space. Applications are considered complete and ready for review when all materials (including GMAT/TOEFL scores) are on file in the MBA Admissions Office.

<b>Application Calendar</b>
<p><b>Two-Year Program</b></p> <p><b>One-Year Program</b></p> <p><b>MBA/JD</b></p> <p><b>MBA/Science</b></p> <p><b>MBA/Engineering</b></p>
<p><b>Early Deadline</b></p> <p>Completed application received by November 17, 2008 Decision sent by December 17, 2008</p> <p><b>Preferred Deadline</b></p> <p>Completed application received by January 19, 2009 Decision sent by February 19, 2009</p> <p><b>Third Deadline*</b></p> <p>Completed application received by March 16, 2009 Decision sent by April 16, 2009</p> <p><b>Final 1 Year Deadline*</b></p> <p>Completed application received by April 6, 2009 Decision sent by April 27, 2009</p> <p><b>Final 2 Year Deadline**</b></p> <p>Completed application received by May 11, 2009 Decision sent by June 1, 2009</p>

\*Applications completed or received after March 16 will be considered on a space available basis.

\*\*The May 11 deadline is for Two-Year Program applicants only. Applicants will be evaluated on a space available basis.

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## Deferral Policy

Candidates are discouraged from applying with the hope of a deferred admission; you should apply in the year you wish to enroll. If an admitted candidate is unable to attend in the current year, a deferral request may be made.

Each deferral request is considered individually and is not automatically granted. A detailed letter stating reasons for the request should be submitted to the MBA Admissions Office. Please note that a \$250 deferral fee is required if the deferral request is granted. The confirmation fee is also required at that time (\$2,250 total payment) to secure your place in a future class.

## Confirmation Fee

A confirmation fee of \$1000 will be due 30 days from the date of your admittance letter. A 2<sup>nd</sup> confirmation fee of \$1000 will be due 60 days from the date of your admittance letter and/or no later than May 1, 2009 for the One-Year Program and June 1, 2009 for the Two-Year Program. The confirmation fee is non-refundable if you choose not to matriculate to Notre Dame or will be applied to your tuition upon enrollment at Notre Dame.

## Re-Applying for Admission

The MBA Admissions Office retains applications for one year. Applicants who wish to reapply should update their personal data and employment history, submit one new recommendation to support recent activities, enclose a one to two-page typewritten statement outlining activities since you last applied and submit the application fee. **Any new GMAT® or TOEFL® test score results should be reported at that time as well.**

## Questions

If you have questions regarding the application forms or the admission process, please contact the MBA Admissions Office by calling 800.631.8488 (within the U.S.) or 574.631.8488 (outside the U.S.), or by e-mailing [mba.business@nd.edu](mailto:mba.business@nd.edu) or by regular mail.

University of Notre Dame  
MBA Admissions Office  
276 Mendoza College of Business  
Notre Dame, Indiana 46556-5646



**The following information is voluntary and will not negatively affect any admission or other decision made by the University of Notre Dame. The information is requested to help the University of Notre Dame monitor its equal opportunity policies and practices, and to create aggregate statistical reports submitted to the federal government, accreditation entities and others with a legitimate interest in such information.**

**Gender**

- Male  
 Female

**Marital Status**

\_\_\_\_\_   
 If married, \_\_\_\_\_   
 Spouse's Name: \_\_\_\_\_

**Ethnic Background \***

\_\_\_\_\_   
 \* U.S. citizens and U.S. permanent residents only

**Country of Citizenship**

- U.S. Citizen (including dual citizenship)  Type of U.S. Visa currently held (if any): \_\_\_\_\_   
 U.S. Permanent Resident  Type of U.S. Visa (will apply for): \_\_\_\_\_

You are welcome to self-identify as a veteran of the armed forces. Refusal to provide information will not result in any adverse treatment.

- U.S. Army  U.S. Air Force  U.S. Merchant Marines  None   
 U.S. Navy  U.S. Marine Corps  U.S. Coast Guard

You may voluntarily self-identify a disability for which you would like to request a reasonable accommodation.

**Disability**

\_\_\_\_\_

**Colleges and Universities Attended**

Please list all colleges and universities attended. The Admissions Committee requires that you supply transcripts from each institution you have attended. Transcript Request forms can be found in the "Supplemental Forms" section. Applicants should print out as many forms as needed. Please use a month/year format for all dates reported.

**Undergraduate Institution**

1. University or College Name	Location	Major Field of Study	College Code*
_____ / _____ - _____ / _____	_____	_____	_____
Dates Attended (from - to)	Degree Awarded	Date Degree Conferred	
First-Year Grade-Point Average (GPA)	Second-Year GPA	Third-Year GPA	Fourth-Year GPA
			Cumulative GPA

**Graduate Institution**

2. University or College Name	Location	Major Field of Study	College Code*
_____ / _____ - _____ / _____	_____	_____	_____
Dates Attended (from - to)	Degree Awarded	Date Degree Conferred	
First-Year Grade-Point Average (GPA)	Second-Year GPA	Third-Year GPA	Fourth-Year GPA
			Cumulative GPA

**Ph.D or Other Institution**

3. University or College Name	Location	Major Field of Study	College Code*
_____ / _____ - _____ / _____	_____	_____	_____
Dates Attended (from - to)	Degree Awarded	Date Degree Conferred	
First-Year Grade-Point Average (GPA)	Second-Year GPA	Third-Year GPA	Fourth-Year GPA
			Cumulative GPA

\*Insert four-digit college code from GMAT bulletin, if known.

Have you ever been suspended or dismissed from any school or college?  Yes  No   
 (If yes, explain on the "Additional Information" page.)

Have you ever been convicted of a felony?  Yes  No   
 (If yes, explain on the "Additional Information" page.)

**Current Coursework**

Please list any courses in which you are currently enrolled and plans you may have for any future coursework prior to enrollment. Please list only those courses that do not appear on your transcript.

University or College Name	Course Title	Course Number (ex: <i>Math 500</i> )	Completion Date
University or College Name	Course Title	Course Number (ex: <i>Math 500</i> )	Completion Date
University or College Name	Course Title	Course Number (ex: <i>Math 500</i> )	Completion Date

**Employment History**

Please list all employment in *reverse* chronological order. Include any Peace Corps or military experience, summer work and significant part-time work while attending college.

**1. Organization Name**

Type of Industry	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		
Street Address			
City	State / Province/ Territory	ZIP / Postal Code	Country
Position ( <i>functional title</i> )		Responsibility	
Total Months Employed	From ( <i>mo./yr.</i> )	To ( <i>mo./yr.</i> )	Total Hours per Week
Annual Starting Salary ( <i>in U.S. \$</i> )	Ending Salary ( <i>in U.S. \$</i> )	Bonus ( <i>last 12 months</i> )	Reason for Leaving

**2. Organization Name**

Type of Industry	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		
Street Address			
City	State / Province/ Territory	ZIP / Postal Code	Country
Position ( <i>functional title</i> )		Responsibility	
Total Months Employed	From ( <i>mo./yr.</i> )	To ( <i>mo./yr.</i> )	Total Hours per Week
Annual Starting Salary ( <i>in U.S. \$</i> )	Ending Salary ( <i>in U.S. \$</i> )	Bonus ( <i>last 12 months</i> )	Reason for Leaving

**3. Organization Name**

Type of Industry	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		
Street Address			
City	State / Province/ Territory	ZIP / Postal Code	Country
Position ( <i>functional title</i> )		Responsibility	
Total Months Employed	From ( <i>mo./yr.</i> )	To ( <i>mo./yr.</i> )	Total Hours per Week
Annual Starting Salary ( <i>in U.S. \$</i> )	Ending Salary ( <i>in U.S. \$</i> )	Bonus ( <i>last 12 months</i> )	Reason for Leaving

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## Community Service Activities

1. \_\_\_\_\_  
**Organization Name** \_\_\_\_\_ **Type of Service** \_\_\_\_\_ **Total Hours per Week** \_\_\_\_\_

Description of Service \_\_\_\_\_

2. \_\_\_\_\_  
**Organization Name** \_\_\_\_\_ **Type of Service** \_\_\_\_\_ **Total Hours per Week** \_\_\_\_\_

Description of Service \_\_\_\_\_

3. \_\_\_\_\_  
**Organization Name** \_\_\_\_\_ **Type of Service** \_\_\_\_\_ **Total Hours per Week** \_\_\_\_\_

Description of Service \_\_\_\_\_

### Additional

**Your field of curricular interest in the MBA program:**

- |  |   |
|--|---|
| <input type="checkbox"/> Corporate Finance | <input type="checkbox"/> Investments              |
| <input type="checkbox"/> Entrepreneurship  | <input type="checkbox"/> Management Development   |
| <input type="checkbox"/> Marketing         | <input type="checkbox"/> Manufacturing Management |
| <input type="checkbox"/> Consulting        | <input type="checkbox"/> Undecided                |

**Please indicate how you learned about the University of Notre Dame MBA Program (check all that apply):**

#### Mail:

\_\_\_ Received ND MBA viewbook or an e-mail after taking the GMAT

#### Event:

\_\_\_ Attended an MBA World Tour event (City: \_\_\_\_\_)

\_\_\_ Met ND/MBA representative at another event:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> ND/MBA Open House              | <input type="checkbox"/> Forte Foundation      | <input type="checkbox"/> ND/MBA Online Chat Session |
| <input type="checkbox"/> ND/MBA Admitted Student Dinner | <input type="checkbox"/> National Hispanic MBA | <input type="checkbox"/> Other                      |
| <input type="checkbox"/> ND/MBA Welcome Weekend         | <input type="checkbox"/> National Black MBA    |   |
| <input type="checkbox"/> ND/Alumni Event                |  |   |

#### Advertising:

\_\_\_ Saw web banner ad:

- USNews.com
- BusinessWeek.com
- Facebook.com
- ChaseDream.com
- Other

\_\_\_ Saw print ad:

- GIJobs
- Hobsons
- Pink
- Other

#### Web Research:

\_\_\_ Read about program at a third-party MBA search or rankings site:

- |   |  |                                  |
|---|--|----------------------------------|
| <input type="checkbox"/> BusinessWeek                             | <input type="checkbox"/> Hobsons               | <input type="checkbox"/> Top MBA |
| <input type="checkbox"/> US News                                  | <input type="checkbox"/> Facebook              | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Petersons                                | <input type="checkbox"/> National Hispanic MBA |                                  |
| <input type="checkbox"/> Princeton Review                         | <input type="checkbox"/> National Black MBA    |                                  |
| <input type="checkbox"/> Aspen Institute (Beyond Grey Pinstripes) |  |                                  |

\_\_\_ Used a search engine to find the ND/MBA Program

#### Referral:

- ND/MBA student or alumnus (Name: \_\_\_\_\_)
- Colleague
- I attended the University of Notre Dame
- Other: \_\_\_\_\_



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**Interview Schedule**

Please indicate whether an interview has been arranged.

- On-Campus                      Interview Date: \_\_\_/\_\_\_/\_\_\_                      Interviewer: \_\_\_\_\_
- Alumni Interview                      Interview Date: \_\_\_/\_\_\_/\_\_\_                      Interviewer: \_\_\_\_\_
- World MBA Tour                      Interview Date: \_\_\_/\_\_\_/\_\_\_                      Interviewer: \_\_\_\_\_
- Telephone Interview                      Interview Date: \_\_\_/\_\_\_/\_\_\_                      Interviewer: \_\_\_\_\_
- Plan to schedule at a later date

Unable to arrange an interview (I realize that the Admission Committee may require an interview if further information is needed.).

Reason for not being able to arrange an interview:

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*For directions, go to <http://www.nd.edu/visitors/dir.shtml>.*

*Please note that the University of Notre Dame is in the Eastern U.S. Time Zone. The campus is on "New York time" year-round.*

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**Fellowship Consideration and Release**

Do you wish to be considered for an MBA fellowship?

- Yes     No

If you are applying for a fellowship, you must sign this release or you will not be considered for certain fellowships. If you are not applying for a fellowship, you must sign this release.

**Fellowship Release**

*I authorize the University of Notre Dame MBA Program, for the purposes of fellowship consideration and donor information only, to release copies of my application, or information contained in it, to benefactors who are sponsoring MBA fellowships.*

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Applicant Signature

If you are not selected for a fellowship, will you be able to finance your education?

- Yes     No

Would you be willing to accept a moral obligation to perform community service in order to be awarded a fellowship?

- Yes     No

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**Honor Code Acknowledgment and Pledge**

*The information provided in this application is a true and accurate account of my academic and professional experience. By signing this form I acknowledge that I have reviewed the Graduate Business Honor Code as outlined in [www.nd.edu/~mba/admissions/honorCode.shtml](http://www.nd.edu/~mba/admissions/honorCode.shtml). The University of Notre Dame reserves the right to verify any and all aspects of submitted material as it pertains to the applicant's academic and professional experience.*

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Applicant Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

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Applicant Name (please print)

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## Essays

Your responses to the essay questions are extremely important in the selection process. Please use separate sheets of paper for each essay question and include your name on each sheet. Your essays should be typed and double-spaced. Each essay should be no longer than 2 pages each.

Please **complete the following essay**.

**I.** What are your career plans immediately after graduation? Explain how your past experiences prepare you for your desired position. What are your long-term career aspirations?

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**II.** Additionally, please complete **any two of the following five** essay questions.

1. Each MBA student at the University of Notre Dame is given the opportunity to contribute to the MBA community. What will you bring to Notre Dame and the MBA family?
2. What inspires you outside of your work environment?
3. How do you define leadership? Please give an example of someone you feel is a great leader and explain why.
4. Of which accomplishments are you most proud and why?
5. Describe a failure or disappointing experience in your life. How did you react and what did you learn?

# University of Notre Dame MBA Program

## Proof of Financial Resources

### (International Students Only)

#### Personal Data

Title: \_\_\_\_\_

Last Name (Surname) \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Suffix (Jr., III, etc.) \_\_\_\_\_  
**\*\*Name as it appears on passport.**

I will submit documentation substantiating the necessary financial resources for my course of study in the MBA program. In completing this form, refer to the estimated budget information given at [www.nd.edu/~mba](http://www.nd.edu/~mba). **All statements and letters must give amounts in U.S. DOLLARS.** A certificate of Eligibility (Form I-20 or Form IAP-66) will **not** be issued until this information is provided. **You must show sufficient funds for your entire duration of study (one or two years). Documentation substantiating the necessary financial resources for the candidate's course of study should be mailed separately to the MBA Admissions Office.**

SOURCE OF FUNDS	TWO-YEAR STUDENTS		ONE-YEAR STUDENTS	
	FIRST YEAR	SECOND YEAR	SUMMER SEMESTER	SECOND YEAR
<b>1. Personal Savings</b> A bank official must attach a statement on the bank's stationery verifying the total amount available for your expenses.				
<b>2. University of Notre Dame</b> Indicate if you are applying for a fellowship award.				
<b>3. Parents or Individual Sponsors</b> Your sponsor must provide a <u>notarized statement in U.S. Dollars</u> verifying his/her willingness to support your studies and indicating the amount of funds he/she will make available to you. Your sponsor must also attach an official statement on the bank's stationery verifying his/her ability to provide you with the funds he/she has indicated.				
<b>4. Your Government or Other Sponsoring Agency</b> Enclose with this form a signed copy of your award letter indicating the details and amount of support.				
<b>5. Other</b> Enclose with this form appropriate documentation verifying the source and amount of support. Each of these totals should at least equal the budget estimate for 2009-2010 plus an inflation adjustment of 6-8%.				
Each of these totals should at least equal the budget estimate for 2009-2010 plus an inflation adjustment of 6-8%. <b>Total</b>	\$	\$	\$	\$

*I certify that the information provided here is true and accurate. I shall notify the MBA Admissions Office of any changes in my financial circumstances immediately. I understand that any misrepresentation of information is a violation of the Honor Code and is sufficient justification for revoking my acceptance or terminating my enrollment as a student at any time.*

Signature \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

*Note: Please complete next page if you are planning to bring any family members with you to the U.S.*

If you wish to be accompanied by your family during your studies, you must provide evidence of additional funding before we can authorize any family member to accompany you. If your spouse and/or children intend to accompany you, or expect to join you at some future date, you must show evidence of an additional \$3,500 U.S. of financial resources per year for your spouse and \$2,500 U.S. for each child. List below the name(s), date(s) of birth, place(s) of birth, citizenship(s) and relationship(s) of those who will accompany you.

NAME <i>**Name as it appears on passport</i>	RELATIONSHIP	DATE OF BIRTH	PLACE OF BIRTH COUNTRY OF CITIZENSHIP
_____		____/____/____	
_____		____/____/____	
_____		____/____/____	
_____		____/____/____	
_____		____/____/____	
_____		____/____/____	
_____		____/____/____	

**Below is a sample sponsor letter.**

April 5, 2009

Admissions Office  
 University of Notre Dame  
 MBA Program  
 276 Mendoza College of Business  
 Notre Dame, IN 46556-5646

To Whom It May Concern:

I, (sponsor's name) of 111 This Way, Chicago, Illinois 22222, declare that I am the parent of (Student's name) and will provide for her tuition and expenses while she attends graduate school and will be responsible for any debts she may incur.

\_\_\_\_\_  
 Parent's Name

STATE OF ILLINOIS  
 COUNTY OF COOK

On this 5th day of April, 2009 before me personally appeared (parent's name), to me known to be the individual whose signature appears above and acknowledge that he executed the same.

\_\_\_\_\_  
 Notary Signature

My Commission Expires April 15, 2011

# University of Notre Dame MBA Program Recommendation Form

## I. To the Applicant:

Date \_\_\_\_\_

Applicant Name \_\_\_\_\_

Street Address \_\_\_\_\_ Street/Apartment \_\_\_\_\_

City \_\_\_\_\_ State/Province/Territory \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

### Recommendation Release

*I hereby waive any rights I may have to examine this confidential information.*

Yes  No

Applicant Signature \_\_\_\_\_

## II. To the Recommender:

The above applicant is applying to the University of Notre Dame MBA program. Based on your experience with the candidate, please provide a confidential assessment of his or her abilities on the following dimensions: performance in a professional setting, prospects for a significant career in business, present or future managerial promise.

Title \_\_\_\_\_

Recommender Name \_\_\_\_\_

Organization Name \_\_\_\_\_ Title \_\_\_\_\_

### A. How long have you known the applicant and in what capacity? (Please select one response in each column.)

- |  |   |
|--|---|
| <input type="checkbox"/> Less than one year                    | <input type="checkbox"/> Student                                |
| <input type="checkbox"/> One year but less than two            | <input type="checkbox"/> Employee directly under my supervision |
| <input type="checkbox"/> Two years                             | <input type="checkbox"/> Business associate                     |
| <input type="checkbox"/> More than two years                   | <input type="checkbox"/> Friend                                 |
| <input type="checkbox"/> Other ( <i>please explain</i> ) _____ |   |

### B. To what extent has he or she demonstrated an ability to think independently?

- |   |   |                                     |
|---|---|-------------------------------------|
| <input type="checkbox"/> Very independent | <input type="checkbox"/> Somewhat independent | <input type="checkbox"/> Don't know |
| <input type="checkbox"/> Independent      | <input type="checkbox"/> Not independent      |                                     |

### C. If English is not the applicant's native language, how well does he or she speak and understand English?

#### Understands

- Very well
- Well (*English is passable*)
- Poorly (*will probably have difficulty in a graduate program*)
- Very poorly

#### Speaks

- Very well
- Well (*English is passable*)
- Poorly (*will probably have difficulty in a graduate program*)
- Very poorly

#### Writes

- Very well
- Well (*English is passable*)
- Poorly (*will probably have difficulty in a graduate program*)
- Very poorly

\_\_\_\_\_  
If poorly or very poorly, please specify the problem.

**D.** Is the applicant's scholastic record, as you know it, an accurate index of his or her scholastic ability?

Yes    No    Not applicable

---

If no, please explain.

**E.** Please give us your appraisal of the applicant in terms of the qualities listed below.

	<b>Superior (top 10%)</b>	<b>Excellent (top 20%)</b>	<b>Good (top third)</b>	<b>Average (middle third)</b>	<b>Poor (bottom third)</b>	<b>No Information</b>
Performance in current position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managerial promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to meet deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mathematical aptitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability in oral expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communications skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**F.** Please indicate your overall recommendation for this candidate.

Highly recommended    Recommended, but with reservation  
 Recommended    Not recommended

**G.** Would you hire (or rehire) this candidate?  Yes    No    Not Applicable

**H.** Please discuss the applicant's chief strengths with regard to having a successful managerial career.

**I.** Please comment on the ratings that you have assigned and make any additional statement about the applicant's record, potential or personal qualities which you believe would be helpful to the Admissions Committee in considering this person's application.

---

Recommender Signature

Date

---

Address

---

Telephone (country code / area or city code / number)

E-mail

# University of Notre Dame MBA Program Recommendation Form

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Date \_\_\_\_\_

Applicant Name \_\_\_\_\_

Street Address \_\_\_\_\_

Street/Apartment \_\_\_\_\_

City \_\_\_\_\_

State/Province/Territory \_\_\_\_\_

ZIP/Postal Code \_\_\_\_\_

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Yes     No

Applicant Signature \_\_\_\_\_

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Organization Name \_\_\_\_\_

Title \_\_\_\_\_

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Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managerial promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to meet deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mathematical aptitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability in oral expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communications skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**F.** Please indicate your overall recommendation for this candidate.

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---

Recommender Signature

Date

---

Address

---

Telephone (country code / area or city code / number)

E-mail

# University of Notre Dame MBA Program

## Academic Performance and Transcript Request

---

### I. To the Applicant:

Please complete the information requested below. Send this form (or a photocopy of this form) to all colleges or universities you have attended, and do so far enough in advance that it may be returned to you in time to submit with your application.

---

Date

---

Applicant Name

---

Street Address

Street/Apartment

---

City

State/Province/Territory

ZIP/Postal Code

Country

---

College or University Name

---

School or Department

Graduation Year

### Transcript Release

*I hereby authorize the release of my academic transcript to the University of Notre Dame MBA program.*

---

Applicant Signature

---

### II. To the Registrar:

The person whose name appears above is applying for admission to the University of Notre Dame MBA program. It would be of great assistance to us if you would provide the information requested below and attach the official transcript. We ask that you enclose this form together with an official transcript in a sealed envelope. Please seal the envelope and sign across the envelope seal. Return the sealed envelope to the applicant so that it may be included with his or her application.

### Scholastic Standing

---

Cumulative Grade-Point Average      Out of a Possible

**Class Standing** (in the separate school or department)

---

Number in Graduating Class

---

Rank in Graduating Class (*if exact rank is not available, please estimate to nearest 10th on the basis of cumulative average*)

---

Degree (e.g., B.S., B.A., M.S., M.A.)

in

---

Name (*please print*)

---

Official Signature

# University of Notre Dame MBA Program

## Academic Performance and Transcript Request

---

### I. To the Applicant:

Please complete the information requested below. Send this form (or a photocopy of this form) to all colleges or universities you have attended, and do so far enough in advance that it may be returned to you in time to submit with your application.

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Date

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Applicant Name

---

Street Address

Street/Apartment

---

City

State/Province/Territory

ZIP/Postal Code

Country

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College or University Name

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School or Department

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**Class Standing** (in the separate school or department)

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Number in Graduating Class

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Rank in Graduating Class (*if exact rank is not available, please estimate to nearest 10th on the basis of cumulative average*)

---

Degree (e.g., B.S., B.A., M.S., M.A.)

in

---

Name (*please print*)

---

Official Signature

University of Notre Dame MBA Program  
**Fellowship Consideration and Release**

Do you wish to be considered for an MBA fellowship?

Yes       No

If you are applying/are not applying for a fellowship, you must sign this release.

**Fellowship Release**

*I authorize the University of Notre Dame MBA program, for the purposes of fellowship consideration and donor information only to release copies of my application, or information contained in it, to benefactors who are sponsoring MBA fellowships.*

---

Applicant Signature

Date

University of Notre Dame MBA Program  
**Signature and Honor Code**

**You must sign and mail this page to the ND/MBA Admissions Office.**

It does not need to be received or postmarked by the application deadline. However, your application will not be considered complete until this "Signature Page" is received.

*I indicate that all the information in my application is complete, factually correct, and honestly presented. The information provided in this application is a true and accurate account of my academic and professional experience. By signing this form I acknowledge that I have reviewed the Graduate Business Honor Code as outlined in [www.nd.edu/~mba/admissions/honorCode.shtml](http://www.nd.edu/~mba/admissions/honorCode.shtml). The University of Notre Dame reserves the right to verify any and all aspects of submitted material as it pertains to the applicant's academic and professional experience.*

---

Signature

Date

---

Applicant Name (please print)