

Application for Admission

Doctor of
Business Administration

Rutgers, The State University of New Jersey

Application Instructions

Doctor of Business Administration (DBA) Program

Please read and follow these instructions carefully. To be considered for admission into the Rutgers University DBA Program, all forms and required documentation must be submitted along with the non-refundable application fee. Incomplete applications will be delayed in processing.

1. Application form and fee

Carefully complete, date, and sign the full application form and return it with a non-refundable application fee of S\$107, payable by check or electronic funds transfer. Checks should be made payable to "Rutgers Business School Asia Pacific Pte. Ltd." Do not send cash.

Application fee waiver: The application fee will be waived for all applicants who submit their complete application packet (including transcripts, letters of reference, and test scores) by the priority deadline.

2. Transcripts

Applicants must submit one transcript for each undergraduate and graduate institution attended. Official transcripts should be sent directly to the Rutgers Business School Asia Pacific office by each institution.

3. Letters of reference

Applicants are responsible for securing three references. The writer should submit the appraisal using the form provided and email directly to the Rutgers Business School Asia Pacific office in Singapore.

4. Essay

5. Test scores

GMAT/GRE: Applicants may be required to submit GMAT/GRE scores. For the GMAT, have Pearson Vue (pearsonvue.com) send your scores to code QK5-XT-51. This requirement is waived for applicants with a prior graduate degree (Masters, JD, PhD, etc.) from an accredited university. The DBA Academic Director may also waive the requirement on a case-by-case basis for applicants with significant work experience or who are employed in unique industries or sectors that will add to the overall learning experience of the class.

TOEFL/IELTS: The DBA program is conducted entirely in English and students must be proficient in both written and oral English. If your undergraduate degree was conducted in a language other than English, you may be required to provide proof of your English proficiency by submitting a TOEFL or IELTS score.

If you need help determining whether you are required to submit test scores, please contact the Rutgers Business School Asia Pacific office.

APPLICATION CHECKLIST

Note: Supporting documents should be stamped "Certified True Copy" and the originals presented at the Rutgers Business School Asia Pacific office in Singapore for verification.

- ☐ Completed Application Form (1 copy)
- ☐ Certified true copies of all degree scrolls and transcripts (1 copy of each)
- ☐ Certified true copies of all professional certificates and transcripts (1 copy of each)
- ☐ Certified true copies of personal photo identification document, i.e., employment pass or NRIC (1 copy)
- ☐ Essay
- ☐ Test scores, if required
- ☐ Letters of reference (from 2 referees; the referees should send their letter directly to the Rutgers Business School Asia Pacific office)
- ☐ Current resume or CV (1 copy)
- ☐ Application fee
- ☐ Personal Statement

Please make sure that each part of the application package is completed. All application materials should be sent to:

Rutgers Business School Asia Pacific
Attn. DBA Program Admissions
146 Robinson Road, #07-01/02, Singapore 068909
Phone (65) 6532 0083
Email apply@rutgers.edu.sg

Application for Admission

Doctor of Business Administration Program

PERSONAL INFORMATION

First Name:	<input type="text"/>	Middle Name:	<input type="text"/>	Last Name:	<input type="text"/>
NRIC/FIN No.:	<input type="text"/>			Male	<input type="checkbox"/> Female <input type="checkbox"/>
Home Address:	<input type="text"/>				
City:	<input type="text"/>	Country:	<input type="text"/>	Postal Code:	<input type="text"/>
Home Phone:	<input type="text"/>	Mobile Phone:	<input type="text"/>		
Email Address:	<input type="text"/>				
Date of Birth (Month/Day/Year):	<input type="text"/>				
Nationality/Citizenship:	<input type="text"/>				
US Citizen/Permanent Resident, please provide your Social Security number:	<input type="text"/>				
Place of Birth:	<input type="text"/>				
Languages Spoken:	<input type="text"/>				

EDUCATION

List in chronological order all colleges and universities attended since secondary school.

1. Name of Institution:						<input type="text"/>
Location of Institution:		<input type="text"/>	Dates of Attendance (Month/Year – Month/Year):		<input type="text"/>	
Major:		<input type="text"/>	Degree Earned:		<input type="text"/>	
Date Received (Month/Year):		<input type="text"/>	Grade-Point Average (on a 4-point scale):		<input type="text"/>	
2. Name of Institution:						<input type="text"/>
Location of Institution:		<input type="text"/>	Dates of Attendance (Month/Year – Month/Year):		<input type="text"/>	
Major:		<input type="text"/>	Degree Earned:		<input type="text"/>	
Date Received (Month/Year):		<input type="text"/>	Grade-Point Average (on a 4-point scale):		<input type="text"/>	
3. Name of Institution:						<input type="text"/>
Location of Institution:		<input type="text"/>	Dates of Attendance (Month/Year – Month/Year):		<input type="text"/>	
Major:		<input type="text"/>	Degree Earned:		<input type="text"/>	
Date Received (Month/Year):		<input type="text"/>	Grade-Point Average (on a 4-point scale):		<input type="text"/>	

Application for Admission continued

EMPLOYMENT HISTORY

Please attach a current résumé.

Current Employer:	<input type="text"/>	Current Position:	<input type="text"/>
Employer's Address:	<input type="text"/>		
City:	<input type="text"/>	Country:	<input type="text"/>
		Postal Code:	<input type="text"/>
Business Telephone:	<input type="text"/>	Fax:	<input type="text"/>
Total Years of Work Experience:	<input type="text"/>	Total Years of Management Experience:	<input type="text"/>

OTHER INFORMATION

Please indicate how you came to know of our Executive MBA program.

Newspaper:	<input type="text"/>	Magazine:	<input type="text"/>	Events:	<input type="text"/>
Internet:	<input type="text"/>	Eflyer:	<input type="text"/>	Others:	<input type="text"/>

Graduate/Current student referral (Please indicate the referral details below)

Name:	<input type="text"/>	Year graduated/study:	<input type="text"/>
Contact number:	<input type="text"/>	Email:	<input type="text"/>

SIGNATURE

I hereby certify that the information provided on this application form and in all supporting documents and statements is complete and correct to the best of my knowledge.

Signature of Applicant:

Date (Month/Day/Year):

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