

# Application for Admission

Executive MBA Program

Rutgers, The State University of New Jersey

# Application Instructions

## Executive MBA Program

Please read and follow these instructions carefully. To be considered for admission into the Rutgers University Executive MBA 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 two 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. 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 EMBA 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 EMBA 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., passport or identity card (1 copy)
- GMAT/GRE & TOEFL/IELTS scores, if required
- Digital passport size color photo
- 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

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. Executive MBA Program Admissions  
146 Robinson Road, #07-01/02, Singapore 089109  
Phone (65) 6532 0083  
Email [apply@rutgers.edu.sg](mailto:apply@rutgers.edu.sg)

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## Executive MBA Program

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### PERSONAL INFORMATION

First Name:  Middle Name:  Last Name:

Passport/NRIC:  Male  Female

Home Address:

City:  Country:  Postal Code:

Home Phone: (  ) Mobile Phone: (  )

Email Address:

Date of Birth (Month/Day/Year):

Nationality/Citizenship:

US Citizen/Permanent Resident, please provide your Social Security number:

Place of Birth:

Languages Spoken:

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### EDUCATION

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

1. Name of Institution:

Location of Institution:  Dates of Attendance (Month/Year – Month/Year):

Major:  Degree Earned:

Date Received (Month/Year):  Grade-Point Average (on a 4-point scale):

2. Name of Institution:

Location of Institution:  Dates of Attendance (Month/Year – Month/Year):

Major:  Degree Earned:

Date Received (Month/Year):  Grade-Point Average (on a 4-point scale):

3. Name of Institution:

Location of Institution:  Dates of Attendance (Month/Year – Month/Year):

Major:  Degree Earned:

Date Received (Month/Year):  Grade-Point Average (on a 4-point scale):

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## Application for Admission continued

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### EMPLOYMENT HISTORY

Please attach a current résumé.

Current Employer:  Current Position:

Employer's Address:

City:  Country:  Postal Code:

Business Telephone: (  )  Fax: (  )

Total Years of Work Experience:  Total Years of Management Experience:

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### OTHER INFORMATION

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

Newspaper:  Magazine:  Events:

Internet:  Eflyer:  Others:

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

Name:  Year graduated/study:

Contact number:  Email:

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### 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):

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

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