APPLICATION CHECK LIST

As you complete the application process, it may be useful to keep a record of the compiled materials. Please use this check list for your own personal record-keeping purposes:

- Application Form: Completed _____ / _____ / _____ Sent _____ / _____ / ____
- Recommendation/Evaluation #1: Requested _____ / _____ / _____ From ________________________
- Recommendation/Evaluation #2: Requested _____ / _____ / _____ From ________________________
- Resume or Vita: Sent _____ / _____ / _____
- Statement of Purpose: Sent _____ / _____ / _____
- Transcript(s) (U.S.): Requested _____ / _____ / _____ From _________________________________
- Transcript Evaluation (International Only): Requested _____ / _____ / _____
- GMAT/GRE Score (if applicable): Test Taken _____ / _____ / _____ Score Sent _____ / _____ / _____
- TOEFL/IELTS Score (International Only)
  Test Taken _____ / _____ / _____ Score Sent _____ / _____ / _____
- Interview: Date _____ / _____ / _____ Time _______ Scheduled With ___________________________
CORRESPONDENCE

All correspondence may be directed to the following address:

MBA Admissions
Rollins College
Crummer Graduate School of Business
1000 Holt Avenue – 2722
Winter Park, FL 32789 – 4499
1-800-866-2405
407-646-2405
Fax: 407-646-2522

graduate-admissions@rollins.edu
www.rollins.edu/business

APPLICATION

The attached application should be completed in full, either in print or typewritten, and sent directly to the Rollins MBA Admissions Office:

Attn: MBA Admissions
Rollins College
Crummer Graduate School of Business
1000 Holt Avenue – 2722
Winter Park, FL 32789 – 4499

Supplemental materials may be sent separately, however your application is not considered complete until all supplemental materials have been received.

Non-discrimination

Rollins College does not discriminate on the basis of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information, physical characteristics, or any other category protected by federal, state, or local law, in its educational programs and activities. The following person(s) have been designated to handle inquiries regarding the non-discrimination policies:
The Title IX Coordinator 1000 Holt Ave Winter Park Fl. 32789, 407-691-1773 or 407-646-2577; The AVP of Human Resources and Risk Management is responsible for handling all other inquiries relating to discrimination including ADA and Section 504 of Rehabilitation Act, 1000 Holt Ave CB 2718, Winter Park FL 32789, 407-646-2577.

Clery Act

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Rollins College provides information on crime prevention, the authority of the campus safety officers, crime reporting policies, fire safety, disciplinary procedures and other matters of importance related to security and safety on campus for the past three (3) years. The annual security and fire safety report is available on the Rollins College website at http://www.rollins.edu/safety/clery_act_compliance/index.html. To obtain a paper copy of the report, please visit the Rollins College Campus Safety Department in the first level of the Facilities Management Building or you can request that a copy be mailed to you by calling, 407-646-2999.
TRANSCRIPTS

Applicants should arrange to have all official sealed transcripts of academic records sent directly from each undergraduate, graduate, and professional school attended.

Please note: If you are still enrolled in a degree-seeking program, you may send us your official, incomplete (degree in progress) transcript to receive an admissions decision. If admitted, you will need to submit a final transcript showing the degree has been awarded.

Send your official sealed transcripts by mail to:

MBA Admissions
Rollins College
Crummer Graduate School of Business
1000 Holt Avenue-2722
Winter Park, FL 32789-4499

STATEMENT OF PURPOSE

Please write a detailed and carefully edited statement indicating your reasons for pursuing an MBA degree, your reasons for choosing the Rollins MBA, and how these two decisions will combine to assure your professional and personal success. You should incorporate details of your academic and professional background, your strengths and challenges, and any unique aspects of your candidacy you want the Admissions Committee to consider. The suggested length is between 500 and 1,000 words.

TEST SCORES (GMAT OR GRE)

All Early Advantage and Professional MBA applicants are required to submit an official score on the Graduate Management Admission Test (GMAT) or the Graduate Record Examination (GRE). We do not require GMAT scores for most applicants to the Executive MBA program. However, after careful evaluation of each candidate’s resume and transcript, the Admissions Committee may determine that a GMAT score is needed to ensure readiness.

Official scores should be sent directly to the school. The GMAT/GRE requirement may be waived for applicants who have earned a graduate-level degree; however, Early Advantage MBA applicants wishing to be considered for scholarship funds should submit a score on the GMAT even if they have a graduate degree. Test preparation courses are offered through the Rollins College Management and Executive Education Center (www.rollins.edu/management-executive-education/test-preparation/index.html)

LETTERS OF RECOMMENDATION

Early Advantage MBA Applicants: Two confidential recommendations are required. Applicants may have their recommenders complete the form available at www.rollins.edu/business/docs/confidential-evaluation-form.pdf or a traditional letter of recommendation may be submitted in lieu of this form. Recommendations must be confidential and not viewed by the applicant. Therefore, they must be submitted directly by the recommender. They may be uploaded to the online application portal, mailed, or e-mailed to graduate-business@rollins.edu.

Professional MBA & Executive MBA Applicants: Two letters of recommendation are required. They should be written by individuals who are familiar with your academic or professional performance who can highlight your potential for graduate work. A letter from your immediate supervisor is strongly encouraged. Recommendations must be confidential and not viewed by the applicant. Therefore, they must be submitted directly by the recommender. They may be uploaded to the online application portal, mailed, or e-mailed to graduate-business@rollins.edu.

RÉSUMÉ

Your résumé outlines your career progression and highlights significant accomplishments.
ADDITIONAL INSTRUCTIONS FOR INTERNATIONAL APPLICANTS

International Applicants seeking F-1 visas for full-time study are only eligible to apply to our Early Advantage MBA program. There are two parts to this application process.

You will first apply directly to the Rollins Early Advantage MBA program for admission. If you are admitted, you will then work directly with our Office of International Student and Scholar Services office, for the processing of the I-20 form. The I-20 form is used in your application for your F-1 student visa.

In addition to our standard checklist of requirements, international applicants must also submit the following items:

• **TOEFL or IELTS test scores**
  We accept scores from both the TOEFL and IELTS. Our minimum requirement is a 100 on the TOEFL iBT or a 7 on the IELTS. If you completed a degree program where English was the only medium of instruction, this requirement may be waived. Please contact us for more details.

• **Transcript Evaluation**
  A “course-by-course” transcript evaluation (not translation) is required if your undergraduate degree was awarded by a school outside of the United States. An evaluation can be obtained from a NACES approved organization, such as Educational Perspectives, World Education Services or Josef Silny & Associates Inc. If you choose to have your transcript evaluated by Josef Silny you must also request an official cumulative grade point average report at an additional cost.

INTERVIEW

Admissions interviews are scheduled by invitation only. All applicants being considered for admissions are required to participate in an interview with the Admissions Committee. On-campus interviews are preferred, but for those who are unable to visit Rollins, the Early Advantage MBA Admissions Committee will allow phone interviews.

SCHOLARSHIPS

All Early Advantage MBA program candidates are automatically considered for merit-based scholarship awards (based on the GMAT exam); consequently, there are no special application forms for these funds.

Additionally, Early Advantage MBA candidates may also apply for one of our topic-based scholarships. These scholarships and their application requirements can be found on our website at: www.rollins.edu/business/mba-programs/early-advantage-mba/financial-incentives.html

FINANCIAL AID

Federal financial aid options are available to Rollins MBA students, including loans, and special funding programs for veterans. For more information, please visit the Rollins Financial Aid Web page for a list of funding options and more details on programs for veterans. (www.rollins.edu/finaid/crummer)
APPLICATION FOR ADMISSION

Please type or print in ink

Program/Entrance Date (Select one and indicate year):

☐ Early Advantage MBA  ☐ Professional MBA  ☐ Executive MBA
Aug _____ or Apr _____  Aug _____ or Apr _____  Aug _____ or Apr _____

Name in Full: ☐ Mr.  ☐ Ms.  ☐ Dr.  ________________________________
(Last)  (First)  (Middle Initial)

Preferred Name or Nickname: __________________________________________

Permanent Address: __________________________________________________
(Number and Street)  (Apartment No.)
(City)  (State)  (Zip)

Business/School Address: _____________________________________________
(Number and Street)  (Suite No.)
(City)  (State)  (Zip)

Telephone:
Home _______________ Business _______________ Cell _______________ Fax __________

Email Address: _______________________________________________________

Date of Birth  ____ / ____ / ____  Birthplace: ______________________  Native Language: ______________________
(City, State or Country)

Country of Citizenship: ______________________  Social Security Number: ______________________

The following is required by the U.S. Department of Health, Education and Welfare under Title VI of the Civil Rights Act:

Ethnicity: ☐ Hispanic or Latino  ☐ Not Hispanic or Latino

Race: ☐ American Indian/Alaskan Native  ☐ Asian  ☐ Black/African-American
☐ Hawaiian Native/Other Pacific Islander  ☐ White  ☐ Other __________________________

Citizenship Status: ☐ Alien  ☐ Non-resident Alien  ☐ Resident Alien  ☐ U.S. Citizen

Type of Visa (if applicable): ______________________  Number of Permanent Resident Card: ______________________
1. **Previous academic training:**
   Please include: Name of Institution, Dates Attended, Major, Degree or Diploma, Date Conferred.

   Undergraduate College ________________________________________________________________

   Undergraduate College ________________________________________________________________

   Graduate College ________________________________________________________________

   Name under which transcript was issued: ______________________________________________

2. **Self-reported cumulative undergraduate grade point average:** ________________

3. **Test scores**

   On what date did you or are you planning on to take the GMAT or GRE? ____ / ____ / ____

   If taken, what was the score? Verbal _______ Quantitative _______ Total _______ Analytical Writing _______

   On what date did you or are you planning to take the TOEFL/IELTS? ____ / ____ / ____ *(International Students Only)*

   If taken, what was the score? _______

4. **Employment record (attach resume or VITA)**

   List all full-time employment, including military service, beginning with the current or most recent position.

   A. Employer ________________________________________________________________

      Position Held _________________________________________ Employment Dates ______________

      Starting Salary (US$) ____________________________ Current or Ending Salary ________________________

      Reasons for Leaving ____________________________________________

      Responsibilities ____________________________________________

      __________________________________________________________
B. Employer

Position Held ____________________________  Employment Dates ____________________

Starting Salary (US$) __________________________ Current or Ending Salary ____________________

Reasons for Leaving ________________________________________________________________

Responsibilities ________________________________________________________________

____________________________________________________

5. Letters of recommendation
Please provide the names and companies of those you have asked to write recommendations/evaluations.

☐ Mr.  ☐ Mrs.  ☐ Ms.  ☐ Dr. ____________________________  Title ____________________________

Company ____________________________  Email Address ____________________________

☐ Mr.  ☐ Mrs.  ☐ Ms.  ☐ Dr. ____________________________  Title ____________________________

Company ____________________________  Email Address ____________________________

6. Interview
Please provide a contact number and email address in the event that you are selected for an admissions interview:

____________________________________________________

7. Please list scholastic honors and awards:

____________________________________________________

8. Please list any foreign languages you speak and your proficiency:

____________________________________________________
9. How did you first hear about the Rollins MBA/Crummer Graduate School of Business:

__________________________________________

10. Why did you decide to apply?

__________________________________________

11. Are you a veteran of the U.S. Military?

☐ Yes  ☐ No  If so, which branch of service? ________________________________

12. Have you ever been found responsible for a disciplinary violation at any educational institution you have attended, whether related to academic misconduct or behavioral misconduct, that resulted in our probation, suspension, removal, dismissal or expulsion from the institution?

☐ Yes  ☐ No  If your answer is “yes” please provide a written explanation:

__________________________________________

13. Have you ever been convicted of a misdemeanor, felony or other crime?

☐ Yes  ☐ No  If your answer is “yes” please provide a written explanation:

__________________________________________

14. Questions for Non-U.S. Citizens

a. Will you require a student visa to attend Rollins College Crummer Graduate School of Business?  ☐ Yes  ☐ No
b. If not requesting a student visa, what is your immigration status (for example: E2, L2, etc.)? ________________________

By signing my name, I certify that the information on this application is complete and correct, and I understand that the submission of false information is grounds for denial of my application, withdrawal of any offer of acceptance, cancellation of enrollment or any appropriate disciplinary action. I authorize Rollins College to verify the information I have provided with all of the schools that I have attended. I agree to notify the proper officials of the institution of any changes in the information provided.

__________________________________________  ____________________
Signature of Applicant  Date