



Executive MBA Program
Application for Admission

Overview

Congratulations on your decision to apply to the Executive MBA program at Rochester Institute of Technology. The following guide is designed to help make the application process as easy as possible. We encourage you to stay in contact with your admissions officer throughout the process.

We have included a blank application, and letter of recommendation template. If you require any additional information, please let your admissions officer know.

Thank you for your interest, and we look forward to reviewing your completed application materials.

Required Documents

All documents, with exception of transcripts, may be submitted by email (emba@saunders.rit.edu)

A completed application packet requires the following documents:

- **Signed Application.** Please fill out all sections on the following two application pages, sign and email/fax to your admissions officer.
- **Resume.** A current resume outlining your current and past professional experience is required.
- **\$100 Application Fee.** Non-refundable fee that should be paid through your admissions officer.
- **Personal Statement/Essay.** Submit an essay discussing a work-related challenge you faced, and how you worked to resolve it. Also discuss how an Executive MBA from RIT will enable you to achieve your goals. Please remember this is the best chance to make an impression on the Admissions Committee. If you have any questions, please do not hesitate to ask your admissions officer.
- **Three (3) Letters of Recommendation.** At least two of your letters should be from professional references with one being from your current employer.
- **Transcripts.** We require original, sealed transcripts from all secondary education institutions that you have attended, whether credit was earned towards your undergraduate degree, or if you attended graduate school.

Mailing Address:

Please have all transcripts mailed to our department at the address below. All other documents can be emailed or faxed directly.

ATTN: Executive MBA Programs
Rochester Institute of Technology
Saunders College of Business
107 Lomb Memorial Drive
Rochester, NY 14623-9932

Sincerely,

Executive MBA Admissions Team

(Please type or print clearly)

PERSONAL INFORMATION

Last Name: _____ First Name: _____ Middle Name: _____

Prior Name (if applicable): _____

Gender: ☐ Male ☐ Female Birth Date (MM/DD/YY): _____ Veteran of U.S. Military? ☐ Yes ☐ No

MAILING ADDRESS

Street: _____ Apt.: _____

City: _____ State: _____ Zip _____ Code: _____

Home Telephone: _____ Cell Phone: _____ Work Telephone: _____

Preferred Email Address: _____

Company Name: _____ Position: _____ Title: _____

Business Address: Street: _____ Apt.: _____

City: _____ State: _____ Zip Code: _____

CITIZENSHIP

Are you a U.S. Citizen or U.S. Permanent Resident Alien (Green Card)? ☐ Yes ☐ No

If neither of the above, what U.S. visa status do you hold? _____

If not English, what is your native language/first language learned as a child? _____

PROGRAM

Which program are you applying to? ☐ On Campus ☐ Online ☐ Both

Which term are you applying for? ☐ Spring 20 _____ ☐ Fall 20 _____

Have you previously applied to RIT? ☐ Yes ☐ No

If Yes... Have you ever attended Rochester Institute of Technology? ☐ Yes ☐ No

Please list all other colleges and universities to which you are applying:

EDUCATION

Colleges (List all colleges and universities attended including Rochester Institute of Technology)

College/University	Location	Dates of Attendance	Degree Earned
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT INFORMATION

Enclose a copy of your current resume including your current position.

PERSONAL STATEMENT

Please attach to this application form a statement that describes the following:

- a) Discuss a work-related challenge you faced, and how you worked to resolve it.
- b) Discuss how an Executive MBA from RIT will enable you to achieve your goals.

OPTIONAL INFORMATION

The following question is optional. Refusal to provide this information will not subject the applicant to any adverse treatment in the admission process. Any information provided will remain confidential.

If you wish to be identified with a particular ethnic or racial group, please indicate how you would describe yourself:

Ethnicity ☐ Hispanic or Latino ☐ Non Hispanic or Latino

Race (please select one or more):

☐ Asian ☐ American Indian or Alaskan Native ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

Other surname used (on school transcripts, etc.): _____

Language spoken at home (if other than English): _____

How did you first learn about RIT's Executive MBA Program?

Radio Email Web Search Referral
 LinkedIn Ad Print Ad RIT Alumni Communications Other: _____

BILLING INFORMATION

Will your employer provide payment or reimbursement for any portion of your educational expenses? ☐ Yes ☐ No

If so, please indicate approximate amount (for the total program) \$

RIT will admit and hire men and women, veterans, person with disabilities, individuals of any race, creed, religion, color, national or ethnic origin, sexual orientation, age, or marital status in compliance with all appropriate legislation.

I AGREE TO THE FOLLOWING STATEMENT:

I certify that the information above is complete and correct to the best of my knowledge, and that I am the original author of any information that is directly requested of me. I understand that my acceptance and matriculation may be canceled if any information in support of my application is found to be false.

APPLICANT SIGNATURE: _____ Date: _____

Section 1: To be completed by the applicant.

Instruct the recommender to complete Section 2 of this form and attach it to the letter. The letter may be written on separate letterhead. Letters of recommendation should be submitted either by email (emba@saunders.rit.edu) or regular mail.

Forms can be mailed to: ATTN: Executive MBA Programs
Rochester Institute of Technology
Saunders College of Business 107
Lomb Memorial Drive Rochester, NY
14623-9932

Name:

Last	First	Middle
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Address: _____

Street	City	State	Zip
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Under the provisions of the Family Educational Rights and Privacy Act:

☐ I have retained my right of access to this recommendation.

☐ I have waived my right of access to this recommendation.

Section 2: To be completed by the recommender.

Please comment on the applicant's aptitude for executive business study. How long and in what capacity have you known this candidate? The applicant's career development, leadership ability, intellectual capacity, and character are some factors that you may wish to include in your comments. Please attach your letter to this form.

Name: _____

Title:

Company:

Unit/Division:

Signature: _____

Date: _____

To be completed only by On Campus EMBA Applicant Only

Section 1: To be completed by the applicant.

The individual noted below is applying to the RIT Executive MBA Program

Name of Applicant: _____

Sponsoring Organization: _____

Section 2: To be completed by an authorized representative of the applicant's sponsoring organization.

If the above named applicant is accepted to the RIT Executive MBA Program, the sponsoring organization understands and agrees that the student will be fully released from job responsibilities on class days and during required residence periods.

Signature

Date

Name: _____ Title: _____

Company: _____ Telephone: _____ Email: _____

Address: _____

Street

City

State

Zip