

MBA & MS

ADMISSION APPLICATION

Baruch College Zicklin School of Business

Mailing Address:

Office of Graduate Admissions
Zicklin School of Business
Baruch College
One Bernard Baruch Way, Box H-0820
New York, NY 10010-5585

Campus Address:

Office of Graduate Admissions
151 East 25th Street
(between Lexington Avenue and 3rd Avenue)
8th Floor, Room 820

General Admissions Information:

Website: www.baruch.cuny.edu/zicklin
E-mail: ZicklinGradAdmissions@baruch.cuny.edu
Telephone: 646-312-1300
Fax: 646-312-1301

Dear Applicant,

Thank you for your interest in graduate study at the Zicklin School of Business at Baruch College. We are delighted that you are considering us in your future plans. Baruch College has a long and notable history with roots in the Free Academy, founded in 1847 as the country's first institution of free higher public education. With support and funding from statesmen, financiers, friends, and alumni, Baruch's business school of the early 1900s has grown into today's Zicklin School of Business, recognized among the best business schools in the world.

The Zicklin School offers graduate study leading to both Master of Business Administration (MBA) and Master of Science (MS) degrees in a wide range of majors/concentrations. We are extremely proud of some of our most recent rankings and awards, including:

- **Number 1 in Financial Value at Graduation**

Of the 437 business schools surveyed by *U.S. News & World Report* in 2010, the Zicklin School of Business and its MBA program were highlighted as the best choice for students to earn the most in their first year after graduation relative to their debt load. In addition to this survey, the Zicklin School jumped eight spots—to number 85—in the annual *U.S. News* "Best Graduate School Rankings."

- **National Recognition by *Forbes* Magazine**

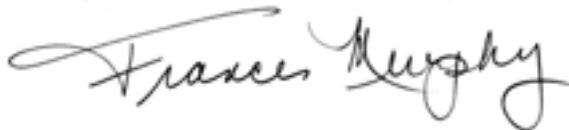
For the first time, the Zicklin School of Business has been ranked among the nation's "Best Business Schools" by *Forbes* magazine.

We have also won acclaim from such surveys and publications as *Accounting Today*, *Beyond Grey Pinstripes*, *Consumers Digest*, *Entrepreneurship* magazine, *Newsweek*, the Princeton Review, Public Accounting Report, and the *Wall Street Journal*.

The Zicklin School's graduate students are among the best in the nation, recently winning such competitions as the Baruch College and Merrill Lynch Invitational Entrepreneurship Competition, the Direct Marketing Educational Foundation's Collegiate ECHO Competition, the Executive Leadership Council Business Case Competition, and TeamMBA Awards Competition. For more information about competitions open to all students, visit our website at www.baruch.cuny.edu/bizcompetitions.

We are extremely proud of our alumni, our students, our faculty, and our staff—for all of them are part of this great institution—and without them we could not succeed. We invite you to join us. Opening this application is the first step. We hope that the information contained in these pages will help you as you move forward. To assist you in assessing your graduate school credentials, our current admission criteria are on our web page. We also offer many ways for you to visit and communicate with us: Information Sessions, Admission Briefings, On-Line Chats, and Campus Tours. We look forward to meeting you very soon.

Come and join the excitement that is Baruch College.



Frances Murphy
Director, Graduate Admissions

Programs Covered by This Application

- MASTER OF BUSINESS ADMINISTRATION PROGRAMS (MBA)
 - Full-Time MBA
 - Part-Time MBA (accelerated format)
 - Part-Time MBA (flexible format)
- MASTER OF SCIENCE PROGRAMS (MS)
- JOINT DEGREE PROGRAMS
 - JD/MBA with Brooklyn Law School
 - JD/MBA with New York Law School
- EXECUTIVE PROGRAMS
 - Baruch/Mt. Sinai MBA in Health Care Administration

Special Degree Restrictions (All Programs)

- The MBA major in Accountancy is **not** available to students with a previous degree in accounting.
- Programs only offered part time may not be taken by international students whose visas require full-time study.

Programs with Special Contact Information

The following programs have different admissions requirements and admissions materials. For more information, please contact them directly.

- For JD/MBA Programs—Law School Admissions Offices:
 - Brooklyn Law School: Phone: 718-780-7906; E-mail: admitq@brooklynlaw.edu; Website: www.brooklaw.edu
 - New York Law School: Phone: 212-431-2888; E-mail: admissions@nyls.edu; Website: www.nyls.edu

Important: Applicants to JD/MBA programs go through the standard application process separately for both Zicklin and their chosen law school.

- Executive Programs
 - Executive MBA and MS Programs: www.baruch.cuny.edu/zicklin/exec
 - Executive MS in Industrial and Labor Relations: www.baruch.cuny.edu/zicklin/programs/exec/msilr
- Doctoral Programs in Business: www.baruch.cuny.edu/zicklin/programs/doctoral
- Other Baruch College Schools
 - School of Public Affairs: www.baruch.cuny.edu/spa
 - Weissman School of Arts and Sciences: www.baruch.cuny.edu/wsas

Other Special Program Information

The Post-Master's Program

Individuals with an MBA or other graduate degrees in business who wish to continue their studies or pursue a new area of interest in depth may apply for the post-master's program. Modules are available in a number of the functional areas of business. Each post-master's module is composed of 5 courses to be selected in consultation with a counselor. Enrollment is on a space-available basis only. The program is offered on a part-time basis.

► Post-Master's Program Contact Information:

- Mailing address: Office of Graduate Academic Services,
Post-Master's Program, Zicklin School of Business, Baruch College,
One Bernard Baruch Way, Box B 13-221, New York, NY 10010-5585
- Website: www.baruch.cuny.edu/zicklin/post-master

Non-Matriculant Status

Except for Zicklin MBA and MS alumni, we regret that we are currently unable to accommodate students interested in taking a course or two on a non-matriculated basis.

All program requirements and options, as well as a wide range of detailed information about Baruch College, the Zicklin School, and faculty can be found in the Graduate Bulletin, available on our website at www.baruch.cuny.edu/bulletin, and on the Zicklin School's website at www.baruch.cuny.edu/zicklin.

The Application Process

APPLICATION TIMING AND DEADLINES (Apply Early!)

Applicants are encouraged to submit applications as early as possible. Applying early avoids the deadline crunch and gives applicants the most time for important preparatory steps to ensure success upon enrollment.

To guarantee an admissions decision for the term you are seeking, all application forms and supporting credentials must be **in the Office of Graduate Admissions by the deadlines**. See p. 5 for specific information regarding deadlines for standardized tests.

Go to <http://zicklin.baruch.cuny.edu/admissions/grad/apply/application-deadlines> for actual deadline dates and information about review rounds.

Application Requirements

Undergraduate Degree

Admission is open to anyone who has **completed** a regionally accredited U.S. bachelor's degree or its equivalent from another country. All undergraduate majors are acceptable preparation for most of our programs (restrictions on enrollment appear on p. 2).

For applicants educated abroad: Please note that your undergraduate degree must include the equivalent of at least 4 years of postsecondary education and be recognized as equal to a regionally accredited U.S. bachelor's degree.

Forms and Submissions

The application form, essay(s), and resume are submitted electronically. You can also have your recommenders submit their forms through our online system. To apply online, go to www.baruch.cuny.edu/zicklin/admissions/grad/apply.

Transcripts must be mailed separately to Zicklin's Office of Graduate Admissions (see application p. B1 for instructions).

The following items are submitted as part of the application procedure:

- **Personal Information Form** (pp. A1–A6)
- **Transcripts** (**Transcript Request Form** can be found on page B1. Photocopy the form if you need more than one.)
 - **All Applicants** must submit **Official Transcripts*** from ALL postsecondary academic work at colleges and universities (including study abroad, community colleges, and summer programs). All documents must be submitted in school-sealed envelopes.
 - **Applicants Educated Outside the United States**
Zicklin's Office of Graduate Admissions requires that some applicants educated outside the United States provide transcript evaluations. For more information and instructions and to see the list of countries for which foreign transcript evaluations are required, please go to our website at www.baruch.cuny.edu/zicklin/admissions/grad/apply/international-students.

**To be considered official, transcripts must have been sent directly from the school attended to the Zicklin Office of Graduate Admissions or to the applicant, who puts them together—unopened—with the other application forms to be sent to Zicklin's Office of Graduate Admissions.*

When employing the services of an agency*, please provide the agency with original, official transcripts and be sure they:

- Provide a course-by-course evaluation
- Indicate their policy regarding which documents the agency used and allowed in the evaluation process (*agencies that use personal student copies for the evaluation process may not be accepted for our admissions review process*)
- Are able to send evaluations directly to the Office of Graduate Admissions, Zicklin School of Business

All applicants who earned a degree or certificate in a country outside the U.S. must also provide a photocopy of the **diploma** or **certificate** in the original language.

► **Standardized Tests:**

- **All MBA and MS applicants** must submit **official scores** from *EITHER* the **Graduate Management Admission Test (GMAT)** or the **Graduate Record Examinations (GRE)** General Test.

- For GMAT information and registration materials, please go to www.mba.com/mba.
- For GRE information and registration materials, please go to the Educational Testing Service (ETS) website at www.gre.org. *The ETS code to designate that GRE scores are sent to Baruch's Zicklin School of Business is 2034.*

The requirement to submit GMAT or GRE scores is never waived for any reason.

- **All applicants whose native language is not English** or who do not have a U.S. undergraduate or graduate degree **must also** submit official scores from one of the following English language tests:
 - **TOEFL and TWE or Internet-based TOEFL (iBT):** Check the TOEFL website (www.toefl.org) for more information about which version of the TOEFL is available in your area. Baruch will accept current scores from any version. *The ETS code to designate that TOEFL/TWE scores are sent to Baruch's Zicklin School of Business is 2034.*
 - or
 - **Pearson Test of English (PTE):** The Pearson Test of English (PTE) has recently been introduced in various countries around the world. For PTE information, go to www.pearsonvue.com/pte.

Required standardized tests are almost exclusively computer based and are offered regularly by appointment. Please refer to the information you receive with the test registration materials. You should submit your application as soon as it is ready even if you have not yet taken the standardized tests. However, it is best to schedule the examinations before you submit your Baruch application. To ensure the smooth processing of your application, it is best to take your tests no later than 15 days before your application deadline. Please note that there is no conditional, or probationary, admission status available pending receipt of test scores.

**The Zicklin School at Baruch College/CUNY does not endorse or recommend any particular evaluation agency. We use the information from these agencies as guidelines only. We have our own internal policy regarding transcripts from certain countries.*

➤ **Essays**

- Required Essays (see application p. A4 for instructions)
- Optional Essay: All applicants may submit an additional essay about anything not covered in the application materials.

➤ **Current, One-Page Resume**

➤ **Two Letters of Recommendation** (see pp. C1–C2): Recommendations should come from your current employer, or manager, or a recent professor who knows you well. *Personal references from relatives, friends, co-workers, or classmates are not acceptable.* Recommendations in languages other than English must be accompanied by official English translations.

➤ **Application Fee***: The application fee of \$135 is payable by credit card through our online application system. If you choose to submit a paper application, the fee is \$125 and is payable by check or money order to “Baruch College.” **Do not send cash.**

**Tuition and fees are subject to change.*

➤ **Other Documents**

- International applicants who will need a **Student Visa (F-1)** to study in the U.S. must submit the following additional documents:
 - Certificate of Eligibility and Declaration and Certification of Finances forms (pp. D1–D5)
 - All supporting documents

These documents should be submitted to the Zicklin’s Office of Graduate Admissions with your other application materials. Submitting the required financial documentation at application time will assist Zicklin in expediting the issuance of the I-20, should you be admitted. Please note that new immigration requirements for international students may require that you submit updated financial documents in order to receive the I-20 form.

Zicklin Graduate Alumni: Special Abbreviated Application Procedure

All Zicklin MBA or MS alumni who wish to apply for a second graduate degree need only provide the following:

- Personal Information Form, pp. A1–A6
- Brief essay stating the reasons for pursuing the second degree
- Current resume
- Application processing fee
- Current GMAT or GRE scores (if you took the GMAT for admission into your previous Zicklin program, you may not need to retake the test)

International students who are studying on F-1 visas must apply for a new F-1 visa for the second degree. Therefore, these students must also complete pp. D1–D5 of the application and provide the financial documentation required for the I-20.

Note: Zicklin alumni are limited in their **choice of second degree**. MS graduates may apply for the MBA or a second MS in another field. MBA alumni may only apply for the MS. Alumni who wish to take just a few additional courses should contact the Zicklin Office of Graduate Academic Services to discuss what is available.

Veterans and Military Personnel Application Fee Waiver

Applicants who are honorably discharged veterans of the United States Military Service, currently on active duty, or members of the National Guard or Reserves are exempt from paying the application fee (except for a slight processing charge).

For information on how to proceed, contact the director of admissions at ZicklinGradAdmissions@baruch.cuny.edu before you submit your application. Indicate in the subject of the e-mail "Military Application Fee Waiver."

Selection Criteria: How the Admissions Committee Chooses

Applicants are admitted based on their **academic and management accomplishments and potential**. On the academic side, the primary indicator is the level of success achieved in previous postsecondary academic programs: grades, selectivity of the school, and technical difficulty of the courses and major area(s). Also important are standardized test scores (not only the overall score but scores on each individual section).

Management potential is indicated by the **nature and extent of the full-time work experience**, evidence of leadership roles, and relevant interpersonal and other skills. Prospective applicants to our MBA and MS programs are encouraged to work for several years before enrolling. The Admissions Committee expects applicants, in light of their experience and talents, to make a solid case for both their educational and career plans.

Other selection criteria include high levels of motivation for and commitment to a graduate program and strong communication skills. All claims for special consideration (e.g., military experience, medical situation) should be substantiated by submitting appropriate documentation.

Interviews are part of the admissions process only for students selected for the Full-Time MBA Program and for the Baruch/Mt. Sinai MBA Program in Health Care Administration. Students for these programs are contacted after their applications are complete and have been reviewed.

Communication Skills

Employers have consistently and unambiguously regarded the oral and written communication skills of graduate business students as essential to their success. Based on surveys of employers—and feedback from faculty, students, and recruiters—the Zicklin School of Business has added two business communications courses into the MBA core curriculum.

All MBA students take Business Communication I (BusCom I) and Business Communication II (BusCom II) concurrently with other core courses. At the conclusion of BusCom I, each student's communication skills will be evaluated, and each MBA student will receive a personal assessment for his or her future use.

In addition, all MS students from non-English-speaking countries or whose native language is not English will be required to take up to four English-language modules. The admission letter will indicate this requirement. MS students have an opportunity to waive one or more of the required language courses by taking a waiver exam given just before classes begin. Waiver exam dates and information are provided on the New Student webpages found at www.baruch.cuny.edu/zicklin/admissions/grad.

Information Events

Applicants and prospective applicants—especially those with additional questions—are encouraged to register for one of the Zicklin School's Information Sessions, Admission Briefings, Campus Tours, or On-Line Chats at www.baruch.cuny.edu/zicklin/admissions/grad.

Baruch College is an Equal Opportunity/Affirmative Action institution. The College does not discriminate on the basis of race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identity, marital status, legally registered domestic partnership status, disability, predisposing genetic characteristics, alienage, citizenship, military or veteran status, or status as a victim of domestic violence in its student admissions, employment, access to programs, and administration of educational policies. Questions concerning this policy may be addressed to the Affirmative Action officer at 646-312-4542.

The Board of Trustees of The City University of New York reserves the right to make changes of any nature in the academic programs and requirements of The City University of New York and its constituent colleges. All programs, requirements, and courses are subject to termination or change without advance notice. Tuition and fees set forth in this publication are similarly subject to change by the Board of Trustees of The City University of New York.

PERSONAL INFORMATION (Please type or print clearly; photocopy for your records before sending)

Mr. Ms. _____
First (Given) Name Middle Name Last Name/Family Name/Surname

If transcripts, test scores, or other documents are under another name, give name **and submit proof of name change** _____

Mailing Address _____
Number and Street Apartment

City State Zip Code Country

Permanent Address _____
(if different from above) Number and Street Apartment

City State Zip Code Country

Cell Phone _____ Business Telephone _____
(Area Code) Phone Number Country Code (Area Code) Phone Number Country Code

E-mail _____ Home Telephone _____
(This e-mail account will be used for most communications) (Area Code) Phone Number Country Code

If necessary, may we contact you at your Business Telephone? Yes No

U.S. Social Security Number* _____ Date of Birth* _____
mm/dd/yyyy

**Your Social Security number is used as your unique identifier for record keeping. If you do not have one, a unique identifying number will be assigned to you. Your date of birth is also used as an identifier.*

Country of Birth Country of Citizenship Native Language

If you are a **UNITED STATES PERMANENT RESIDENT**, please provide your alien registration number* _____

***If you are accepted and enroll, you will be asked to provide official documentation showing your permanent residency status.*

INTERNATIONAL APPLICANTS International applicants are defined as those who are neither U.S. citizens nor U.S. permanent residents.

Please indicate the type of visa **you currently hold**: A B-1 B-2 F-1 F-2 G H J-1 Other _____

Please indicate the type of visa **you will hold during your studies**: A B-1 B-2 F-1 F-2 G H J-1 Other _____

APPLICATION FOR: (Make one degree choice under either Fall 2012 or Spring 2013 and add your intended major.)

FALL 2012 TERM (check only one option below)

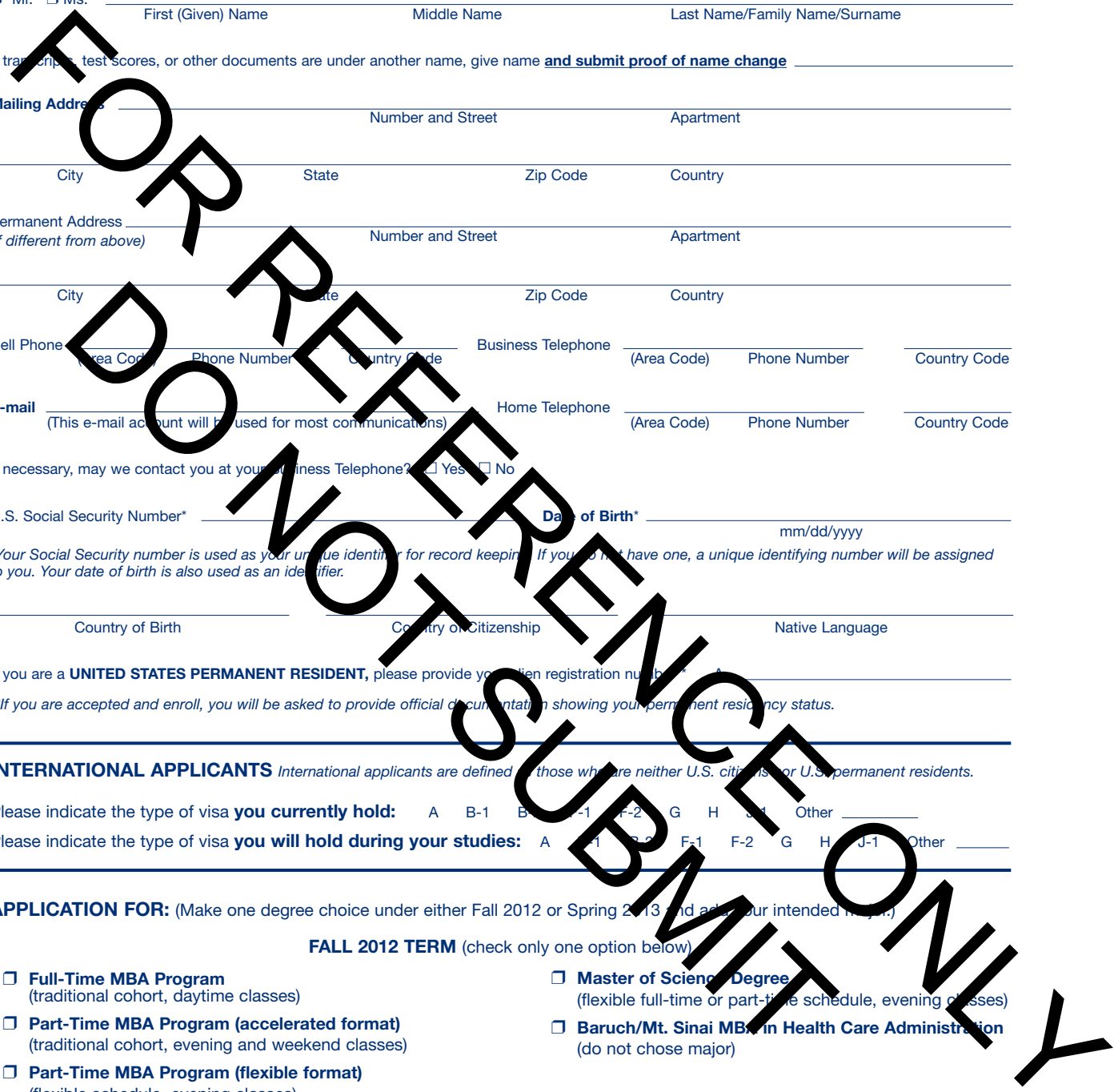
- Full-Time MBA Program**
(traditional cohort, daytime classes)
- Part-Time MBA Program (accelerated format)**
(traditional cohort, evening and weekend classes)
- Part-Time MBA Program (flexible format)**
(flexible schedule, evening classes)
- Master of Science Degree**
(flexible full-time or part-time schedule, evening classes)
- Baruch/Mt. Sinai MBA in Health Care Administration**
(do not chose major)

SPRING 2013 TERM (check only one option below)

- Full-Time MBA Program**
(traditional cohort, daytime classes)
- Part-Time MBA Program (flexible format)**
(flexible schedule, evening classes)
- Master of Science Degree**
(flexible full-time or part-time schedule, evening classes)

INTENDED MAJOR (choose one from list on p. A7) _____

**Most MBA majors, with the exception of accountancy, are available in the Part-Time MBA Program (accelerated format). Applicants to this program interested in statistics, decision sciences, or industrial/organizational psychology should note that these majors are subject to course availability.*



Mr. Ms. _____
First (Given) Name Middle Name Last Name/Family Name/Surname

ACADEMIC BACKGROUND

UNDERGRADUATE EDUCATION

Institution Where You Earned Your Bachelor's Degree

Name of Institution	Location (City, State, Country)	Period of Attendance (mm/yyyy)	Major (see list, p. A7)	Degree Received or Expected and Date		GPA*
				Degree	Date	
		From / To /				

Other Undergraduate Institutions Attended

Name of Institution	Location (City, State, Country)	Period of Attendance (mm/yyyy)	Major (see list, p. A7)	GPA*
		From / To /		
		From / To /		

GRADUATE EDUCATION

Institution Where You Earned a Master's or Other Post-Baccalaureate Degree

Name of Institution	Location (City, State, Country)	Period of Attendance (mm/yyyy)	Major (see list, p. A7)	Degree Received or Expected and Date		GPA*
				Degree	Date	
		From / To /				

Other Graduate Institutions Attended

Name of Institution	Location (City, State, Country)	Period of Attendance (mm/yyyy)	Major (see list, p. A7)	GPA*
		From / To /		
		From / To /		

**Provide your overall grade point average (GPA) for each institution you attended using a 4.0 scale (i.e., A = 4.0, B = 3.0, C = 2.0, etc.). The overall GPA should include ALL course work, not just major courses. International applicants from schools using different grading systems should convert and estimate.*

To what other schools will you be applying? _____

Have you ever previously applied to a Zicklin graduate program? Yes No

If yes, when? _____ (year)

Have you ever been admitted to an undergraduate or graduate program at Baruch College? Yes No

Mr. Ms. _____
 First (Given) Name Middle Name Last Name/Family Name/Surname

REQUIRED STANDARDIZED TESTS: GMAT, GRE, TOEFL/TWE*, and PTE

GMAT (The GMAT is accepted for the MBA and all MS programs)

Date Test Was or Will Be Taken (mm/yyyy)	Total Score / %	Verbal Score / %	Quantitative Score / %	Analytical Writing Score / %

GRE (The GRE is accepted as an alternative for the GMAT for the MBA and all MS programs)

Date Test Was or Will Be Taken (mm/yyyy)	Verbal Score		Quantitative Score		Analytical Writing Score	
	Scaled Score	% Below	Scaled Score	% Below	Scaled Score	% Below

TOEFL/TWE (Paper based or computer based)

Date Test Was or Will Be Taken (mm/yyyy)	Total Score	Essay Rating / TWE Score	Listening Score	Structure/Writing Score	Reading Score

TOEFL (iBT)

Date Test Was or Will Be Taken (mm/yyyy)	Total Score	Reading Score	Listening Score	Speaking Score	Writing Score

PEARSON TEST OF ENGLISH (PTE)

Date Test Was or Will Be Taken (mm/yyyy)	Overall Score	Communication Skills			
		Listening	Reading	Speaking	Writing
Enabling Skills					
Grammar	Oral Fluency	Pronunciation	Spelling	Vocabulary	Written Discourse

**In countries where the TOEFL is not yet a computer-based test, the TWE is still a separate test given at the same time during a number of TOEFL administrations; the computer-based TOEFL has an essay section, a TWE equivalent, with its own separate score.*

Note: Official GMAT, GRE, TOEFL/TWE, and PTE scores must be received by the Office of Graduate Admissions from the testing organization before an application will be reviewed.

FOR REFERENCE ONLY

Mr. Ms. _____
First (Given) Name Middle Name Last Name/Family Name/Surname

ESSAY

Essays A, B and C are required. Essays must be typed, double spaced, and well organized.

Essay A (answer Parts I and II)

- I. Explain the factors that led you to pursue a graduate business degree at this point in your life/career. (approx. 250 words)
- II. List the top three criteria in your selection of business schools and why Baruch College's Zicklin School of Business meets those expectations. (approx. 250 words)

Essay B (answer Parts I, II and III)

- I. Explain the factors that led you to choose your current/most recent job. (approx. 250 words)
- II. Describe the most difficult/challenging situation you have faced professionally (approx. 250 words)
- III. What are the top three reasons you have been successful in your career thus far? (approx. 250 words)

Essay C

Bernard Baruch once said, "During my eighty-seven years I have witnessed a whole succession of technological revolutions. But none of them has done away with the need for character in the individual or the ability to think." What does this statement mean to you? (approx. 500 words)

Optional Essay: Provide the Admissions Committee with any information that you would like the members to consider as they make their decision.

FOR REFERENCE ONLY
DO NOT SUBMIT

Mr. Ms. _____
First (Given) Name Middle Name Last Name/Family Name/Surname

WORK EXPERIENCE

A. One-Page Resume

Attach a current **single-page** resume. Please complete the work history charts below. The Admissions Committee requires **both** the resume and work history charts.

B. Months of Full Time Work Experience

- How many months of **full time** work experience will you have at the time you begin this degree? _____ months
- Of the number given above, how many of those months represent months worked *after* completing your undergraduate degree? _____ months

WORK HISTORY CHARTS

You may submit this information in the same format on a separate sheet of paper if you prefer or need additional space.

Current Employer Company/Organization Name	Location (City, State, Country)	Date of Employment (mm/yyyy)	Functional Area (see list, p. A8)	Industry (see list, p. A8)	Annual Salary in U.S. \$*	Hours per Week
		From / / To / /				

List ALL other positions you have held since you began working—**beginning with the most recent.**

Previous Employer(s) Company/Organization Name	Location (City, State, Country)	Date of Employment (mm/yyyy)	Functional Area (see list, p. A8)	Industry (see list, p. A8)	Annual Salary in U.S. \$*	Hours per Week
		From / / To / /				
		From / / To / /				
		From / / To / /				

*To convert from foreign currency, go to finance.yahoo.com.

RECOMMENDERS

Please list the recommenders you will be using below. **IN ADDITION**, please register your recommenders under Section 5 of the online application.

Name of Recommender	Title	Firm/Institution	Address (City, State, Zip, Country)	Business E-mail

ALL APPLICANTS—STATEMENT OF CERTIFICATION

I certify that all statements made in this application for admission to the Zicklin School are correct, that the information supplied is complete and that the essays have been written by me. I understand that my application and all supporting materials become the property of Zicklin and cannot be returned or sent elsewhere. I understand that withholding or giving false information will make me ineligible for admission to Zicklin. I also understand that the application fee may not be waived nor is it refundable.

Please note that the Zicklin School reserves the right to verify all information contained anywhere in this application package.

Signature of Applicant _____ Date _____

SPECIAL DEMOGRAPHIC DATA (Optional and Used Only in the Compilation of Aggregate Data and Reports)

The information requested below is being collected to meet research and federal reporting requirements. It is confidential and will be released only as statistical summaries in which individuals are not identified. **Response is voluntary. The information has no bearing on either admission or academic decisions but is very helpful in meeting these reporting requirements.**

FOR ALL APPLICANTS

- Are you a veteran of the U.S. Armed Forces? Yes No
- Are you a dependent of a veteran of the U.S. Armed Forces? Yes No
- From what country or part of the world did you or your family originally come? _____
- Where were you and your parents born? You _____ Mother _____ Father _____
- Your native language: _____ Other language spoken: _____
- Do you speak a language other than English at home? Yes No
- If yes, with which language do you feel more comfortable? English Language other than English
- Equally comfortable with both

How did you learn about Baruch College/the Zicklin School of Business? (choose all that apply)

- Family member
- Friend or colleague
- Current Baruch student
 - Baruch undergraduate
 - Baruch graduate student (student name: _____)
- Alumni
 - Baruch undergraduate alumni
 - Zicklin graduate alumni
 - Other Baruch or CUNY alumni
- Baruch faculty or staff
- Recruitment Event
 - MBA fair
 - College fair
 - On-campus Information Session
 - On-campus tour
 - Other on-campus event: _____
 - Other event: _____
- Online
 - BusinessWeek.com
 - Google, MSN, Yahoo . . . search
 - GradSchools.com
 - GradSource.com
 - MBA.com
 - Other (enter the URL): _____

For U.S. Citizens and Permanent Residents Only

Are you Hispanic or Latino? Yes No

Please choose the group or groups that best describes your race:

- African American or Black
- Asian
- White
- American Indian or Alaska Native
- Native Hawaiian or Other Pacific Islander

For Part-Time Applicants Only

Does your employer reimburse you for your graduate studies?
 Not at all 100% Other % (please list _____%)

Employer Name: _____ Amount _____



INTENDED MAJOR

Please use the list below to identify and select a major to complete the Application For section on p. A1.

-
- Accountancy*
 - Business Computer Information Systems (MS only)
 - Decision Sciences (MBA only)
 - Economics (MBA only)
 - Entrepreneurship (MS only)
 - Finance (MBA only)
 - General Business Option (MBA only)
 - Industrial/Organizational Psychology (MBA only)
 - Information Systems (MBA only)
 - International Business (MBA only)
 - JD/MBA (with Brooklyn Law School or New York Law School)
 - Management/Entrepreneurship (MBA only)
 - Management/Operations Management (MBA only)
 - Management/Organizational Behavior/Human Resource Management (MBA only)
 - Management/Sustainable Business (MBA only)
 - Marketing
 - Quantitative Methods and Modeling (MS only)
 - Real Estate
 - Statistics
 - Taxation
 - Undecided (MBA only)

**The MBA in accountancy is not available to applicants who had an undergraduate accounting major.*

ACADEMIC BACKGROUND/ACADEMIC MAJORS

Please use the list below to identify and select major(s) to complete the Academic Background charts on p. A2.

-
- Business
 - Economics
 - Engineering
 - Humanities/Social Science
 - Information Systems/Computer Science
 - Mathematics/Physical Science
 - Other

FUNCTIONAL AREA

Please use the list below to identify and select an industry to complete the Work History charts on p. A5.

-
- Consulting

 - Finance/Accounting

 - General Management

 - Human Resources

 - Information Technology

 - Marketing/Sales

 - Operations/Logistics

 - Other

INDUSTRY CATEGORIES

Please use the list below to identify and select an industry to complete the Work History charts on p. A5.

-
- Consulting Services

 - Consumer Products

 - Financial Services

 - Government

 - Manufacturing

 - Media Entertainment

 - Non-Profit

 - Petroleum Energy

 - Pharmaceutical/Biotechnology/Health Care Products

 - Real Estate

 - Technology

 - Other

TO THE APPLICANT

Please fill out this form and forward it with a self-addressed business envelope to **every** college or university you have attended.

Print or photocopy as many of the Transcript Request Forms as you require. A transcript must be submitted from **each** college or university you attended.

Please be sure to send this request **early** to ensure that the transcript will be returned to you in a timely manner.

Note: You must comply with the policy of each institution regarding transcript release regulations and fees.

Name _____
First (Given) Name Middle Name Last Name/Family Name/Surname Prior Name on Transcript

Social Security Number _____ Date of Birth (mm/dd/yyyy) _____

University or College _____

Dates of Enrollment _____ to _____ Degree and Graduation Year _____
mm/yyyy mm/yyyy Degree mm/yyyy

I hereby request that my transcript be sent to my address in the envelope that I have provided with this form. It will be forwarded unopened to the Zicklin School at Baruch College.

Signature of Applicant _____ Date _____

TO THE UNIVERSITY REGISTRAR

The above named person is applying to a graduate program at the Zicklin School of Business at Baruch College/The City University of New York. Please enclose this form with an official transcript. After sealing the envelope, please sign across the seal and return it to the applicant so that it can be included—still sealed—with his/her application package. **Thank you.**

To Be Completed by the Registrar

The information requested below would be extremely helpful in the Admissions Committee's evaluation of this applicant's academic record. Thank you for your assistance with this student's application.

Applicant's Cumulative Grade Point Average _____ Average Grade Point of Applicant's Class _____

Cumulative Rank in Class _____ Class Size _____

Please Explain Grade Point System if Other than A = 4.0, B = 3.0, etc. _____

Signature of School Registrar _____ Date _____

**ATTENTION:
To Be Completed by the Applicant**

Complete the section below and send this form to your recommender with a self-addressed business envelope.
Please note that the Zicklin School reserves the right to verify all information contained anywhere in this application package.

Applicant's Name Mr. Ms. _____
First (Given) Name
Middle Name
Last Name/Family Name/Surname

Applicant's Date of Birth _____
mm/dd/yyyy

Applying for: MBA MS Major _____

Under the Family Educational Rights and Privacy Act of 1974, you have the right to review official College student records once you enroll. The act further stipulates that you may waive your right to see recommendations for admission. Please indicate whether you wish to waive this right by checking the appropriate box below. *Your choice will in no way affect the decision on your application.*

I waive my right of access to this recommendation. I do not waive my right of access to this recommendation.

Signature of Applicant _____ Date _____

To the Recommender Completing This Form:

The above person is applying for admission to the Zicklin School of Business at Baruch College. Your appraisal of the applicant is an important part of the admissions process.

- Please answer these questions and use the chart to indicate your assessment of the applicant's potential as a graduate student and manager. Be as thorough and candid as possible.
- Note that the student has been given the option to waive his/her access to this recommendation (see above).
- Please submit all written recommendations on **official letterhead** and **attach your business card** to this form.

After you have completed this form, seal it in an envelope and sign your name over the seal. Return this sealed envelope to the applicant. The applicant will return the sealed envelope with the completed application to the Zicklin School of Business.

Thank you on behalf of the Admissions Committee.

1. How long have you known the applicant? _____
2. In what capacity? _____

Use the chart below to rate the applicant relative to other individuals you have known in the same circumstances in recent years.

	Exceptional (Top 5%)	Outstanding (Top 15%)	Above Average (Top Third)	Average (Middle Third)	Below Average (Bottom Third)	Unable to Assess
Intellectual Ability						
Analytical Ability						
Written Communication in English						
Oral Communication in English						
Leadership Potential						
Organizational Skills						
Ability to Work with Others						
Initiative						
Motivation						
Maturity						
Integrity						

3. What is your overall assessment of the applicant's aptitude for graduate study?

- Strongly recommend
- Recommend
- Recommend with reservations
- Do not recommend

4. Please indicate your assessment of the applicant's potential to be an effective manager.

- Well above average
- Above average
- Average
- Below average
- Well below average

5. Additional Comments (optional)

In the space below or on **official letterhead** if you prefer, please provide any additional comments you believe might be helpful to the Admissions Committee in making its decision.

Signature of Recommender _____ Date _____

Name (type or print) _____

Title _____

Firm/Institution _____

Address _____
Number, Street, Apartment

City _____ State _____ Zip Code _____ Country _____

Business E-mail _____ Business Telephone _____

Please return this form to the applicant in a sealed envelope. Seal and sign the envelope over the seal. Thank you.

**ATTENTION:
To Be Completed by the Applicant**

Complete the section below and send this form to your recommender with a self-addressed business envelope.
Please note that the Zicklin School reserves the right to verify all information contained anywhere in this application package.

Applicant's Name Mr. Ms. _____
First (Given) Name Middle Name Last Name/Family Name/Surname

Applicant's Date of Birth _____
mm/dd/yyyy

Applying for: MBA MS Major _____

Under the Family Educational Rights and Privacy Act of 1974, you have the right to review official College student records once you enroll. The act further stipulates that you may waive your right to see recommendations for admission. Please indicate whether you wish to waive this right by checking the appropriate box below. *Your choice will in no way affect the decision on your application.*

I waive my right of access to this recommendation. I do ***not*** waive my right of access to this recommendation.

Signature of Applicant _____ Date _____

To the Recommender Completing This Form:

The above person is applying for admission to the Zicklin School of Business at Baruch College. Your appraisal of the applicant is an important part of the admissions process.

- Please answer these questions and use the chart to indicate your assessment of the applicant's potential as a graduate student and manager. Be as thorough and candid as possible.
- Note that the student has been given the option to waive his/her access to this recommendation (see above).
- Please submit all written recommendations on **official letterhead** and **attach your business card** to this form.

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	Exceptional (Top 5%)	Outstanding (Top 15%)	Above Average (Top Third)	Average (Middle Third)	Below Average (Bottom Third)	Unable to Assess
Intellectual Ability						
Analytical Ability						
Written Communication in English						
Oral Communication in English						
Leadership Potential						
Organizational Skills						
Ability to Work with Others						
Initiative						
Motivation						
Maturity						
Integrity						

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- Strongly recommend
- Recommend
- Recommend with reservations
- Do not recommend

4. Please indicate your assessment of the applicant's potential to be an effective manager.

- Well above average
- Above average
- Average
- Below average
- Well below average

5. Additional Comments (optional)

In the space below or on **official letterhead** if you prefer, please provide any additional comments you believe might be helpful to the Admissions Committee in making its decision.

Signature of Recommender _____ Date _____

Name (type or print) _____

Title _____

Firm/Institution _____

Address _____
Number, Street, Apartment

City _____ State _____ Zip Code _____ Country _____

Business E-mail _____ Business Telephone _____

Please return this form to the applicant in a sealed envelope. Seal and sign the envelope over the seal. Thank you.

International students who are admitted into a degree program at CUNY will need to obtain a Certificate of Eligibility (Form I-20) in order to enter and/or remain in the U.S. as an F-1 student. This requirement applies whether you are a new student, a transfer student from another U.S. university, or a student transferring between CUNY colleges.

Personal Information (please print clearly)

1. Name _____
(as in passport) Last Name/Family Name/Surname First (Given) Name Second, or Middle, Name, if any

Sex (check one): Male Female

2. Present Mailing Address _____
Number and Street City/State Country Postal Code

3. Telephone Number _____ Fax Number _____ E-mail Address _____

4. Date of Birth _____ Place of Birth _____
mm/dd/yyyy City/State Country

5. Country(ies) of Citizenship _____ Country of Residence _____

6. Permanent Overseas Address _____
Required by U.S. Government Regulations Number and Street City/State Country Postal Code

7. Address in U.S. (if known) _____
Number and Street City/State Zip Code

8. First Expected Semester of Enrollment: Fall 20 _____ Spring 20 _____

9. Degree Objective: Master of Business Administration (MBA) Master of Science (MS)

10. Academic Major _____

11. Are you currently studying at a U.S. institution or college? _____

12. Do you currently hold F-1 status? _____

To Be Completed by Applicants Already in the U.S.

If you are currently in the U.S., please indicate your immigration status. Attach a copy of the passport pages showing the passport number, expiration date of passport, and the U.S. visa stamp. Include copies of both sides of Form I-94 for yourself and accompanying family members.

13. F-1 Student Status: I-94 Admission Number _____ (attach copies of ALL your previously issued Forms I-20)

14. University that issued most recent Form I-20 _____ SEVIS # N _____

15. Current U.S. school: Name _____
Address _____
Number and Street City/State Zip Code

Other than F-1 Status

16. Other Immigration Status (if applicable, specify type) _____

17. I-94 Admission Number _____ I-94 Expires on _____
(mm/dd/yyyy)

Please indicate the source and amount of your financial support for two years of study for master's degree candidates and one year for Executive MS degree candidates. Baruch College requires your documentation of guaranteed support for the first year and projected support for future years. Note that costs may rise 7% to 10% annually. Total amounts must meet or exceed the estimate of expenses (see Itemized Student Budget Estimates, p. D5).

U.S. immigration authorities require colleges to receive satisfactory financial certifications from prospective students before issuing a Form I-20. Therefore, you must attach original documents for each source of financial support you indicate. Please refer to the Sponsor Supporting Documents, p. D4, for a list of acceptable supporting documents. Be sure to have an additional set of original documents for your appointment at the U.S. consulate/embassy overseas. Provide as much detail as possible.

**Only Original Documents for Each Source of Financial Support Are Acceptable
Financial Documents Cannot Be Older Than 3 Months**

	Amount (in U.S. Dollars)	
	Guaranteed Support 1st Year	Projected Support 2nd Year
A. Student		
Name _____	\$ _____	\$ _____
Name of Bank _____		
Bank Location _____		
<i>The student must provide the following documents in English:</i>		
1) Bank officer's summary statement of account history		
2) Stock brokerage account statements, if any		
B. Parents and/or Other Individual Sponsors		
Name _____	\$ _____	\$ _____
Relationship to Student _____		
Name _____	\$ _____	\$ _____
Relationship to Student _____		
Name _____	\$ _____	\$ _____
Relationship to Student _____		
C. Government, University, or Other Sponsor		
<i>Attach current signed official copy(ies) of the terms of sponsorship, including amount of support in U.S. dollars and period covered.</i>		
Source _____	\$ _____	\$ _____
Source _____	\$ _____	\$ _____
Source _____	\$ _____	\$ _____
		TOTALS \$ _____

Each total must equal or exceed the estimate of expenses for one year. See p. D5.

The College cannot issue a Form I-20 until you meet all requirements for financial documentation.

SIGNATURE

By signing my name to this form, I certify that the information above is a correct statement of my arrangements for financing my Baruch studies.

Signature of Student _____ Date _____

Please Print Name _____

This form is for individuals using their own income and/or savings to support a student. It must be completed by the person who will provide the student with full or partial financial support and/or room and board during the student's course of study at The City University of New York. Sponsors providing financial support must complete Items 1 through 6; sponsors providing room and/or board must complete Items 1 and 7.

Sponsor Information

(1) I, _____, citizen of _____

Name of Sponsor

Country

and residing at _____

Number and Street

City/State

Country

Postal Code

(Telephone)

certify the following:

(2) I am employed with _____

Name of Employer

located at _____

Number and Street

City/State

Country

Postal Code

(Telephone)

I receive an annual income of \$ _____ (U.S.) from this employment.

Attach a current salary confirmation statement written by that employer or verification of annual income for self-employed or retired individuals. The employer statement or verification of annual income must be written in English or come with a certified translation.

(3) I have \$ _____ (U.S.) on deposit with

Name of Bank _____

Address of Bank _____

Number and Street

City/State

Country

Postal Code

(4a) I currently support _____ persons (including myself). Our total annual income is \$ _____ (U.S.).

Number

Our total family expenses are \$ _____ (U.S.).

(4b) I sponsor _____ individuals for immigration in addition to the individual indicated on this affidavit.

Number

Attach bank officer's statement of account history.

Student Support Information

(5) This affidavit is executed on behalf of _____, who was born on _____. She/he is my _____.

Name of Student

mm/dd/yyyy

Relationship to Sponsor

(6) I hereby certify that I am willing and able and do commit to provide _____ with the annual amount of

Name of Student

\$ _____ (U.S.) for her/his tuition, fees, and/or living expenses each year during the entire program of study at The City University of

New York until _____

Give date when the sponsorship is expected to terminate

Room and Board Support Information

To be completed if the student will live in the sponsor's home in the U.S.

(7) I hereby certify that each year _____ follows a program of study at CUNY I will provide (check one):

Name of Student

- Room only in my home at the address indicated above (valued at \$10,560 per year) OR
- Full room and board (meals) in my home as indicated above (valued at \$13,116 per year)

Note that this value cannot be included in any amount of support being provided in Item 6 (above). Attach a copy of your lease or deed or copy of a statement from your landlord.

Signature This affidavit must be signed by the sponsor.

By signing my name to this affidavit, I certify that the information above is a correct statement of my agreement to sponsor the student herein named.

Signature of Sponsor _____ Date _____

Please Print Name _____

A sponsor must show sufficient income and/or financial resources to ensure that the student being sponsored will not become a public charge (receive federal or state low-income benefits or services) while in the United States.

Only original documents from each source of financial support are acceptable. Failure to provide evidence of sufficient income and/or financial resources may result in the denial of the student's application for a visa or his or her removal from the United States.

It is advisable that all documents supporting funding be notarized.

The sponsor must submit evidence of income and resources, as appropriate. Financial documents cannot be older than 3 months.

List of Acceptable Supporting Documents

- A. Written statement from an officer of the bank or other financial institution or brokerage where the sponsor has accounts, giving the following details regarding the account:
 - 1. Date account was opened
 - 2. Total amount deposited for the past year
 - 3. Present balance

- B. Statement of your employer on business stationery showing:
 - 1. Date and nature of employment
 - 2. Salary paid
 - 3. Whether the position is temporary or permanent

- C. If self-employed:
 - 1. Copy of last income tax return filed *or*
 - 2. Report of commercial rating concern *or*
 - 3. Schedule of assets with supporting documents

Itemized Student Budget Estimates for 2011–12

Tuition Costs by Program and Credit

Master of Business Administration (MBA)	\$820 per credit
Master of Science (MS)	\$640 per credit

University Fees (all students)

Student Activities Fee	\$39 per term / \$78 per year
University Consolidated Fee	\$15 per term / \$30 per year
Technology Fee	\$100 per term / \$200 per year
<hr/>	
Total University Fees	\$154 per term / \$308 per year

Additional Fees

(Zicklin School of Business Only)

Business Communication Courses (MBA)	\$1,200
English Language Courses (MBA)	\$1,200
English Language Courses (MS)	\$2,400
Academic Excellence Fee	\$1,000 per term / \$3,000 per student maximum

Student Living Expenses

Books and Supplies	\$1,337
Transportation	\$1,314
Personal Expenses	\$5,116
Housing	\$10,560
Meals (at home)	\$2,556
Lunch	\$1,473
<hr/>	
Total Student Living Expenses	\$22,356

Total First-Year Expenses by Degree Sought*

MBA	\$46,744
MS	\$42,424
Executive MBA	\$61,258
Executive MS/Finance	\$65,258
Executive MS in Financial Statement Analysis	\$67,758

*Total first-year expenses stated above are based on students taking 12 credits per semester. This is the minimum number of credits required to be a full-time student (necessary to maintain lawful immigration status). If you plan to take more than 24 credits during your first year, please tabulate your expense totals accordingly.

STUDENT COSTS PER SEMESTER: Tuition and Primary Fees

	MBA		MS	
	<i>New York State Residents</i>	<i>Out-of-State Residents</i>	<i>New York State Residents</i>	<i>Out-of-State Residents</i>
Full-Time Tuition Per Semester (12 or more credits per semester)	\$6,030 per semester	\$820 per credit	\$4,103 per semester	\$640 per credit
Part-Time Tuition Per Credit	\$545	\$820	\$345	\$640

Tuition and fees are subject to change without notice.

Additional Expenses

Beyond the costs listed above, it is estimated that a minimal annual independent-student budget would include approximately **\$22,356** in such additional expenses as room and board, transportation, books and supplies, other school fees, and personal expenses.

All **full-time** students pay an Academic Excellence Fee of \$1,000 per semester, with a maximum of \$3,000 per student.

All **part-time** students pay an Academic Excellence Fee of \$750 per semester, with a maximum of \$3,000 per student.

Zicklin MBA students take two **Business Communications** courses as part of the MBA core (see p. 7). The total cost of these two courses is \$1,200.

Zicklin requires all MS students who were born in a non-English-speaking country or whose native language is not English to take four additional **English Language courses**. Students may be able to waive these courses by taking a waiver test, given just before first-semester classes begin. If none of the courses can be waived, the total cost of all four modules is \$2,400.

FINANCIAL AID: GENERAL INFORMATION

If you have questions about **scholarships**, please contact:

**Office of Graduate Admissions
Zicklin School of Business**

Baruch College
One Bernard Baruch Way, Box H-0820
New York, NY 10010-5585

Phone: 646-312-1300

Fax: 646-312-1301

E-mail: ZicklinGradAdmissions@baruch.cuny.edu

If you have questions about **graduate assistantships**, please visit or call:

Office of Graduate Student Services

Newman Vertical Campus, Room 13-221

Phone: 646-312-3139

If you have **general questions about financing** your master's program, the various kinds of aid available, the Free Application for Federal Student Aid (FAFSA), Federal Work-Study, the Ford Loan Program, or TAP funds (only available to full-time students who are New York State residents), please contact:

Financial Aid Office

Baruch College

One Bernard Baruch Way, Box H-0850

New York, NY 10010-5585

Office location (**not** mailing address): 151 East 25th St., Room 850

Phone: 646-312-1360

Fax: 646-312-1361

E-mail: fin.aid@baruch.cuny.edu

FINAL CHECKLIST

FOR ALL APPLICANTS

- *Personal information form (pp. A1–A6)
- *Application processing fee: credit card payment of \$135 (\$125 if submitting a paper application)
- Official transcripts from all institutions attended
- Two letters of recommendation (submitted online or under separate cover)
- *Current one-page resume
- *Essays
- Arrange for standardized test scores to be sent to the Zicklin School of Business

Additional for Applicants Educated Abroad and/or Whose Native Language Is Not English

- Evaluations of most transcripts from universities outside of the United States—*or*—Both original-language and certified translations of all non-English transcripts (see our website at www.baruch.cuny.edu/zicklin/admissions/grad/apply/international-students for complete instructions)
- Photocopy of the original diploma or certificate (no translation required)
- Request for Certificate of Eligibility *and* Declaration and Certification of Finances Forms, including official financial documentation and letter(s) from sponsors, if required
- Arrange for all scores on required English language tests—the Test of English as a Foreign Language and Test of Written English (TOEFL/TWE), the Internet-based TOEFL (iBT), or the Pearson Test of English (PTE)—to be sent to the Zicklin School of Business at Baruch College/The City University of New York

► All mailed materials must be sent to:

Office of Graduate Admissions
Zicklin School of Business
Baruch College/CUNY
One Bernard Baruch Way, Box H-0820
New York, NY 10010-5585
Attention: Application Processing

**Submit online*



Office of Graduate Admissions
One Bernard Baruch Way, Box H-0820
New York, NY 10010-5585