

DEPAUL



Kellstadt Graduate School of Business Application for Admission

Full-time MBA Program

Part-time MBA Program

Specialized Master's Degree Programs

INTRODUCTION

Thank you for your interest in the Kellstadt Graduate School of Business. Pursuing graduate study in business is a rigorous and rewarding experience. Our programs cover the full range of commerce disciplines, and include a wide range of advanced courses designed to give students a high level of expertise in their chosen areas of interest. Students also benefit from studying at one of the nation's most highly regarded Catholic universities, where respect for the dignity of every individual is at the heart of the institution's mission.

DePaul University was founded in 1898 by the Vincentian Fathers on the principles and heritage of St. Vincent de Paul. The University values diversity and does not discriminate on the basis of race, color, national origin, religion, gender, sexual orientation, age, or handicap in admissions, employment or the provision of services. The University is fully accredited by the North Central Association of Colleges and Secondary Schools and by the American Assembly of Collegiate Schools of Business International.

The information provided in this application and in the current bulletin concerning the policies and procedures of the Graduate School of Business is meant to be firm; however, the University reserves the right to make changes in these and other matters as it reviews its programs. You may view the complete bulletin online at www.mba.depaul.edu. You may also obtain a copy of the bulletin at any of the DePaul campuses.

Please complete this application to apply for the following programs:

Master of Business Administration
(full-time, part-time and weekend programs)

Master of Accountancy

Master of Science in Accountancy

Master of Science in E-Business

Master of Science in Finance

Master of Science in Human Resources

Master of Science in Management Information Systems

Master of Science in Marketing Analysis

Master of Science in Taxation

If you have any questions after reviewing the application form and the bulletin, please do not hesitate to contact us. We appreciate your interest in DePaul and look forward to reviewing your application. The Admissions Committee will give your application careful and thorough consideration.

PROGRAMS OFFERED

Applicants must choose one of the following degree programs. Admission to one program does not necessarily guarantee admission to another program.

Master of Business Administration (MBA)

The MBA has long been recognized as the standard comprehensive, broad-based graduate degree in business. DePaul's programs are designed so that classroom and work-related learning work together to broaden and deepen each student's understanding of the complex issues faced by today's business decision makers. By completing required foundation and core courses, students will attain a high level of knowledge in all of the business disciplines. Beyond the required courses, each student will complete a sequence of elective courses, the focus of which will depend on the specific program in which the student is enrolled.

Part-Time Program: A prospective student may apply to begin this program at the start of any quarter. After a student is accepted, the Admissions Committee evaluates the student's transcripts to determine if any foundation courses may be waived based on prior academic work. The degree is awarded after the student has successfully completed all required and elective courses, and a two-day workshop on professional presentation style. Students may choose an area of concentration to serve as the main focus of their elective courses, or they may choose to leave their elective choices open. Either way, each student must officially declare his/her intentions by filling out a "Declaration of Concentration" form prior to completion of the common required courses. Each student must also submit a completed "Graduation Application" form at least two quarters before coursework is to be finished. Although the amount of time varies, in order to effectively respond to academic, personal, and career obligations, a student will generally need at least two to three years to complete the program.

Weekend Program in Strategic Management: Admission is in Autumn Quarter only. Classes are held in the DePaul Center at the Loop Campus on Saturdays. Students take two courses each quarter, ensuring completion of the program in twenty-one months. All courses are stored in an electronic format so students may review all course material if they are unable to attend a class.

Weekend Program in Managerial Finance: Admission is in Autumn Quarter only. Classes are held on alternate Saturdays at the Rolling Meadows Campus. To supplement class meetings, some technology enhancements are utilized. Students take two courses each quarter, ensuring completion of the program in twenty-one months. All courses are stored in an electronic format so students may review all course material if they are unable to attend a class.

Full-time Program: Admission is in the Autumn Quarter only. During the first three quarters, full-time students take all of their foundation and core classes in a lock step format. Beginning in the summer quarter, all full-time students except students choosing the IMF concentration (see below) may begin taking their concentration classes at their own pace. Students in this program can select from any of the part-time MBA concentrations that are offered by the Kellstadt Graduate School of Business.

Full-time Program in International Marketing and Finance: Admission is in the Autumn Quarter only. This is an 18-month lock-step full-time weekday program with a dual concentration in International Marketing and Finance. In the fourth quarter, students have the option of taking additional coursework or completing an internship within the United States or abroad. This program attracts students from around the world because it demonstrates how to market products internationally while providing the financial background to do it profitably.

JD/MBA: This program requires that prospective students apply separately to the DePaul University College of Law J.D. program and to the evening MBA program. Once admitted, a student must first complete one full year of legal studies with a high level of academic achievement, and then petition for acceptance into the combined program before beginning MBA coursework. Prior acceptance into the College of Law and the Graduate School of Business does not guarantee acceptance into the combined program.

Master of Accountancy (M.Acc.)

A prospective student may apply to begin this program at the start of any quarter. An evening graduate program in Accountancy for applicants who have completed an undergraduate major in Accounting. Applicants are expected to have demonstrated high academic achievement in their undergraduate accounting studies. The M.Acc. courses are offered primarily in the evening or late afternoon.

Master of Science in Accountancy (M.S.A.)

A prospective student may apply to begin this program at the start of any quarter. An evening graduate program in accountancy for students with little or no background in accounting. Provides a formal integrated sequence of courses emphasizing intensive study of topics relevant to the work of a professional accountant, including the competence required for successful preparation for the CPA examination.

Master of Science in E-Business (M.S.)

A prospective student may apply to begin this program at the start of any quarter. An evening graduate program focused primarily on investigating electronic business from a business perspective rather than a technological perspective.

Master of Science in Finance (M.S.F.)

A prospective student may apply to begin this program at the start of any quarter. A graduate program for intensive study in finance which requires strong analytic skills. The curriculum is offered primarily as an evening program.

Master of Science in Human Resources (M.S.H.R.)

A prospective student may apply to begin this program at the start of any quarter. A graduate program requiring courses in core HR functions, electives in general business areas, and HR electives.

Master of Science in Management Information Systems (M.S./M.I.S.)

A prospective student may apply to begin this program at the start of any quarter. A graduate program offered jointly by the Kellstadt Graduate School of Business and the graduate division of the School of Computer Science, Telecommunications and Information Systems. This joint program is more technical than the M.B.A. and requires knowledge of several programming languages. Most of the M.S./M.I.S. courses are available only in the evening.

Master of Science in Marketing Analysis (M.S.M.A.)

A prospective student may apply to begin this program at the start of any quarter. A graduate program that offers a unique combination of marketing, statistics and information systems courses. The M.S. in Marketing Analysis program brings emerging technology and marketing concepts and applications together to meet the needs of the marketing professional.

Master of Science in Taxation (M.S.T.)

A prospective student may apply to begin this program at the start of any quarter. An evening graduate program for intensive study of taxation accounting. Some prerequisite courses may be required for students lacking sufficient background in the field.

ADMISSION CRITERIA AND PROCEDURES

Each applicant is considered on an individual basis. The M.B.A. full-time program and weekend M.B.A. programs have limited enrollment.

Applications are evaluated based on the review of all prior academic work, work experience and career progression, aptitude for business studies as measured by the Graduate Management Admissions Test (GMAT), and an assessment of an applicant's overall readiness to pursue graduate studies.

The following components are required to complete an application:

1. Completed Application Form and Application Fee

Please fill out the application form enclosed. You will need to include additional pages to complete the essay questions. The application can be mailed to the Kellstadt Graduate School of Business or submitted online.

A \$60 application fee, payable to "DePaul University" by check or money order, is required and must be sent to the graduate school office. This fee is not refundable. According to current University policy, any check returned to the University as non-negotiable will subject the applicant to an additional fee.

If you submit your application online, please mail your check to the Kellstadt Graduate School of Business and be sure to write your name and social security number on the check. You should send in your application fee as soon as possible after submitting the application.

Please note, there is a \$30.00 re-application fee should you need to re-apply to the Kellstadt Graduate School of Business.

2. Essay Questions

Applicants are required to complete a series of essay questions. Please answer each question thoroughly and thoughtfully. The essays help the Admissions Committee become acquainted with applicants as individuals. Applicants for the Full-time MBA program are required to complete three essay questions; all other program applicants are required to complete questions one and two. Applicants may also include any other supporting materials that they feel may give the Admissions Committee a broader view of their achievements.

3. Résumé

Work experience and career progression are important and will be considered by the Admissions Committee. Résumés should be submitted in a professional format and include: contact information, educational background, work experience, and skills.

4. Academic Records

Applicants must possess a bachelor's degree from a regionally accredited institution. Degree-seeking applicants must present transcripts from each junior college, college, and university attended (even if only for one course) including DePaul University, if applicable. Credits transferred and posted on the record of a second school do not constitute an official transcript of the original school. Transcripts that are already on file as part of a student record in another college office at DePaul must remain there and cannot be transferred to the Graduate School of Business.

Applicants should contact the Registrar of each school attended, requesting that an official transcript be sent to the student. When you have received all the necessary transcripts, submit them to the graduate school office in the original sealed envelopes. Please include your name and social security number.

Any applicant still taking courses or completing a program at the time of application must submit a follow-up transcript showing final grades and degree subsequently obtained.

5. Graduate Management Admissions Test Score

To be considered for admission as a degree-seeking student, an applicant will be required to submit a score from the Graduate Management Admission Test (GMAT) taken not more than five years prior to the date of application. GMAT information including dates, a list of Test Centers, and applications for the exam may be obtained from:

Educational Testing Service (ETS)
PO Box 6103
Princeton, New Jersey 08541.
Telephone number: 1-800-GMAT-NOW
Web site: www.ets.org

The Institution Code for DePaul University's Kellstadt Graduate School of Business is 1165 (part-time and weekend programs). The Institution Code for the full-time program is 1174.

The GMAT score report must come directly from ETS. A GMAT taken more than five years prior to the date of application is not considered valid for admission purposes and would have to be retaken. An exception is made for an applicant who previously started a graduate business program and is now resuming studies. His/her score must be forwarded from ETS but is exempt from the five-year time limit.

6. Letters of Recommendation

Each applicant must submit two letters of recommendation. Two standard forms are enclosed. Recommendations should be requested from individuals who have worked closely with you and who are able to give specific information about your abilities, accomplishments and potential. Ideally, one letter should be from your immediate supervisor, and the other should be from a high-ranking officer in your organization who is familiar with your work. Letters must be submitted in sealed envelopes with the recommender's signature across the seal of the envelope.

7. Interview

The Admissions Committee may request a phone or personal interview with an applicant to further discuss the applicant's academic and professional goals. If this is the case, the Admissions Committee will contact the applicant.

INSTRUCTIONS FOR COMPLETING AND SUBMITTING APPLICATION FORM

The Kellstadt Graduate School of Business supports a self-managed application process. Prospective students are required to submit the completed application together with all supporting documentation and the application fee. The GMAT score report is to be sent directly from the Educational Testing Service. The self-managed application process supports an efficient processing of applications and enables us to provide the applicant with a prompt and timely decision.

All documents submitted become the property of DePaul University and cannot be returned.

SPECIAL INSTRUCTIONS FOR INTERNATIONAL STUDENTS

All International students and any applicant educated outside the United States must meet additional application requirements. The necessary "Application for International Student Admission" can be obtained by contacting the Kellstadt Graduate School of Business or by applying online at: <http://www.depaul.edu/international>.

To be admitted all students will have to meet the academic requirements and demonstrate proficiency in English. Those whose native language is not English will be required to submit a recent score (not more than two years old) from the Test of English as a Foreign Language (TOEFL). Those who request student visas will also have to show evidence of adequate financial support. A formal letter of admission and/or the I-20 form will be issued only after all admission requirements have been fulfilled.

CHECK-LIST FOR DEGREE-SEEKING APPLICANTS:

- Completed application form, signed and dated.
- \$60 application fee — check or money order payable to DePaul University.
This fee is not refundable.
- Official transcripts in sealed envelopes from each undergraduate, graduate, and professional school attended, including DePaul University, if applicable.
- Letters of recommendation in sealed envelopes.
- Résumé.
- GMAT score must come directly from the Educational Testing Service.
Applicant should arrange with the Educational Testing Service to have score sent directly to DePaul University (PT code 1165/FT code 1174).
- Deliver or mail application to:
Kellstadt Graduate School of Business
DePaul University
1 East Jackson, Suite 7900
Chicago, IL 60604-2287

Sending via commercial courier provides immediate information regarding delivery and can assist if the materials do not arrive at the appropriate location.

The Admissions Committee will review complete applications promptly, with a notification of the decision mailed to the applicant.

Decisions will only be disclosed by mail.

Incomplete applications or those lacking any transcript or the application fee will not be considered until they are complete. Incomplete applications will be discarded after one year.

Non-Degree Seeking Applicant

Applicants who possess a master's degree or equivalent may apply as a non-degree seeking student to take up to three courses. To be considered as a non-degree seeking student, submit a completed application form and official transcripts showing highest degree, and the \$60 application fee.

Student-At-Large

To qualify as a student-at-large an applicant must be currently enrolled and in good standing in a master's program at another institution. To be considered as a student-at-large, submit the completed application form and include a letter of good standing from the current institution identifying the specific coursework to be taken at DePaul University which will transfer to that institution. A \$60 application fee is required.

Readmission

A student previously admitted who has been absent from DePaul for more than one year must submit the application form and transcripts of any courses taken elsewhere during the absence. If the original application has been destroyed (after an absence of two years), the student will be required to resubmit the entire application. A \$30 application fee is required.

APPLICATION FOR ADMISSION

Student Data Record

(Please type or print clearly using a ball point pen, and return with all documents enclosed.)

Social Security Number

Name

- Mr.
 Ms.
 Mrs.

____ - ____ - ____ Last Name First Middle Former Last Name

Present Mailing Address

Street Apartment

City County (if Illinois) State/Country Zip

() () ()
Home Phone Business Phone FAX Number E-Mail Address

Birth Date (Mo/Day/Yr) ____ / ____ / ____ Citizenship Status: U.S. Other (please specify) _____

Student Status: Degree Seeking Non-Degree Seeking Student-at-Large

Applying for Term: (entrance date) Autumn (Sept.) _____ Spring (March) _____ Summer II (July) _____
 Winter (Jan.) _____ Summer I (June) _____

Entry Status: (Check one)

- G** New Graduate (never before admitted to a DePaul graduate program)
R Readmitted Graduate (previously admitted to a DePaul graduate program)
L Current DePaul Law Student (interest JD/MBA)

If you are Degree Seeking, indicate your program of study (choose only one):

M.B.A. in International Marketing and Finance (full-time) – Autumn admission only

M.B.A. – Weekend programs – Autumn admission only:

- Strategic Management (Loop)
 Managerial Finance (Rolling Meadows)

M.B.A. Full-Time program – Autumn admission only (please indicate a choice of concentration):

M.B.A. – Part-time program – Quarterly admission (please indicate a choice of concentration):

- | | | |
|---|---|---|
| <input type="checkbox"/> Business Economics | <input type="checkbox"/> Health Care Management | <input type="checkbox"/> Marketing Management |
| <input type="checkbox"/> E-Business | <input type="checkbox"/> Human Resource Management | <input type="checkbox"/> Real Estate Finance and Investment |
| <input type="checkbox"/> Entrepreneurship | <input type="checkbox"/> International Business | <input type="checkbox"/> Operations Management |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Leadership/Change Management | <input type="checkbox"/> Open Elective Option |
| <input type="checkbox"/> Financial Analysis | <input type="checkbox"/> Management Accounting | <input type="checkbox"/> Undecided |
| <input type="checkbox"/> Financial Management and Control | <input type="checkbox"/> Management Information Systems | |

M.Acc. or M.S. programs:

- | | | |
|--|---|---|
| <input type="checkbox"/> M.Acc. | <input type="checkbox"/> M.S./M.I.S. | <input type="checkbox"/> M.S. in Human Resources |
| <input type="checkbox"/> M.S. in Accountancy | <input type="checkbox"/> M.S. in E-Business | <input type="checkbox"/> M.S. in Marketing Analysis |
| <input type="checkbox"/> M.S. in Taxation | <input type="checkbox"/> M.S. in Finance | |

Education

List below all educational institutions you have attended or are attending, including DePaul.

Name of Institution Location (City and State)	Attended		Approx. Hours Earned Sem. or Qtr	Degree (or Expected) (BA, BS, etc.)	Date Received FOR OFFICE USE Month/Year	Inst.	Hegis	Level
	Month/Year to Earned	Major Field						
.....								
.....								
.....								

Have you previously applied to DePaul? Yes No Approximate date of application ____/____/____

Applied as: Degree Non-Degree Student-at-Large

College within DePaul last applied to: _____

Were you ever dismissed from any college, university or professional school for any reason? Yes (*please attach explanation*) No

Campus Preference:

Campus preference information is for planning purposes only and will have no bearing on admission criteria or admission decision. Please check one box to indicate preferred location of classes:

Loop Campus Naperville Campus O'Hare Campus Lake Forest Campus Rolling Meadows

Background Information (optional)

The following information will enable us to comply with equal opportunity provisions of federal and state law and educational accrediting agencies:

Ethnic Background: (check one)

1 American Indian 2 African American 3 Asian or Pacific Islander 4 Hispanic/Latino
5 White 6 Non-U.S. Resident/Foreign 7 Other

Gender: Male Female

Religion: Catholic (Other, specify) _____

Marital Status: Single Married Partnered Divorced/Widowed

Do you have any health problem and/or physical limitation of which this University should be aware if you are admitted?

If so, explain briefly:

Employment Information

List most recent full-time work experience and enclose a copy of your résumé:

Position: _____

Employer/Institution: _____

Industry type: _____

Month/Year to Month/Year _____

Please enclose a copy of your résumé.

Please indicate your total number of years of full-time work experience: _____

Does your employer have a tuition reimbursement plan? Yes No

GMAT

You are required to contact the Educational Testing Service and have your results on the GMAT forwarded to us.

Date test was (will be) taken: ____/____/____ Test score (if known): _____

Essay Questions

Applicants for the Full-time MBA program are required to complete all 3 essay questions; all other program applicants are required to complete questions one and two. (Please attach a separate sheet.)

Question 1: (Please answer the question in 300 words or less)

Why have you chosen to apply to the DePaul Business School? What are your short and long-term career objectives? How will the program assist you in pursuing your career objectives?

Question 2: (Please answer the question in 500 words or less)

In the competitive world of commerce, where profit is a top priority, one can lose sight of the importance of ethics in decision-making and business practices. What, in your opinion, is the proper place of ethics in the world of business? What role should ethics play in the formation of business policies and practices? Draw on your personal experience and/or knowledge of events in the business world to illustrate and support your discussion.

Question 3: (Required only for students applying to the MBA Full-Time program)

(Please answer the question in 300 words or less)

What, in your opinion, are the advantages and disadvantages of pursuing the MBA on a full-time basis versus attending part-time and continuing to work full-time?

I certify that the information given on this application is complete and accurate:

Applicant's Signature _____

Date ____/____/____

FOR OFFICE USE ONLY

FP ____/____/____

Comments: _____

Admit to degree program

Deny admission

JR/SR/GPA

Admit as non-degree or at-large

Committee

OV GPA

GMAT



DEPAUL UNIVERSITY
 Kellstadt Graduate School of Business
 1 East Jackson Boulevard
 Chicago, Illinois 60604-2287
 Telephone: 312-362-8810

RECOMMENDATION FORM

Information for the Applicant

Please print and complete this section and furnish this form to the individual from whom you are requesting a recommendation.

I understand that federal legislation provides me with access to this form and attached letter of recommendation.

I also understand that my right to access may be waived and that no institution or person can require me to waive this right.

Accordingly, (Check one)

I waive access to this form and attached letter of recommendation.

I do not waive access to this form and attached letter of recommendation.

 Signature of Applicant

 Date

 Name of Applicant (Please Print or Type)

 Social Security Number

Information for the Evaluator

It is important that your recommendation be frank and detailed. This information will be used solely for the purposes of determining whether the candidate should be admitted to the Kellstadt Graduate School of Business.

Please answer the following questions, attach a separate sheet if necessary.

How long have you known the applicant and in what capacity?

What innovative contributions has the applicant made to your organization?

Are there areas in which the applicant could improve? Has he or she worked on those areas?

Please use the scale below to rate the applicant in relation to his or her peers.

	Outstanding	Excellent	Average	Fair	Weak	Not Observed
Leadership Ability						
Intellectual Ability						
Sense of Ethics						
Ability to work with others						
Written Communication Skills						
Verbal Communication Skills						
Potential for Career Advancement						

Please feel free to make additional statements regarding the ratings that you have assigned if you feel they would be helpful to the Admissions Committee.

Signature of Evaluator Date

Name of Evaluator

Position/Title

Institution/Organization

Address

Phone Number Email

Please return this recommendation to the candidate in a sealed envelope with your signature across the flap.



Kellstadt Graduate School of Business
1 East Jackson Boulevard
Chicago, Illinois 60604-2287
Telephone: 312-362-8810

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Date

Name of Evaluator

Position/Title

Institution/Organization

Address

Phone Number

Email

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APPLICATION DEADLINES

To maximize the opportunity for the widest choice of classes, it is recommended that the completed application, with all credentials, be submitted well in advance of the following deadlines. Applicants submitting completed applications by the dates listed below can expect to receive a decision in 4-6 weeks. Applications completed after the deadlines will be processed in the order in which they are received.

For the Part-time MBA and all

Master of Science programs:

Applications must be submitted by:

July 1st for the Autumn Quarter

October 1st for the Winter Quarter

February 1st for the Spring Quarter

April 1st for the Summer Quarter

International students and applicants educated outside the United States must submit their applications two months prior to the above deadlines.

For the M.B.A. Full-Time Program

Admission to the MBA Full-time program is competitive and is limited to the Fall Quarter. Applications are due by April 1st. Applications received after the deadline are considered on a space available basis.

For the Weekend MBA Programs:

Admission to the Weekend MBA programs is competitive and is limited to the Fall Quarter. Applications are due by July 1st. International students and applicants educated outside the United States must submit their applications by May 1st. Applications received after the deadline are considered on a space available basis.



KELLSTADT GRADUATE SCHOOL OF BUSINESS

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