

University of California

Berkeley

Haas School of Business

The Evening & Weekend MBA Program 2010

The Berkeley MBA

Online Application Instructions

TABLE OF CONTENTS

Section I. General Information and Instructions	Page
1. Application Information	2
2. Prerequisites for Enrollment	3
3. Application Instructions	4
4. International Applicants	7
5. Application by Current or Former Berkeley Campus Graduate Students	10
6. Reapplication	10
7. Berkeley Campus Policies	11
Section II. Recommendation Form	13
Section III. Application Checklist	15

APPLICATION DEADLINES AND DECISION SCHEDULE

apply online at <http://ewmba.haas.berkeley.edu/admission>

	Round 1	Round 2	Round 3
Applications submitted by*	November 2, 2009	January 5, 2010	March 1, 2010
GMAT taken on or before	November 2, 2009	January 5, 2010	March 1, 2010
Decision received	February 5, 2010	April 2, 2010	May 28, 2010

*including GMAT and TOEFL scores (if required)

I. GENERAL INFORMATION AND INSTRUCTIONS

OVERVIEW

You can enter and update your information at any time before you submit your application. When entering information that you wish to save, please be sure to scroll down to the bottom of the form and click on the button "Save and Return to Menu." If this button is not clicked, any information added to the form during that log-in session will not be saved. Once you are satisfied that all of your application forms are complete and ready for submission to the admissions committee, please go to the Application Menu and click the "Submit Application" button.

Please note that we only accept online applications - paper applications are not available.

Software Requirements

This application is compatible with Mozilla Firefox 1.0 and higher and with Microsoft Internet Explorer versions 6.0 and higher. We find that Internet Explorer works best. Parts of this application may not function properly on other browsers. For instance, you may encounter pages in Firefox that will not print correctly (though they still function properly). In addition to a compatible browser, you will need the free Adobe Acrobat Reader to access certain documents.

PLEASE NOTE:

1. The application deadlines and decision schedule apply to Evening & Weekend MBA applicants for the fall of 2010 only.
2. Online applications must be submitted no later than 11:59 p.m. PST on the deadlines listed above. All supplemental materials such as academic transcripts and letters of recommendation must be postmarked by the deadline for which you are applying.
3. **Computer-adaptive GMAT and TOEFL tests must be completed by the deadline for which you are applying.** Paper-based tests should be scheduled at least eight weeks prior to the deadline you want to meet.
4. Orientation weekend is mandatory for incoming students and will be held August 6-8, 2010.

I.APPLICATION INFORMATION

Admission to the MBA program is open to all who have received a bachelor's degree from an accredited institution in the United States, or an equivalent degree from a university-level institution outside the US. For details on degree equivalency for specific countries, please refer to the International Applicants section of these instructions. If you were educated outside the US, you may be required to take the TOEFL or IELTS examination.

Before you begin, please note the following:

- Use this application to apply only to the Evening & Weekend MBA Program.
- Read the instructions carefully. **It is your responsibility to follow all instructions and submit the required materials by the deadline you choose.**
- Send **only** the materials requested in this application.
- Eligibility for admission cannot be determined in advance of the submission of a complete application.
- We do not accept transfer units from any other university.
- All application materials become the property of the University of California and cannot be returned or forwarded elsewhere at your request. We urge you to print and keep a copy of your submitted application.

- University policy prohibits awarding duplicate degrees. We are unable to consider your application if you have an MBA or comparable degree from an institution of higher learning.

If you apply to the Evening & Weekend MBA Program, you may not file applications to other Berkeley graduate programs. This includes applications to the Full-time MBA and Berkeley-Columbia Executive MBA programs. The UC Berkeley Graduate Division Office will suspend application processing if you submit applications to more than one graduate program at UC Berkeley at the same time.

It is your responsibility to notify the Haas Evening & Weekend MBA Program in writing (via letter, fax or email) of any changes to your contact information or employment. Emails may be addressed to ewmbaadm@haas.berkeley.edu. Faxes may be sent to (510) 643-5902. Letters may be sent to Haas Evening & Weekend MBA Admissions, Haas School of Business, University of California, Berkeley, 430 Student Services Bldg. #1906, Berkeley, CA 94720-1906.

We will release information on the status of your application only to you. If you would like anyone else to have access to that information, please note that person's name and address in the appropriate fields in Part 1 of the Personal Data Form in this application. Our policy, based on federal and state guidelines, is to hold in confidence all information you provide in your application materials except your name and the department to which you apply, which are considered public information. If you do not want your name and department released, please include a written request to withhold that information from public disclosure. Be sure to inform the Graduate Division in writing as well (Graduate Admissions, 309 Sproul Hall #5900, University of California, Berkeley, CA 94720-5900).

2. PREREQUISITE COURSES FOR ENROLLMENT

In addition to a bachelor's degree from an accredited college or university, applicants are required to satisfy two prerequisites for enrollment: college-level mathematics and statistics. The prerequisites must be completed by the time you enter (not apply to) the Evening & Weekend MBA Program.

Both prerequisites must be completed by August 5, 2010 for fall 2010 applicants. Round three applicants are strongly encouraged to begin coursework, if needed, prior to receiving an admissions decision.

A. College-Level Mathematics

An appropriate course in college-level mathematics must cover college algebra at a minimum. However, we strongly recommend a calculus course to ensure sufficient quantitative proficiency for success in the core courses. The mathematics course prerequisite can be fulfilled in one of the following three ways:

I. Recent Coursework

Applicants can meet the prerequisite with one course in mathematics within the last five years. Courses must have been taken within five years of August 2010 (Fall 2005 - Summer 2010) and must have a unit value equal to at least three semester units. Applicants must have earned a grade of "B" or better. Prerequisite courses may be taken at any accredited community college, college or university, or through UC Extension. For a list of approved courses, please visit: www.haas.berkeley.edu/EWMBA/PrereqClassList.pdf

PREREQUISITE CALENDAR

College-Level Math and Statistics courses must be complete with official transcripts received at our office by:

August 5, 2010

Waiver Exams in College-Level Mathematics and Statistics will be offered:

Monthly from January through May, 2010

2. Waiver Exam

Instead of taking a course in mathematics, applicants may also opt to take and pass a waiver exam. We offer the waiver exam as a courtesy to applicants who may not have taken formal courses in mathematics recently, or who have gained the skills through work experience or self-study. The waiver exam will be offered monthly from January through May, 2010.

3. GMAT score

A third option exists for satisfying the mathematics prerequisite only. Applicants who have scored in the 80th percentile or above on the quantitative section of the GMAT will automatically satisfy the prerequisite in college-level mathematics. We will accept scores from GMAT exams taken no earlier than October 2004 and no later than the application deadline.

B. Statistics

An appropriate course must cover descriptive statistics, probability, sampling distributions, interval estimation, hypothesis testing, correlation, and multiple regression. The statistics prerequisite can be fulfilled in one of the following two ways:

I. Recent Coursework

Applicants can meet the prerequisite with one course in statistics within the last five years. Courses must have been taken within five years of August 2010 (Fall 2005 - Summer 2010) and must have a unit value equal to at least three semester units. Applicants must have earned a grade of “B” or better. Prerequisite courses may be taken at any accredited community college, college or university, or through UC Extension. For a list of approved courses, please visit: www.haas.berkeley.edu/EWMBA/PrereqClassList.pdf

2. Waiver Exam

Instead of taking courses in statistics, applicants may also opt to take and pass a waiver exam. We offer the waiver exam as a courtesy to applicants who may not have taken formal courses in statistics recently, or who have gained the skills through work experience or self-study. The waiver exam will be offered monthly from January through May, 2010.

3. APPLICATION INSTRUCTIONS

To be considered for admission, the following supplemental application materials are required in addition to the information you submit online:

- \$200 application fee — payable online by credit card or by check or money order (payable to UC Regents).
- One official transcript (or academic record) in its original language for each institution you have attended. These must arrive in envelopes sealed by the issuing institution. Certified English translations are required if the transcript is not in English. Graduates of non-U.S. institutions must also provide one official degree certificate in the original language, along with a certified English translation. For more information, please read “Required Academic Records” under the “International Applicants” section.
- Two letters of recommendation with the letter writers’ signatures across the seals of the envelopes (unless submitted online by the recommenders).

These items should be sent in an envelope marked “Supplemental Application Materials” and addressed to:

Evening & Weekend MBA Admissions
Haas School of Business
University of California, Berkeley
430 Student Services Bldg. #1906
Berkeley, CA 94720-1906

In addition, applicants should arrange to have official score reports of the following standardized tests sent directly to the MBA Admissions Office:

- Official GMAT Score Report (Institution Code N2V-PT-16)
- Official TOEFL or IELTS Score Report (where applicable) (TOEFL Institution Code 4916-02, IELTS Institution Code N/A)

Application Fee

Submitting your fee and online application are two separate processes. If you have paid your application fee, your application is not submitted. You must also submit the application.

Pay online by credit card (preferred) or send a check or money order in the amount of \$200 made payable to “UC Regents” along with your supplemental materials. **Application fees are not refundable.**

Checks must be drawn on an American bank. Any check, bank draft, or money order must clearly bear your name and identify you as an applicant to the Evening & Weekend MBA Program so that it can be credited to you. Do not submit UNESCO coupons, traveler’s checks, international postal money orders, or cash. Do not attempt to wire funds.

The application fee and fee policies are determined by the Regents of the University of California and are subject to change without notice.

Application Submission and Status

To submit an application, you must press the “submit” button by 11:59 pm PST on the deadline day for which you are applying.

Once you do this, you will receive an immediate email notification that your application has been received. Please print and/or save this message. All appropriate documents will then be matched to your online submission. You will be emailed the status of your application (complete/incomplete) within 6 weeks after the deadline for which you apply.

You can track the status of your application by logging into your application with your username and password and following the “Application Status” link. **(Please do not contact the Evening & Weekend MBA Admissions Office about the status of your application unless you have not received a communication within the time frame indicated.)**

Transcripts

You must submit one official transcript from every college/university/graduate institution you have attended since secondary/high school graduation, regardless of length of study. You must also list each of these schools in the education section of the application. These transcripts need to arrive in a sealed envelope as issued by the school. The required transcripts include those from junior college, lower division, summer sessions, extension courses, transfer units from abroad, and graduate work. Transcripts must list (1) the name of every class you have taken toward the completion of a degree, (2) the number of credits received per class and (3) the grade obtained for every course. If you have attended school abroad, either as part of an exchange program administered by your school or on your own, or if you have transferred units from another institution to your degree granting institution, make sure your degree-granting institution’s

transcript meets all three of the above requirements. Otherwise, request official transcripts directly from the institution where each class was taken. Do not list or send transcripts for seminars, ESL classes, professional development courses, computer certifications, language courses, art courses, etc. For institutions outside the U.S., see Required Academic Records.

GPA Calculations

- **U.S. Degrees (for schools grading on a 4.0 scale)**

List the overall GPA for your degree as reported by the issuing institution. In addition, using the scale below, calculate the cumulative GPA for all courses taken after the final term of your second year of study through the award of your undergraduate degree.

Scale for 4.0 GPA calculation

A+ = 4.0 B+= 3.3 C+ = 2.3 D+= 1.3 F=0

A = 4.0 B = 3.0 C = 2.0 D = 1.0

A- = 3.7 B- = 2.7 C- = 1.7 D- = 0.7

- **U.S. Degrees (for schools not grading on a 4.0 scale)**

Do not attempt to calculate a GPA.

- **International Degrees**

Calculate and list only one figure: your GPA/average score for the entire period of study. Please do not “interpret” grading scales on our behalf by attempting to convert your school or country’s system into the U.S. 4.0 scale.

Report your average score using the scale utilized at your school(s). For traditional British-style systems (e.g., UK, India, Pakistan), list final classification of honors conferred. For schools on numerical or percentage systems (other than 4.0 scale) in which no final comprehensive examination is required, please calculate and list an overall average for the entire period of study. For systems in which a comprehensive examination determines the final grade (e.g., Germany, Switzerland), list the final examination average. For schools using an A-F letter grade scale (e.g., Japan, Korea), calculate a four-year average using the 4.0 scale above. For other non-numeric systems (e.g., Spain or Spanish-style systems), enter “N/A.”

Letters of Recommendation

Letters of recommendation provide the admissions committee with third party, qualitative accounts of your potential for leadership and management.

Requirements

We require two letters of recommendation. You should obtain one of the recommendations from your current direct supervisor. If you do not provide a letter from your current direct supervisor, you are required to include an explanation in the Supplementary Data section of the online application.

You are responsible for ensuring that both recommendations are submitted prior to the application deadline. Please do not draft or write your own letter of recommendation, even if asked to do so by your recommender. Such an action can result in denial of your application or withdrawal of your offer of admission. We discourage you from submitting more than two letters of recommendation.

Choosing a Recommender

We strongly prefer that both letters come from a current or former employer. Select individuals who know you well and who will take the time to write thorough, detailed letters: preferably a supervisor or other individuals with whom you have had considerable professional interaction. The title or status of those you select is not important. What does matter is how closely your letter writers have worked with you

and whether they can attest to your value as an employee, your professional accomplishments, and your personal qualities.

We discourage letters of recommendation from peers, subordinates, professors, family or friends.

Letter Submission

We strongly encourage your recommenders to submit letters through our online application. When completing the online application, enter the email address of your recommender and click the appropriate box to have the recommender complete an online recommendation. Your recommender will receive an automated email with instructions to log in to the online recommendation form. After your recommender submits the recommendation, both you and your recommender will receive an email confirmation.

If you wish to give your recommenders hard copy forms, you may download a PDF version of the recommendation form. Please review the submission instructions on the top portion of the form.

Short Answer and Essay Questions

Our short answer questions were created to provoke honest, thoughtful responses to help us get to know you. The essay and short answer questions have fields large enough for you to answer each thoroughly; please do not exceed the specified lengths. **If a particular question does not apply to you, please answer "N/A."**

Please note: Our online application does not allow you to format the text of your responses. If you would like, you can copy and paste your responses from a text based application, (i.e. Notepad or Microsoft Word).

Graduate Management Admissions Test (GMAT)

Official GMAT results are required of all applicants. All applicants must also provide self-reported scores as part of the application. These are verified later in our process. We will accept official scores from GMATs taken as early as October, 2004. The Haas School keeps GMAT test score reports on file for **two years only**.

Applicants must make arrangements directly with Pearson Vue to sit for the GMAT or to have results of previous tests forwarded to the Haas School. The Haas School's institution code for Evening & Weekend Admissions is N2V-PT-16.

The computer-adaptive GMAT (GMAT CAT) must be taken by the deadline for the application round you intend to meet, and you must provide self-reported scores when you complete our application.

Applicants registering for the paper-based GMAT or other non-standard administrations should schedule their GMAT at least eight weeks before the application deadline for which you are applying to permit timely receipt of official score reports. Those who intend to apply from outside the US should arrange a test date as soon as possible. To arrange a test date or obtain general information regarding the GMAT, please visit the Graduate Management Admissions Council web site at www.mba.com.

Interviews

The Admissions Committee conducts interviews of applicants by invitation only, **and we ask that you please refrain from contacting us to request an interview**. Receiving an invitation to interview should be taken as a sign of interest on the part of the Admissions Committee, and few applicants will be admitted without an interview.

4. INTERNATIONAL APPLICANTS

International applicants are those who, at the time they submit an application, 1) are not U.S. citizens or permanent residents or 2) received their undergraduate degrees outside the U.S. International applicants should follow the same procedures detailed thus far, as well as those listed below.

Eligibility

We are unable to determine whether a degree is equivalent to a U.S. bachelor's degree prior to receiving a complete application. The university's Graduate Division reserves the right to review the academic records of all applicants whose undergraduate degrees were earned outside the U.S. to determine whether the academic credentials presented for a foreign institution are comparable to the U.S. bachelor's degree. Furthermore, the Graduate Division decides whether the TOEFL, IELTS, or other English proficiency exam is required in the case of each applicant.

Minimum Academic Requirements for International Applicants

The minimum graduate admission requirement includes a bachelor's degree or recognized equivalent from an accredited institution.

Graduates of recognized academic institutions outside the United States should have completed degree programs representing a minimum of 16 years of schooling with at least 12 years at the primary and secondary level. For the countries listed below, the minimum qualifications to apply are:

Australia, Canada, New Zealand, South Africa: An Honours bachelor's degree or a bachelor's degree whose program represents four years of study.

Baltic and East European States: A Diplom, Inzen'yr, Magister, or Oklevél diploma.

Bangladesh, Burma, India, Nepal, Pakistan: A bachelor's degree that represents four or more years of coursework such as the B. Engineering, the B. Technology, and the B. Architecture, or a master's degree in a nonengineering or technical field.

Central and Latin America, Mexico, Portugal, Spain: A Licenciado or Titulo.

French or French-Style Schools and Universities: The Diplôme, Maîtrise, or a professional title such as the Ingénieur.

Germany: The Diplom or Magister Artium. Holders of the Vordiplom or Zwischenprüfung may be considered for admission only on an exceptional basis.

People's Republic of China: A bachelor's degree requiring four or more years of university study.

United Kingdom and British-Style Schools and Universities: An Honours bachelor's degree.

Required Academic Records

Applicants are required to submit official records from each academic institution attended after secondary/high school. Official records are original documents issued by the institution that bear the original stamp or embossed seal of the issuing institution and the stamped or signed signature of the appropriate authorizing official. All other documents are unofficial and will not be accepted.

Academic records must show the dates of your enrollment, all subjects or courses, units, credits or hours, exams, and grades in each subject. If rank is determined by the results of comprehensive exams, records should show the examination date and your scores, rank, class, and division. All records must include a complete description of institutional grading scales or other standards of evaluation with maximum grades and minimum marks indicated.

Translation

All official academic records must be issued in the original language and accompanied by English translations prepared by the issuing institution. Specially prepared English versions are not acceptable in place of documents issued in the original language. If translations are not available from the institution itself, they may be prepared by government or official translators. Translators must state that the translation is a complete and exact word-for-word translation of the original. **In particular, be sure that the translator or institution does not "interpret" grading scales by attempting to convert your country's system into the U.S. 4.0 scale.**

The translator's statement should be prepared on the letterhead of the translator's institution. Translators must sign their statements in ink and indicate their title. If possible, translators should also use the stamp or seal of their institution. If you are in the United States and have only an official copy of your academic records or diploma certificate in the original language, only translations prepared by the American Translators Association are acceptable. For more information and the directory of members, consult the ATA website at www.atanet.org. Credential evaluations prepared by other schools or private agencies cannot be submitted in place of original academic records and diploma certificates.

Diploma or Degree

You must also submit an official degree certificate as evidence of the conferral of all degrees, diplomas, or professional titles. Degree certificates must be issued in the original language. Translations should indicate the exact name of the degree, diploma, or title as it is known in the country of origin and not in U.S. terms.

Degree certificates are similar to a diploma in that they indicate the degree conferred, date of conferral and granting institution, but they are not a diploma. In addition, please do not send your original diploma or copies of your diploma.

If your international institution does not issue official duplicate copies of your transcripts or degree certificates, please upload scanned copies (front and back) of the originals with your online application. If you are recommended for admission, certified copies will be required. UC Berkeley's Graduate Division will certify documents for applicants only after they have been recommended for admission. **A notary public's certification is not acceptable, and American embassies and consulates will not certify academic records.**

English Language Proficiency

The Graduate Division requires that all applicants who received their degrees from countries in which the official language is not English submit official evidence of English language proficiency. This requirement applies to applicants from Bangladesh, Burma, Nepal, India, Pakistan, Latin America, the Middle East, North Africa, the People's Republic of China, Taiwan, Japan, Korea, southeast Asia, and most European countries.

However, if at the time of application you have already completed at least one year of full-time academic coursework towards an advanced degree with grades of "B" or better at a U.S. university, you do not need to take a standardized English language proficiency test. Instead, you must submit an official transcript from the U.S. university. The following courses will not fulfill this requirement: (1) courses in English as a Second Language; (2) courses conducted in a language other than English; (3) courses that will be completed after you apply; and (4) courses of a non-degree or non-academic nature.

There are two standardized tests you may take: the Test of English as a Foreign Language (TOEFL), and the International English Language Testing System (IELTS) assessment. **Unless you are exempt from the standardized English language proficiency test requirement based on attendance at a U.S. institution, as mentioned above, you must take the TOEFL or IELTS assessment. No exceptions will be granted.**

TOEFL (Test of English as a Foreign Language)

TOEFL is administered by the Education Testing Service. You can obtain detailed information from the TOEFL web site, www.toefl.org, or contact TOEFL Services, Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541-6151, (609) 771-7100. Copies of the TOEFL Bulletin are also available at U.S. educational commissions and foundations, bi-national centers, and private organizations such as the Institute of International Education (IIE). To schedule an appointment for the computer-based test in the United States or Canada, call 1-800-GO-TOEFL. The institution code for the Haas School of Business is **4916-02**.

We will only accept TOEFL exams administered by the Educational Testing Service and sent to us directly by the TOEFL office. Tests taken before June 2008 will not be accepted even if your score was reported to Berkeley. Your most recent score must be at least 570 for the paper-and-pencil test, 230 for the computer-based test, or 68 for the Internet-based TOEFL.

Please note, applicants educated in the following countries do not need to take the TOEFL: Australia, Belize, Botswana, English-speaking Canada, the Commonwealth Caribbean, Ghana, Guyana, Ireland, Kenya, Lesotho, Liberia, New Zealand, Nigeria, Papua New Guinea, Philippines, Sierra Leone, Singapore, South Africa, Swaziland, Tanzania, Uganda, United Kingdom, Zambia, Zimbabwe.

There are some schools in Bulgaria, French-speaking Canada, Egypt, Lebanon, PRC-Hong Kong, Turkey, and the United Arab Emirates whose graduates are not required to submit a TOEFL score.

International English Language Testing System (IELTS)

If necessary, you can submit scores from the Academic Modules of the International English Language Testing System (IELTS) designed by the University of Cambridge Local Examinations Syndicate and administered by the British Council worldwide.

You are responsible for providing us with an official Test Report Form (TRF) of your IELTS. Remember to order the TRF when you register to take the test.

Tests taken before June 2008 will not be accepted. Your most recent overall BAND score must be at least 7 on a 9-point scale.

To register for the IELTS, consult the IELTS web site at www.ielts.org or contact the office of the test center where you plan to take the test.

5. APPLICATION BY CURRENT OR FORMER BERKELEY CAMPUS GRADUATE STUDENTS

Students currently or formerly enrolled in graduate study at another department at UC Berkeley must file a complete Evening & Weekend MBA application. If admitted, students must also file a Graduate Petition for Change of Major or Degree Goal. No fee is assessed for processing this petition. If there has been a break in registration (except for summer), it will also be necessary to file a Petition for Readmission along with the Graduate Petition for Change of Major or Degree Goal. The university charges a \$60 fee for the Petition for Readmission, but this fee is waived for Evening & Weekend MBA students.

6. REAPPLICATION

If you have submitted an application to the Berkeley MBA program within the last two years, you are considered a reapplicant. Please refer to the instructions below as there are different requirements based on the year you applied.

Fall 2009 Evening & Weekend Applicants Only*:

You should complete all pages of the online application with the following exceptions:

1. Supplementary Data/Short Answers/Essays: Only a response to Reapplicant Essay Question 2 is required of reapplicants. However, applicants are encouraged to submit new or updated responses to the other questions.
2. Recommendations: We require that you submit one new letter of recommendation, preferably from your current supervisor. Submitting two new letters of recommendation is optional.
3. Transcripts: You are not required to resend official transcripts. However, you must send transcripts for new coursework completed since your previous application.
4. Test scores: Reordering official test score reports is not required unless you are listing new GMAT or TOEFL scores in your application. If so, please send an official score report to the Evening & Weekend MBA Admissions Office. You must submit new test scores if your test was taken before June 2008 (TOEFL, IELTS) or October 2004 (GMAT).

GMAT: Institution Code N2V-PT-16

TOEFL: Institution Code 4916-02

IELTS: Institution Code N/A

Updating any other application materials is optional, although the Admissions Committee does note the effort that candidates put into their reapplication.

*If you have already applied more than once to the Evening & Weekend MBA Program, you must complete a full application and follow the instructions below for “Fall 2008 Applicants”.

Fall 2008 Evening & Weekend Applicants; Fall 2008 or Fall 2009 Full-time and Berkeley-Columbia Applicants:

You should complete all sections of the online application with the following exceptions:

1. Transcripts: You are not required to resend official transcripts. However, you must send transcripts for new coursework completed since your previous application.
2. Test scores: Reordering official test score reports is not required unless you are listing new GMAT or TOEFL scores in your application. If so, please send an official score report to the Evening & Weekend MBA Admissions Office. You must submit new test scores if your test was taken before June 2008 (TOEFL, IELTS) or October 2004 (GMAT).

GMAT: Institution Code N2V-PT-16

TOEFL: Institution Code 4916-02

IELTS: Institution Code N/A

Applicants Prior to Fall 2008:

You must submit an entirely new application and supporting materials, including transcripts and test scores.

7. BERKELEY CAMPUS POLICIES

Accuracy of Information

The submission of any false or misleading information of any kind in support of an application for admission to the Graduate Division at the University of California, Berkeley, can result in the permanent cancellation or rescission of admission by the Dean of the Graduate Division. It is the responsibility of the applicant to ensure that all information is accurate and complete.

Information Practices Act

The State of California Information Practices Act of 1977 requires the university to provide the following information to applicants for admission who are asked to supply information about themselves. The principal purpose for requesting information is to process your application for admission. Maintenance of this information is authorized by university policy.

Furnishing information that is not designated as voluntary or optional is mandatory. Failure to provide such information will delay or can even prevent completion of the admission process.

Information furnished may be used by various university departments for admission and other student-related purposes, such as housing and financial aid. This information will be transmitted to the state and federal governments if required by law. Individuals have the right of access to this record as it pertains to them. The official responsible for maintaining the information is the Dean of the Graduate Division.

Use of Social Security Numbers

Pursuant to Section 7 of the Privacy Act of 1974, applicants for a fellowship or graduate scholarship and other Graduate Division financial aid or benefits are hereby notified that disclosure of their social security numbers is mandatory. Social security numbers are required by the Graduate Division to verify the identity of each applicant. Social security numbers are used to link our admissions file with Financial Aid Office data, to link our application data with Graduate Record Examination scores from the Educational Testing

Service, to link to the Payroll Office to verify amounts paid to students receiving teaching assistantships and research assistantships, and to link financial awards and admission data to registration histories and student records. This record-keeping system was established before January 1, 1975, pursuant to the authority of the Regents of the University of California under Article IX, Section 9, of the Constitution of the State of California. The university is required by federal law to report your social security number and other pertinent information to the Internal Revenue Service pursuant to the reporting requirements imposed by the Taxpayer Relief Act of 1997.

Student Records

After a student has accepted admission, disclosure of information from his or her student records is governed by the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. (FERPA does not pertain to applicants who have not accepted admission.) In general, most information in a student's records is confidential, and can be released to third parties only with the prior written consent of the student. Detailed information on this policy including what information can and cannot be released and to whom, is available at <http://registrar.berkeley.edu/GeneralInfo/ferpa.html>.

Campus Safety

In accordance with the Jeanne Clery Act, the University maintains a reference guide of safety information and procedures, annual campus crime statistics, and emergency-disaster preparedness information. For a copy of this report, Safety Counts, call (510) 642-9101, email ucpolice@berkeley.edu, or write to Police Department Campus Safety Programs, University of California, Berkeley, Police Department, 1 Sproul Hall #1199, Berkeley, CA 94720-1199. The report is also available at <http://police.berkeley.edu>.

Ethnic Survey

The Graduate Division is required to provide reports to various federal and state agencies on the ethnic composition of the applicant population. Therefore, we ask that you answer the question about your ethnic identity. The university holds such information on individuals as confidential and uses it only for statistical purposes. You may decline to state your ethnic identity.

Nondiscrimination Statement

The University of California, in accordance with applicable federal and state law and the university's nondiscrimination policies, does not discriminate on the basis of race, color, national origin, religion, sex (including sexual harassment), gender identity, pregnancy/childbirth and medical conditions related thereto, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. This nondiscrimination policy covers student admission, access, and treatment in university programs and activities. It also covers faculty (Senate and non-Senate) and staff in their employment.

Inquiries regarding racial and sexual harassment may be directed to Nancy Chu, Title IX/VI Compliance Officer, at (510) 643-7895 or tixco@berkeley.edu. The appropriate resource for inquiries regarding other types of discrimination may be identified at <http://ccac.berkeley.edu>.

RECOMMENDATION FORM

Name of Applicant (print) _____
LAST FIRST MIDDLE

NOTE TO APPLICANT

Please complete both the top and the waiver sections of this form even if you do not waive access. Give this form to the person who will write your recommendation together with an unsealed envelope addressed to yourself. Ask your recommender to enclose the completed form, seal the envelope, **sign across the seal**, and mail the envelope back to you. **You should then send the envelope with its seal unbroken to the Evening & Weekend MBA Admissions office with the rest of your application materials.**

NOTE TO RECOMMENDER

The above person is applying for admission to the Berkeley Evening & Weekend MBA Program at the Haas School of Business. It is important both to the applicant and to the Haas School that we know as much as possible about the applicant's leadership potential and capacity for graduate business study. We encourage you to be completely candid and to **provide specific examples** wherever possible. It is helpful to the applicant if you answer the specific questions that we ask. Generic recommendations that do not address our questions typically do not strengthen an application.

After completing this form, please enclose it in an envelope, seal the envelope, **sign across the seal**, and return it to the applicant. Your signature across the sealed flap of the envelope ensures the confidentiality of your assessment. If you wish to send your letter directly to the school, we will accept it at the address above. Thank you for your assistance and cooperation.

Recommender's name (print) Mr. Ms. _____ Phone _____

Position/Title _____ Company _____

Address _____

Email Address (work preferred) _____

By checking this box, I certify that this recommendation was written entirely by me, using my own words. The applicant was not involved in crafting any portion of this written recommendation.

You may may not contact me at work regarding this applicant.

Recommender's signature _____ Date _____

Waiver Section (to be completed by applicant)

I understand that the Family Educational Rights and Privacy Act of 1974 provides me with a right of access to this recommendation, unless waived, and that no school or person can require that I waive this right.

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

Applicant's signature _____ Date _____

Applicant's name _____ Recommender's name _____

Please provide your responses on your company letterhead or stationery, but use this form to mark your responses to questions 1, 11, 12 and 14 (see grid below). We encourage you to provide specific examples wherever possible.

1. I strongly recommend recommend recommend with reservations do not recommend that this applicant be admitted to the Haas Evening & Weekend MBA program.
- 2a. Are you, or have you been, the applicant's direct supervisor? If not, what is the nature of your relationship?
- 2b. If you are the applicant's current direct supervisor, what is the applicant's job title and, if applicable, grade level?
3. How long have you known the applicant? How frequent is (was) your interaction with the applicant?
4. What are the applicant's colleagues like, and how does the applicant's performance compare?
5. What has been the applicant's most significant contribution or specific accomplishment in your organization?
6. How effective are the applicant's interpersonal skills in working with a) peers, b) supervisors, and c) subordinates?
7. What are the applicant's three greatest strengths? Cite specific examples.
8. What are the applicant's three greatest weaknesses, and what efforts, if any, has the applicant made to improve in these areas?
9. In the Berkeley MBA program, we develop leaders who have 'confidence without attitude' (or, confidence with humility). Please comment and provide examples of how the candidate reflects this Berkeley-Haas value.
10. Please comment on the applicant's potential for senior management.
11. How would you rate the applicant's career progression, using the applicant's peers as your reference group:
 fast on track slow. Please explain.
12. Please rate the applicant on the qualities listed below, using the applicant's peers as your reference group:

	Truly Exceptional (top 2%)	Outstanding (top 10%)	Very Good (top 20%)	Good (top third)	Average (middle third)	Below Average (bottom third)	No Opportunity to Observe
Intellectual ability							
Maturity							
Professionalism							
Initiative							
Creativity/innovation							
Personal integrity/ethics							
Interpersonal skills							
Ability to work well with others							
Sense of humor							
Verbal communication skills							
Written communication skills							
Self-confidence							
Leadership/career potential							

13. Please feel free to add any additional comments or to explain your ratings on the grid.
14. Please provide us with your overall impression of the applicant:
 - Truly exceptional candidate (top 2%)
 - Outstanding candidate (top 10%)
 - Very good candidate (top 20%)
 - Good candidate (top third)
 - Average candidate (middle third)
 - Below average candidate (bottom third)

III. APPLICATION CHECKLIST

Before you submit your application, please review the checklist below and verify that you have completed each of the components. Your application will not be processed until we have received all of these components.

Once you have submitted your application, you will not be able to change it online. Any information not included at the time of submission will need to be mailed, which will delay processing of your application.

Transcripts and any other application materials not submitted online should be sent in one envelope to:

Evening & Weekend MBA Admissions

Attn: Application Materials

Haas School of Business

University of California

430 Student Services Bldg. #1906

Berkeley, CA 94720-1906

CHECKLIST:

- Provide all information requested in **Personal Data I and II, Test Scores, Employment History, Educational History, Prerequisites and Cohort Preference**.
- Complete all required **Short Answer, Main Essay and Supplementary Data Questions**.
- Provide two **Recommendations**, which may be submitted in either electronic or printed form.
- Provide one official **transcript** from each undergraduate and graduate institution you have attended, in a sealed envelope as issued by the school. (If you obtained your degree outside the US, you must also provide a degree certificate.)
- Provide **Test Scores**. In addition to self-reporting your scores, you must send your official GMAT scores to the Evening & Weekend MBA Program, institution code N2V-PT-16. International applicants must also request official TOEFL scores from ETS (institution code 4916, department code 02).
- Submit a **non-refundable application fee** in the amount of \$200.00 USD, payable online by credit card, check or money order to “UC Regents.” Your application will not be processed until your payment has been received.
- Upload a copy of your current **resume** but not in lieu of your responses in the “Employment History” section.

The Evening & Weekend MBA Program 2010

The Berkeley MBA

430 Student Services Building #1906
Berkeley, CA 94720-1906

Tel 1-510-642-0292
Fax 1-510-643-5902
e-mail: ewmbaadm@haas.berkeley.edu
www://ewmba.haas.berkeley.edu

Important Contact Information

Evening & Weekend MBA Admissions Office	1-510-642-0292	ewmbaadm@haas.berkeley.edu
Financial Aid	1-510-643-0183	finaid@haas.berkeley.edu

Other Haas Educational Programs

Berkeley-Columbia Executive MBA Program	1-510-643-1046	emba@haas.berkeley.edu
Full-time MBA Program	1-510-642-1405	http://mba.haas.berkeley.edu
Masters Program in Financial Engineering	1-510-642-4417	mfe@haas.berkeley.edu
Ph.D. Program	1-510-642-1409	phdadms@haas.berkeley.edu
Executive Development	1-510-642-4735	execdev@haas.berkeley.edu
Undergraduate Program	1-510-642-1421	uginfo@haas.berkeley.edu

Additional Information

Online Application	ewmba.haas.berkeley.edu/admission
Federal Direct Loan Program	www.ed.gov/DirectLoan
Free Application for Federal Student Aid (FAFSA)	www.fafsa.ed.gov
Graduate Management Admissions Test (GMAT)	www.mba.com
Test of English as a Foreign Language (TOEFL)	www.toefl.org