

Paper Application Instructions and Checklist

1) Fill out this application and registration pages. Be sure to Sign and date each form. 2) **Submit the signed application, registration, application fee (if not paid online), statement of purpose, current resume, letters of recommendation, transcripts and a copy of the GMAT/GRE score report**, to the address following the deadlines below.

Application for Admission

Please read and fill out all parts of the form. Be sure to sign the bottom of the application form. The Family Education Rights and Privacy Act (FERPA) of 1974 requires that you be notified that disclosure of your Social Security number (SSN) is mandatory based on University regulation. Your SSN is used to ensure an accurate academic record and to provide full access to all services such as financial aid. Your SSN will not be used as your primary University identification number.

Registration (Residency) Information

The University of New Mexico requires residency information from all applicants. Please fill out this form and sign at the bottom.

Letters of Recommendation

Three letters of recommendation are required. **Professional or academic references**, people who have been responsible for evaluating your academic or work performance. **Personal references will not be considered.** Recommendations should be returned to you in enclosed envelopes, sealed and signed across the back. They are used for admissions purposes only and will not become part of your permanent educational record. Therefore, recommendations are not subject to the provisions of FERPA, and you will not have access to them.

Transcripts

Please send one official transcript from **each** college and graduate school you have attended as a registered student, including summer school, night school, etc. Request copies of each transcript from the Registrar's Office. Transcripts must be enclosed in the registrar's sealed envelope and returned to you to include in your package. If you attended the University of New Mexico, unofficial transcripts will be accepted. A GPA of 3.0 or better is required on the last 60 hours of college coursework.

Statement of Purpose

Please include your name and University of New Mexico identification number. This should be a concise essay (500 word minimum is recommended) explaining your reasons for seeking an advanced degree in business.

Current Resume

Application Fee

A non-refundable check or money order in the amount of \$50.00, payable to the Anderson School of Management, must accompany your application. Pay online at: https://touchnet.unm.edu/C21597_ustores/web/product_detail.jsp?PRODUCTID=2

Entrance Exam (GMAT/GRE)

The GMAT/GRE school code for the University of New Mexico is 4845. Acceptable scores are 500 or better (GMAT Total score) (GRE Verbal and Quantitative scores). To register for GMAT go to: www.mba.com. To register for the GRE go to www.ETS.org. International students should check dates and locations of the GMAT/GRE in their country. **Students may include the unofficial score provided by the testing center so we may proceed with your application.** To qualify for the GMAT/GRE waiver you must have a BBA from an AACSB program and a minimum 3.25 GPA in all upper division coursework. In order to be granted the waiver you must attend our writing workshop and must have received a grade of B or better in a calculus course within the last 5 years or complete MGMT 500 in the admission semester. *This pilot policy applies to admissions beginning Fall 2009 and will sunset after the Summer 2011 semester.

International Application Deadlines:

- For Fall semester, May 1
- For Spring semester, October 1
- For Summer semester, March 1

Domestic Application Deadlines*:

- For Fall semester, April 1
- For Spring semester, October 1
- For Summer semester, February 1

*For best consideration, including eligibility for Anderson-awarded financial aid and assistantships, apply by the appropriate deadline shown. After that date, applications will continue to be processed, but admission decisions for the semester cannot be guaranteed.

Submit Application Materials to:

Graduate Programs Admissions
Anderson School of Management
MSC05 3090
1 University of New Mexico
Albuquerque, NM 87131-0001

APPLICATION FOR GRADUATE ADMISSION

COMPLETE IN INK

✓ **General Information:** Mr / Ms. / Mrs Full Legal Name

Last	First	Middle	Maiden or Other
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Address (Number and Street)	City	State	Zip
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Phone (Home)	(Cell)	(Work)
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Place of Birth (City & State)	Date of Birth (Month/Day/Year)	E-mail (please print)
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UNM ID Number	Social Security Number (required to ensure an accurate academic record and will NOT be used as your primary University Identification number)
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✓ **Desired Degree:** MBA Master of Accounting (Professional Track) Master of Accounting (Advanced Track)

 West-Side MBA Three-Two Program Post Masters Certificate Program

 MBA/MA Latin American Studies* MBA/JD* MACCT/JD* MBA/MEME* MBA/ME*

*Applicants to dual degree programs must also file an application and meet admission requirements of cooperating program.

✓ **Semester** I would like to start Fall Spring Summer Year 20

✓ **Attending:** Full-time Part-Time ✓ **Desired Concentration:** _____

✓ **Have you ever applied** to any UNM graduate program before? No Yes. If yes, give date _____

Department: _____

✓ **Entrance Exam** taken or will take (Mo / Yr) _____ (Check which exam) GMAT GRE

Waiver requested. I meet the requirements listed on the application instructions/checklist. I have an AACSB accredited BBA from: _____ upper division GPA _____

✓ **Offense.** Have you ever been convicted of, pled guilty to, or charged with a felony offense in any court?*

 No Yes If Yes, you **must** attach an explanation. *You are under a continuing obligation to immediately update your response to this question if your circumstances change **after** you submit this application.

✓ **Education:** _____

High School Attended	City/State	Graduation Date
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Letter of Recommendation

Applicant: Please print or type your name, and request letters of recommendation from individuals who, at least collectively, are able to provide information on all issues raised below.

Last First Maiden or Other

To the person completing this recommendation:

COMPLETE IN INK

The person whose name appears above is applying for admission to the Anderson School of Management. In our consideration of each applicant, we are particularly interested in comments from individuals whom the applicant has chosen to assess him or her.

This recommendation will be used only for admission purposes. It will not be made a part of the student's educational record, and no reference will be made to it for educational purposes after an admissions decision is final. Therefore, this recommendation is not subject to the provisions of the Family Education Rights and Privacy Act of 1974. Applicants will not have access to this recommendation under the law.

Please return this form to the applicant with your signature across the seal of the envelope. The applicant will then submit the sealed, signed envelope as part of the completed application package. Thank you for your time and assistance.

Name of person completing this form Position/Title

Organization Telephone

Address

Briefly indicate the time and nature of your contact with the applicant: _____

Please rate the applicant on each item, using the following scale: 1 - truly outstanding (top 10%); 2 - superior; 3 - above average; 4 - average; 5 - below average; X - inadequate knowledge to rate.

- | | |
|--|--|
| <input type="checkbox"/> Intellectual capacity
<input type="checkbox"/> Integrity
<input type="checkbox"/> Motivation and drive
<input type="checkbox"/> Scholarship
<input type="checkbox"/> Interpersonal Skills
<input type="checkbox"/> Ability in written expression | <input type="checkbox"/> Potential as teaching assistant
<input type="checkbox"/> Ability in oral expression
<input type="checkbox"/> Adequacy of ability for research
<input type="checkbox"/> Emotional maturity and stability
<input type="checkbox"/> Self-reliance and independence |
|--|--|

Would you employ this applicant? Please elaborate.

Please assess this applicant's qualifications for graduate study. We are particularly interested in the applicant's ability to carry on advanced study and in his or her potential for continuing a successful career in management. (A letter of recommendation may be written on your letterhead and attached to this form.)

Date

Signature

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| <input type="checkbox"/> Integrity | <input type="checkbox"/> Ability in oral expression |
| <input type="checkbox"/> Motivation and drive | <input type="checkbox"/> Adequacy of ability for research |
| <input type="checkbox"/> Scholarship | <input type="checkbox"/> Emotional maturity and stability |
| <input type="checkbox"/> Interpersonal Skills | <input type="checkbox"/> Self-reliance and independence |
| <input type="checkbox"/> Ability in written expression | |

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Date

Signature

Transcript Request Form

Date: _____

TO: _____

RE: _____

I am making formal application for admission to The University of New Mexico Anderson School of Management MBA program.

PLEASE SEND MY TRANSCRIPT DIRECTLY TO: APPLICANT AT ADDRESS BELOW

I was enrolled in your institution from _____ to _____

My date of birth is ____/____/____

My Social Security number is _____-_____-_____

I was enrolled under the following name(s): _____

If there are any fees involved, please advise me at the address below:

Student's Signature

Print Name

Address

City/State/Zip

Daytime phone (include area code)

Evening phone (include area code)

E-mail Address

Transcript Request Form

Date: _____

TO: _____

RE: _____

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E-mail Address