

Albers School of Business and Economics

EXECUTIVE EDUCATION PROGRAMS APPLICATION 2012–2013



THE GRADUATE PROGRAMS OF SEATTLE UNIVERSITY

Application Instructions and Procedures

Thank you for applying to Seattle University. This packet contains copies of the required admission documents for the Executive Education programs in the Albers School of Business and Economics: Executive Leadership Certificate program (ELP), Health Leadership Executive MBA (H-LEMBA) and Leadership Executive MBA (LEMBA).

All application materials must be received by the application deadline to receive full consideration. Priority deadlines are listed below. Later applicants will be considered on a space available basis. *International applicants should refer to deadlines listed below and additional information on page 2.*

When applying for the Executive Education Programs, the following documents should be sent directly to the Center for Leadership Formation using the address noted on the top of the application form:

- Complete graduate application form and a \$55 non-refundable application fee. The fee is waived for Seattle University alumni and employees.
- Tuition is billed in quarterly installments at a rate of \$13,600* per quarter for all Executive Education Programs. The number of quarters is dependent upon the program chosen. This cost

includes tuition, textbooks and course materials, meals and lodging at residential sessions, on-campus parking, continental breakfasts and lunches on class days, and food and refreshments at various hosted events.

**Tuition may be higher or lower based on University approval in February, 2013.*

- Students for whom English is a non-native language must demonstrate English proficiency regardless of English language studies, residence in the United States or an English-speaking country, or immigration status. Graduate applicants with a baccalaureate or higher degrees from recognized colleges in the U.S., Canada, Great Britain, Ireland, New Zealand or Australia and who have continued to reside in countries where English is the primary language for at least two years prior to applying to Seattle University will have this requirement waived. English proficiency may be met with an official TOEFL score of 92 (IBT), or 580 (PBT); the IELTS exam with a minimum score of 7.0; PTE score of 62 or an institutional MELAB result of at least 83%.

Refer to the documents required by your program on the next page of this application packet.

| Priority Application Deadlines for Fall 2013 | Early Review | First Review | Second Review | Third Review |
|---|--------------|--------------|---------------|--------------|
| Executive Leadership Certificate Health Leadership Executive MBA Leadership Executive MBA | November 15 | January 15 | March 15 | May 15 |

Health Leadership Executive MBA/Leadership Executive MBA/ Executive Leadership Graduate Certificate

Required application information for the Executive Leadership Certificate, Health Leadership Executive Master of Business Administration and Leadership Executive Master of Business Administration sent directly to department in designated envelope or to: *Center for Leadership Formation, Seattle University, Pigott 327, 901 12th Ave, Seattle, WA 98122-1090*

The Admissions Committee reviews applicant's materials and decisions are made based on comprehensive consideration of an applicant's entire portfolio. Applicants are reviewed multiple times throughout the year.

- 1) Complete Application for Graduate Admission, indicating the program code ELP, EMBA, HEMB, and a \$55 non-refundable application fee (fee waived for Seattle University alumni including ELP alumni).
- 2) Evidence (degree-posted transcript or degree certificate) of a four-year baccalaureate degree from a regionally accredited institution or U.S. equivalent. Exceptions considered on an individual basis by the dean.
- 3) Official transcripts of all post-secondary education institutions attended in the last 90 quarter/60 semester credits of the bachelor's degree, including any transfer credits earned during this time, and any post-baccalaureate credits. Exceptions considered on an individual basis by the dean.
- 4) Current résumé reflecting at least seven years of progressively responsible professional work experience. Applicant's experience should represent a mid-to-senior level roles. This could apply to technical, scientific, business functional and/or managerial contexts.
- 5) Two recommendations from supervisors using forms supplied in the application packet
- 6) Official GMAT score report taken within the last five years. Exception considered on an individual basis by the program director. **Not required for ELP only candidates*
- 7) If English is not the applicant's native language, official English proficiency scores meeting the University entrance requirements are necessary. See policy 2008-01 in Admissions Policies for exceptions.
- 8) A four- to five-page, double-spaced essay to serve as a writing sample and statement of intent/interest in this academic program.
 - Address ways in which professional and educational history has led to current professional role and how these elements interrelate with career goals
 - Describe ideas and expectations for program and how your selected program will help attain goals
 - Explain how experience and skills prepared you for graduate work
 - Outline personal and/or organizational support (both individual and financial) available for undertaking program at this time
- 9) Applicants who reach the final screening will be invited to a group interview with the program admissions committee.

Deadlines and Deposits

A deposit is required from admitted students within two weeks of acceptance. Deposit amounts change in relation to the admission deadline.

Deposits are applied to the student's first quarter tuition.

| ADMISSION DEADLINES | | DEPOSIT |
|---------------------|---------------------------------|-----------------------------------|
| November 15 | | \$2000 |
| January 15 | 50% of remaining class accepted | \$3000 |
| March 15 | 30% of remaining class accepted | \$4000 |
| May 15 | 20% of remaining class accepted | \$5000 |
| *July 15 | Upon space available | \$5000 due at time of application |

**July 15 admissions are made at the discretion of the admission committee and are based on final application reviews in May. To be considered for July 15, all application materials and the \$5000 deposit must be submitted. If the class is full, applications will be waitlisted or reviewed for the next academic year. If the applicant is not accepted, a full refund of the deposit will be sent.*

Waitlist Policy

Due to the competitive nature of this program and volume of applications, applicants may be waitlisted at any given admission deadline. If waitlisted, applicants will receive notice of their acceptance or denial at the closing of the subsequent admission deadline. If accepted, the applicant's required deposit will be associated with their application date.

Deposit Refund Policy

Deposits are non-deferrable and will be refunded at 50% of the paid deposit amount with the following parameters:

- 1) A written notice is received within 30 days of the applicant's acceptance of the offer of admission. Withdrawal notices should be mailed to the associate director, at the address noted above for the application materials.
- 2) Deposits for withdrawals requested 31 or more days after acceptance of admission offer are non-refundable.
- 3) No refunds for deposits will be possible for applicants admitted for the July 15 application deadline.
- 4) Refunds are typically received within two weeks of written withdrawal notice.

International Applicants

To allow for application processing, overseas mailings, and visa processing, international applicants living overseas should submit an application six to nine months prior to the quarter they wish to enroll or the program deadline, whichever is earlier. Students who submit complete applications before the following date will receive priority consideration:

Fall Quarter April 1

A evaluation requiring official transcripts is required from all applicants who attended or completed their bachelor's and /or master's degree at an institution outside of the United States. The evaluation is not an English translation of the mark sheets, but a separate document completed by an evaluation service which shows that the degree received outside the US is equivalent to a US degree and a GPA is calculated. Seattle University only accepts evaluations from the following agencies: 1) Educational Credential Evaluators (ECE) – We require the Course by Course Evaluation with Grade Average. More information on the transcript evaluation process and the evaluation application can be found at www.ece.org or 2) Educational Perspectives (EP) – We require the Detailed/Course by Course report. Directions and additional information specific to Seattle University can be found at <http://www.edperspective.org/seattleu/>

Transcripts

In addition to the transcript evaluation, applicants must also submit to Seattle University Graduate Admissions one set of official transcripts, mark sheets, and degree certificates for all institutions attended in the last two full years of coursework in both original language and in English.

**** Documents must be received in an unopened envelope sealed by the institution to be considered official. Photocopies, scanned copies, and faxes are not accepted as official documents.*

Declaration of Finance

International applicants seeking an F-1 student visa must also submit the Declaration of Finances form available with this application packet before I-20 documents can be issued.



OPTIONAL INFORMATION

Are you of Hispanic/Latino Origin? Yes No

If Yes, please specify:

- Central American
- Chicano/a
- Cuban
- Hispanic
- Latino/a
- Mexican
- Puerto Rican
- South American
- Hispanic Other _____
- Spanish

Race: Please mark all that apply:

American Indian

- Native Alaskan
- Native American
- Native Other _____

Asian

- Asian American
- Chinese
- East Asian
- Asian Other _____
- Filipino/a
- Indian
- Indonesia
- Japanese
- Korean
- Pakistani
- South Asian
- Southeast Asian
- Vietnamese

Black/African American

- African
- African American
- Black
- Black Other _____
- Caribbean
- West Indian

Native Hawaiian/ Pacific Islander

- Guamanian/Chamorro
- Pacific Islander Other _____
- Native Hawaiian
- Samoan

White/Middle Eastern

- White
- Arab
- Persian
- Caucasian/European
- Israeli
- Russian/Eastern European
- Middle East
- Middle Eastern Other _____
- Turk
- White Other _____

Religious Preference

Gender

- Male
- Female

Will you be applying for financial aid?

- Yes
- No

Do you have employer tuition assistance?

- Yes
- No

Would you like information on services available to those with physical or learning needs?

- Yes
- No

U.S. Armed Services Military Status?

- Veteran
- Active Duty
- U.S. Military Dependent
- U.S. Reserves/National Guard
- None

Employment History (Please complete even if résumé is attached)

Current Employer/Organization _____ Employer Phone _____

Employer Address _____ City _____ State _____ Zip _____

Job Title _____ Dates Employed (Mo/Yr to Mo/Yr) _____ Part-time Full-time

Previous Employer/Organization _____ Employer Phone _____

Address _____ City _____ State _____ Zip _____

Job Title _____ Dates Employed (Mo/Yr to Mo/Yr) _____ Part-time Full-time

University Relationship

Do you have any family members who attended or graduated from Seattle University? Yes No If yes, please list below.

| Name | Relationship | Date Attended (Mo/Yr to Mo/Yr) | Graduation Year |
|------|--------------|--------------------------------|-----------------|
| | | | |

How did you first hear about our graduate program? Friend/co-worker SU alum Radio Newspaper Web Research SU Mailing Campus event Employer Event Other _____

What most influenced you to apply to Seattle University?

Seattle University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of any of its education policies, admission policies, scholarship and loan programs, athletics, and other school-administered policies and programs, or in its employment related policies and practices. All University policies, practices and procedures are administered in a manner consistent with Seattle University's Catholic and Jesuit identity and character. Inquiries relating to these policies may be referred to the University's Vice President for Human Resources and University Services and Equal Opportunity Officer at (206) 296-5870.

I certify that the information contained in this application is true and correct. I understand that misrepresentation or omission of information, such as failure to list all schools, colleges or universities attended, may result in the denial of this application, or subsequent dismissal from the university and loss of credit.

Full Legal Signature _____ Printed Name _____ Date _____

Programs

BUSINESS AND ECONOMICS

- Executive Leadership Certificate **ELP**
- Leadership Executive MBA **EMBA**
- Health Leadership Executive MBA **HEMB**

Recommendation Form for Graduate Studies

This section to be completed by the applicant (please print)

Please give this form to the person writing the recommendation. Ask the writer to return the completed form to you in a sealed envelope. Using the envelope provided with the application packet is optional. Breaking the seal will render this recommendation not confidential.

.....
Name of applicant Month and date of birth (MM/DD)

.....
Name and title of recommender

.....
Relationship of recommender to applicant From To

Please recognize the confidential nature of this document. In accordance with the Family Educational Rights and Privacy Act (FERPA), after you matriculate, you will have access to this form unless (1) you waive your right to access; OR (2) your program routinely destroys recommendations after matriculation. Choose one option:

- I waive my right to access to this recommendation and understand that I will never be able to see this recommendation.
- I want to have access to this recommendation if I am admitted and matriculated, but I understand it may not be available if my program routinely destroys recommendations after matriculation.

This section to be completed by the recommender.

This applicant is seeking admission to the Leadership Executive Master of Business Administration program at Seattle University. To assess the appropriateness of this choice for the individual, we would appreciate your candid opinion regarding the qualifications listed below. If there is any item for which you have little or no evidence, please indicate. Also, if you wish to supplement the recommendation with additional comments, attach an extra page. However, please complete this form.

1. Please indicate your evaluation of the applicant by checking the appropriate rating.

| | Outstanding | Above Average | Average | Below Average | No Chance to Observe |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Intellectual Abilities (uses abstract and critical thinking; is intellectually curious; is flexible and objective; actively engages in new knowledge; is reflective) | <input type="checkbox"/> |
| Communication Skills: Writing (writes clearly; presents ideas in an organized fashion; presents written work of graduate-level quality) | <input type="checkbox"/> |
| Communication Skills: Speaking (articulates ideas effectively in spoken form; is congruent in verbal and non-verbal communication) | <input type="checkbox"/> |
| Openness to Feedback (is non-defensive in receiving/responding to feedback; is willing to admit mistakes; is flexible and willing to change) | <input type="checkbox"/> |
| Cultural Awareness and Inclusion (appreciates influence of culture; communicates respect for others' worldviews; uses language and interpersonal behavior appropriate to and respectful of diverse cultural identities) | <input type="checkbox"/> |
| Social Responsibility (is aware of social, political, and economic inequalities and their educational effects; shows willingness to address needs of under-served populations; is willing to examine the social impact of personal and professional choices) | <input type="checkbox"/> |
| Leadership (demonstrates initiative, vision, responsibility; works toward win/win problem resolutions) | <input type="checkbox"/> |
| Interpersonal Skills (demonstrates empathy, patience, respect, caring, and a sense of humor; is willing and able to tolerate ambiguity; maintains appropriate boundaries) | <input type="checkbox"/> |

Recommendation Form for Graduate Studies

This section to be completed by the applicant (please print)

Please give this form to the person writing the recommendation. Ask the writer to return the completed form to you in a sealed envelope. Using the envelope provided with the application packet is optional. Breaking the seal will render this recommendation not confidential.

.....
 Name of applicant Month and date of birth (MM/DD)

.....
 Name and title of recommender

.....
 Relationship of recommender to applicant From To

Please recognize the confidential nature of this document. In accordance with the Family Educational Rights and Privacy Act (FERPA), after you matriculate, you will have access to this form unless (1) you waive your right to access; OR (2) your program routinely destroys recommendations after matriculation. Choose one option:

- I waive my right to access to this recommendation and understand that I will never be able to see this recommendation.
- I want to have access to this recommendation if I am admitted and matriculated, but I understand it may not be available if my program routinely destroys recommendations after matriculation.

This section to be completed by the recommender.

This applicant is seeking admission to the Leadership Executive Master of Business Administration program at Seattle University. To assess the appropriateness of this choice for the individual, we would appreciate your candid opinion regarding the qualifications listed below. If there is any item for which you have little or no evidence, please indicate. Also, if you wish to supplement the recommendation with additional comments, attach an extra page. However, please complete this form.

1. Please indicate your evaluation of the applicant by checking the appropriate rating.

| | Outstanding | Above Average | Average | Below Average | No Chance to Observe |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Intellectual Abilities (uses abstract and critical thinking; is intellectually curious; is flexible and objective; actively engages in new knowledge; is reflective) | <input type="checkbox"/> |
| Communication Skills: Writing (writes clearly; presents ideas in an organized fashion; presents written work of graduate-level quality) | <input type="checkbox"/> |
| Communication Skills: Speaking (articulates ideas effectively in spoken form; is congruent in verbal and non-verbal communication) | <input type="checkbox"/> |
| Openness to Feedback (is non-defensive in receiving/responding to feedback; is willing to admit mistakes; is flexible and willing to change) | <input type="checkbox"/> |
| Cultural Awareness and Inclusion (appreciates influence of culture; communicates respect for others' worldviews; uses language and interpersonal behavior appropriate to and respectful of diverse cultural identities) | <input type="checkbox"/> |
| Social Responsibility (is aware of social, political, and economic inequalities and their educational effects; shows willingness to address needs of under-served populations; is willing to examine the social impact of personal and professional choices) | <input type="checkbox"/> |
| Leadership (demonstrates initiative, vision, responsibility; works toward win/win problem resolutions) | <input type="checkbox"/> |
| Interpersonal Skills (demonstrates empathy, patience, respect, caring, and a sense of humor; is willing and able to tolerate ambiguity; maintains appropriate boundaries) | <input type="checkbox"/> |

Declaration of Finances.

Please use enclosed form and obtain the appropriate signatures. Students receiving scholarships from their governments or employers must submit letters verifying such scholarship awards.

Immigration policies requires that Seattle University verify the financial resources of all international applicants. This form is for that purpose.

Please note the estimated costs are for one academic year (three quarters). You are required to certify that you or your sponsor have the amounts calculated below. These estimated costs do not include transportation costs to and from the United States.

*It is important to remember that student visa holders are not authorized to work in the United States except under special circumstances. You should not plan on supporting your education through employment while being a student. **There is no financial aid available for international graduate students.***

Instructions for completing the Declaration of Finances form

- Find your total yearly estimated costs.
- Have your sponsor complete, sign, and date the student section of this form.
- Have the bank verify your sponsor's funds and sign and date the bank verification section (include bank stamp or seal).
- If the bank verification section is submitted with a bank letter, please be certain it certifies sufficient funds as stated below.
- Sign and date the statement of responsibility section.
- Photocopies, electronic copies, and facsimiles of signatures and bank stamps/seals are acceptable. For students currently living in the United States, corresponding dates must be within 6 months of quarter of entry. For students living outside of the U.S., corresponding dates must be within twelve months of the quarter of entry.
- All portions of this International Student Declaration of Finances must be completed for admission consideration and issuance of an I-20A.

Estimated Graduate Expenses for 2012-2013

| | | |
|--|---|-------------------------|
| Tuition: | <i>based upon 9 credits per quarter for <u>three</u> quarters</i> | |
| Arts Leadership | | \$ 17,577 |
| Business (MBA, MIB, MPAC, MSF) | | \$ 21,006 |
| Computer Science and Software Engineering | | \$ 21,006 |
| Criminal Justice | | \$ 17,577 |
| Education-Master and Education Specialist programs | | \$ 16,146 |
| Education Doctoral Program | | \$ 19,116 |
| Nonprofit Leadership or Public Administration | | \$ 17,577 |
| Executive Education Programs | | See program website |
| Nursing (DNP) | | \$ 18,495 |
| Nursing (MSN) | | \$ 17,955 |
| Psychology | | \$ 17,577 |
| Sport Administration and Leadership | | \$ 18,900 |
| Theology and Ministry programs | | \$ 16,308 |
| Room and Board: | | \$ 12,525 |
| Personal expenses and health insurance | | \$ 4,656 |
| Student Total | | \$ 33,327–38,187 |
| Dependents: | \$9,785 for first dependent | |
| | \$4,893 for each additional | |
| Annual Expenses Worksheet: | Your tuition charges | \$ _____ |
| | Room and Board | \$ 12,525 |
| | Personal expenses and health insurance | \$ 4,656 |
| | Dependants | \$ _____ |
| | Total resources needed | \$ _____ |