

Full-Time MBA Program

Application for Admission 2006



The University of Chicago Graduate School of Business

The Application Process

The Admissions Committee looks for people who have demonstrated the ability to succeed through work experience, academic endeavors, and extracurricular or community service involvement. Additionally, the committee seeks applicants with leadership skills and potential, successful work on teams, superior communication skills, and an understanding of the value of a Chicago GSB MBA as a good fit for their goals.

Successful applicants are able to articulate their “story” throughout the application process, demonstrating a strong sense of self-awareness. Elements of self-awareness include future goals and a path to achieve those goals, as well as how past experiences play a part in future plans.

When preparing your application, please answer all questions completely. Your application must be typed, signed, and submitted with all other required credentials to:

Full-Time MBA Program
Office of Admissions and Financial Aid
The University of Chicago Graduate School of Business
5807 South Woodlawn Avenue
Chicago, Illinois 60637

Please note that you can apply to only one Chicago GSB program (including the PhD Program) at any one time. Further, you must wait two quarters after the date your application was submitted before applying to another GSB program.

If you have questions regarding the application, please contact the Office of Admissions and Financial Aid at 773.702.7369 or admissions@ChicagoGSB.edu.

How to Apply

A complete application contains the following elements:

- a) complete application for admission
- b) transcripts from all post-secondary education institutions
- c) two letters of recommendation
- d) official GMAT scores
- e) TOEFL/IELTS scores (international applicants only)
- f) \$200 **nonrefundable** application fee
- g) the signed Honor Code agreement

Please do not submit your application until you are able to supply all materials. We cannot evaluate incomplete applications. If applications are completed late during an application evaluation period, your application will be submitted to the Admissions Committee with applications in the subsequent deadline.

We urge candidates to retain copies of their application materials for their records. **All application materials become the property of the University of Chicago Graduate School of Business and cannot be returned.**

When to Apply

Chicago GSB has three application deadlines, as noted below. We recommend that all international applicants apply by the January 4, 2006 deadline. Your application cannot be submitted to the Admissions Committee until all required application materials are received. We strongly recommend that you submit all materials in one package to ensure timely processing.

Admission decisions are made three times per year. Applicants will be notified of the decision through the application Web site.

Application Deadlines:
Round 1 – October 26, 2005
Round 2 – January 4, 2006
Round 3 – March 15, 2006

Decision Notification:
January 11, 2006
March 22, 2006
May 25, 2006

Letters of Recommendation

You should obtain two letters of recommendation from individuals qualified to write about your potential for success in both a graduate business program and a professional career. We prefer letters from supervisors; we discourage submission of recommendations from family, friends or acquaintances. If you are a student, one letter from a college instructor is acceptable. Recommenders should either use letterhead or enclose a business card. To ensure confidentiality, recommenders should also sign the sealed back flap of a plain envelope.

Two letters of recommendation should be sufficient. If you feel there is information that can only be conveyed in an additional letter, you may submit it with your application materials.

Graduate Management Admission Test

All applicants are required to take the Graduate Management Admission Test (GMAT), currently administered by the Educational Testing Service (ETS). You must make your own arrangements to take the test.

The GMAT institution code for Chicago GSB is 1832.

GMAT test scores may be self-reported via the online application. Upon admission to Chicago GSB, applicants must have official test scores sent to the Office of Admissions and Financial Aid for verification. The offer of admission is conditional until the official score report is received and verified.

Test scores more than five years old from the date on which you apply will not be accepted. Please visit GMAT at their Web site, www.mba.com or call 1.800.GMAT.NOW to get more information and schedule a text.

Note: As of January 1, 2006 the GMAT will be administered by Pearson VUE and ACT, Inc. The institution code for the Chicago GSB Full-Time MBA Program will be H9X-9F-34. For more information, visit the GMAT Web site at www.mba.com.

Transcripts

You must submit a transcript from every university, college, or graduate institution you have attended. This includes the University of Chicago if you have previously attended or are currently attending classes.

School transcripts may be self-reported via the online application. Upon admission to Chicago GSB, applicants must send official transcripts to the Office of Admissions and Financial Aid for verification. The offer of admission is conditional until the official transcripts are received and verified.

Please download the transcript request form and ask the registrar of each school to complete the form and enclose it, along with a copy of your transcript, in the envelope provided. To ensure authenticity, the registrar should sign across the sealed back flap of a plain envelope.

If you completed coursework at a community college or within an exchange or study abroad program, it is necessary to submit transcripts from this institution only if course titles and credit do not appear on your institution's transcripts.

Upon admission, applicants who received a degree from a university outside of the United States must submit a certified copy of the diploma or certificate, an official transcript in its original language, and a certified English translation of these documents showing the name and title of the translator.

Application Interviews

Interviews are by invitation only after a complete review of the application. Candidates will be notified via email of the invitation during the round in which they applied. For additional information on interviews, please visit our Web site at ChicagoGSB.edu/fulltime.

Application Fee

A nonrefundable \$200 fee is required of all applicants except for students currently registered in a degree-seeking University of Chicago program. The application fee must be submitted with your application. We can accept personal checks, money orders, or traveler's checks in U.S. dollars, made payable to the University of Chicago. We also accept credit card payments if you apply online at ChicagoGSB.edu/fulltime.

Confirmation of Receipt

Applicants will be sent an email to confirm receipt of a complete application. You will also be able to verify receipt of your complete application online. If you have already registered for a Chicago GSB Applicant user-ID and password on our application Web site, you can use this information to check your status on our Web site. If you have not yet registered, we will send you a user-ID, password, and instructions for checking the status of your application online via email upon receipt of your application.

Decision Notification

Decisions on each application are made approximately ten weeks after each deadline. All notifications will be available on our application Web site through the online status check.

International Applicants

An international applicant is anyone who is not a U.S. citizen or U.S. permanent resident at the time of application to Chicago GSB.

International applicants should submit their application as early as possible to allow ample time to apply for a student visa if admitted. **We strongly recommend that international applicants apply by the January 4, 2006 deadline.** International applicants must include their permanent foreign residence information in the address section.

Transcripts

You must submit academic records (transcripts or mark sheets) with grading scales for each year of post secondary education (college or university) completed or in progress.

School transcripts may be self-reported via the online application. Upon admission to Chicago GSB, applicants must send official transcripts to the Office of Admissions and Financial Aid for verification. The offer of admission is conditional until the official transcripts are received and verified.

Please download the transcript request form and ask the registrar of each school to complete the form and enclose it, along with a copy of your transcript, in the envelope provided. To ensure authenticity, the registrar should sign across the sealed back flap of a plain envelope.

If you completed coursework at a community college or within an exchange or study abroad program, it is necessary to submit transcripts from this institution only if course titles and credit do not appear on your institution's transcripts.

Upon admission, applicants who received a degree from a university outside of the United States must also submit a certified copy of the diploma or certificate, an official transcript in its original language, and a certified English translation of these documents showing the name and title of the translator. Photocopies and facsimiles of transcripts are not acceptable; notarized copies of transcripts do not serve as an official academic record.

If detailed transcripts are not available, the diploma or certificate must be accompanied by official statements indicating the class or quality of the degree or diploma and marks received on degree examinations compared with the maximum marks obtainable. Original documents prepared and signed by faculty members or city or government officials are not considered official and are not acceptable.

The Graduate School of Business reserves the right to review the academic records of all applicants and determine whether the academic credentials presented from a non-U.S. institution qualify for consideration. All degrees must be from an institution recognized by the country's department or ministry of education.

Language Testing

The Test of English as a Foreign Language (TOEFL) or

International English Language Testing System (IELTS) is required of international applicants whose native language is not English. An applicant is eligible for a TOEFL/IELTS exemption if he/she has earned an undergraduate degree or post-graduate degree from an institution in which English is the only language of instruction. An applicant is also eligible for an exemption if he/she is a citizen or permanent resident of a country where English is an official language. Applicants must provide evidence to support the exemption in the application where indicated.

The TOEFL institution code for the Graduate School of Business is 1832-02. Test scores more than two years old from the date an application is submitted will not be accepted.

The Educational Testing Service (ETS) offers a computerized TOEFL test in most areas of the world. The computerized TOEFL uses a different scoring scale than the paper-and-pencil test. Please visit the TOEFL Web site at

www.etc.org/toefl/ to get more information and schedule a test.

Applicants with total test scores below 250 on the computerized TOEFL will not be considered for admission and must retake the test before submitting an application. Applicants with total test scores below 600 on the paper-and-pencil TOEFL will not be considered for admission and must retake the test before submitting an application.

Test scores more than two years old from the date an application is submitted will not be accepted.

The International English Language Testing System offers tests in most areas of the world. Please visit the IELTS Web site at www.ielts.org/ to get more information and schedule a test.

Applicants with total test scores below 7 on the IELTS will not be considered for admission and must retake the test before submitting an application.

Professional Function Descriptions	Industry Descriptions	
Accounting	Aerospace	Household/Personal Products
Administration	Accounting	Import/Export/Trading Companies
Advertising/Communications	Advertising/Marketing Services	Insurance
Brand/Product Management	Agribusiness	Investment Banking/Brokerage
Business Development	Auto/Other Transportation Equipment	Investment Management
Commercial Banking/Lending	Chemicals	Law
Company Finance	Commercial Banking	Manufacturing
Consulting	Computer-Related Services	Media
Customer Relations Mgmt	Construction	Miscellaneous Services
Education (Administration)	Consulting	Non-Profit
Education (Teaching)	Consumer Products	Other Financial Services
Engineering	Diversified Financial Services	Other Industry
Entrepreneurial/Self-employed	E-Commerce and Internet	Petroleum/Energy
General Management	Education	Pharmaceutical/Biotechnology
Health Care	Energy/Petroleum/Utilities	Real Estate
Human Resources	Entertainment/Leisure	Retail
Information Systems	Environment/Natural Resources	Search Firm
Insurance	Extractive Minerals	Software/Printing/Publishing
Investment Banking	Financial Services - Commercial Banking	Telecommunications
Investment Mgmt/Research	Food Service/Lodging	Transportation/Aerospace
Law	Government	Venture Capital/Private Equity
Marketing	Government – Federal	Wholesale
Multiple	Government - International	Widely Diversified Manufacturing
Non-profit Administration	Government - State & Local	Widely Diversified Services
Operations/Production	Health Care	
Other		
Private Client Services		
Project Management		
Real Estate		
Research		
Risk Management		
Sales and Trading		
Strategic Planning		
Venture Capital/Private Equity		



Application for Admission—Full-Time MBA

Complete the application and return it along with your responses to items one through eight and the additional materials required to complete your application. Applications should be typed. If this is not feasible, handwritten applications will be accepted.

Program Information

Please note that admission to Chicago GSB is contingent upon attendance at Core, the GSB's orientation program. Core is scheduled to begin September 5, 2006.

Contact Information

First (given) name, last (family) name, date of birth, and e-mail address are required to establish your online account and to ensure that all application materials are matched appropriately with your file. Please remain consistent the information you provide in these fields throughout the application.

Mr. Mrs. Ms. Miss Dr.

First (Given) Name: _____

Middle Name: _____

Last (Family) Name: _____

E-mail: _____

Preferred First Name/Nickname: _____

Other Family Name(s)/Maiden Name: _____

Street Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____

Home Telephone (Country Exchange/City or Area Code/Number): _____

Work Telephone (Country Exchange/City or Area Code/Number): _____

Cell Phone Number (Country Exchange/City or Area Code/Number): _____

Fax Number (Country Exchange/City or Area Code/Number): _____

Application Round

	Due by 5 p.m. CST	Decision Released By
<input type="checkbox"/> Round 1	October 26, 2005	January 11, 2006
<input type="checkbox"/> Round 2	January 4, 2006	March 22, 2006
<input type="checkbox"/> Round 3	March 15, 2006	May 17, 2006
<input type="checkbox"/> GSB Scholars Program	March 31, 2006	May 24, 2006

(Only current University of Chicago undergraduate students in their final year of study are eligible to apply)

Previous Applications

Have you previously applied for admission to a Chicago GSB MBA or PhD program? Yes No If yes, program and year of application: _____

Program to which you are applying:

- MBA only
 Dual Degree
- MBA/JD
 - MBA/MD
 - MBA/MPP (Public Policy Studies)
 - MBA/AM (Social Service Administration)
- Joint Degree – MBA/AM (Business and Area Studies)
- East Asia Eastern Europe/Russia Latin America & Caribbean Middle East South Asia International Relations & Business

Expected Concentration(s) (check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Finance | <input type="checkbox"/> Managerial & Organizational Behavior |
| <input type="checkbox"/> Analytic Finance | <input type="checkbox"/> General Management | <input type="checkbox"/> Marketing Management |
| <input type="checkbox"/> Econometrics & Statistics | <input type="checkbox"/> Human Resource Management | <input type="checkbox"/> Operations Management |
| <input type="checkbox"/> Economics | <input type="checkbox"/> International Business | <input type="checkbox"/> Strategic Management |
| <input type="checkbox"/> Entrepreneurship | | |

Areas of Interest (students apply to these programs after admission to the GSB)

- International MBA MBA/Graduate Program in Health Administration & Policy Certificate



Biographical Information

U.S. Social Security Number (U.S. citizens and permanent residents only): _____

Gender: Male Female Date of Birth (mm/dd/yy): _____

Primary Country of Citizenship: _____ Secondary Country of Citizenship: _____

Are you a U.S. permanent resident (non-U.S. citizens only) Yes No

Check all that apply (optional): Disabled I am currently serving or have served in the military
Marital Status (optional): Single Domestic Partner Married (or plan to marry before matriculation)

Ethnicity (If you are a U.S. citizen or U.S. permanent resident, please indicate your background):
 Black/African American Asian Hispanic/Latino Multi-racial Native American White Unspecified

If you checked Asian above, you are:
 Chinese Filipino Indian/Pakistani/Bangladeshi Japanese Korean SE Asian/Pacific Islander/Alaskan Other Asian

If you checked Hispanic/Latino above, you are:
 Caribbean/Central/South American (south of Mexico) Cuban Mexican/Chicano Puerto Rican Other Hispanic

If you checked Multiracial above, please indicate all the ethnicities that apply (up to four): _____

For International Applicants Only – It is mandatory that this field is completed
Permanent International Residence Information
Address: _____ City: _____ State: _____
Province or Territory: _____ Postal Code: _____ Country: _____

Language Skills

Please indicate your spoken fluency in languages other than your native language. List each language and circle the appropriate skill level.

Language:	Have had some formal instruction		Can hold a simple conversation		Fluent
_____	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
_____	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
_____	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Academic Background

List all colleges and professional and graduate schools attended, beginning with the most recent. Use the school’s official name, location, and branch, as applicable. You must submit transcripts from all of the following universities, colleges, and/or graduate institutions upon matriculation.

Name/Location of Institution	Dates Attended (From/To)	Degree(s) Awarded	Date of Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Undergraduate Major(s): _____

Professional Designations/Certifications

Designation: _____ Date Awarded: _____
Designation: _____ Date Awarded: _____
Designation: _____ Date Awarded: _____



Testing Information

GMAT

Each applicant is required to submit all GMAT score results before the application can be evaluated. You must ask GMAT to send your score results to Chicago GSB Office of Admissions and Financial Aid. **The GMAT code for the GSB Full-Time MBA Program is 1832.** Please provide the GMAT exam results of your highest single test first.

Date of test (mm/dd/yy): _____ Verbal: _____ (raw score), _____ % Quantitative: _____ (raw score), _____ %
Total: _____ (raw score), _____ % AWA: _____ (raw score), _____ %

Please provide any other GMAT exam results below:

Date of test (mm/dd/yy): _____ Verbal: _____ (raw score), _____ % Quantitative: _____ (raw score), _____ %
Total: _____ (raw score), _____ % AWA: _____ (raw score), _____ %

TOEFL/IELTS

International Students will now be able to use the IELTS (International English Language Testing System), in addition to the TOEFL to demonstrate English language proficiency. If you have earned an undergraduate degree or post-graduate degree from an institution in which English is the only language of instruction or are a citizen or permanent resident of a country where English is an official language, you are eligible for an exemption of the TOEFL/IELTS requirement. You must provide an explanation and documentation of your educational certification, citizenship or permanent resident status to be exempt. **The TOEFL institution code for Chicago GSB is 1832-02. IELTS does not use institution codes.**

Date of Test (mm/dd/yy): _____ Total Score: _____ Structure/Writing Score: _____
Type of Test (TOEFL or IELTS): _____ Listening Score: _____ Reading Score: _____

I am exempt from taking the TOEFL or IELTS: Yes No

Please explain in detail the reason you are exempt from taking the TOEFL or IELTS: _____

Letters of Recommendation

Letters of recommendation have been submitted by the following persons. Only two are required. If you submit an additional letter of recommendation, it should provide a unique perspective on your abilities and qualifications.

Name: _____ Telephone: _____ Employer: _____
Name: _____ Telephone: _____ Employer: _____
Name: _____ Telephone: _____ Employer: _____

Sources of Information

How have you learned about us?

- MBA Forum (please specify location): _____
- Reception (please specify location): _____
- Current student or alumnus/na: _____
- School Web site
- Professor _____
- Outside media: _____
- Professional colleague: _____
- Other (please specify): _____

Family Information

Father

Name: _____ Occupation: _____
 Retired Deceased Employer: _____
Country of Residence: _____ Education Level: _____
Country of Birth: _____ Academic Institution: _____

Mother

Name: _____ Occupation: _____
 Retired Deceased Employer: _____
Country of Residence: _____ Education Level: _____
Country of Birth: _____ Academic Institution: _____

Spouse (or Spouse-to-be) or Domestic Partner

Name: _____ Occupation: _____
 Retired Deceased Employer: _____
Country of Residence: _____ Education Level: _____
Country of Birth: _____ Academic Institution: _____

Children (Names & Ages): _____

Has any family member attended Chicago GSB? If yes, please provide name, degree and year received: _____



Employment History

Months of full-time post-undergraduate work and military experience at matriculation (September 5, 2006), excluding internships, summer employment, etc.: ____

Have you worked in more than one country? Yes No If yes, where? _____

Beginning with your most recent job, please list each of the jobs you have had since the beginning of your university or college studies, including part-time jobs, internships, and military service. Please account for all periods of time. You may use additional sheets as necessary. *See list of industry and function descriptions on page five of the application. In addition, please attach a copy of your current resume.

Current or Most Recent Employer: _____ Dates Employed (mm/dd/yy-mm/dd/yy) _____
Employer Industry (description): _____ Beginning Date: _____
Job Function (description): _____ Ending Date (leave blank if still employed): _____
Location: _____ Employer's Telephone: _____

Job Title: _____ Base Salary (in US\$): _____
Beginning Date: _____ Beginning Salary (in US\$): _____
Ending Date (leave blank if still in this position): _____ Current/Ending Salary(in US\$): _____
Average hours worked per week: _____ Bonus and/or Commission (in US\$): _____
Company Description and Personal Responsibilities: _____

Reason for Leaving: _____

Previous Employer: _____ Dates Employed (mm/dd/yy-mm/dd/yy) _____
Employer Industry (description): _____ Beginning Date: _____
Job Function (description): _____ Ending Date: _____
Location: _____ Employer's Telephone: _____

Job Title: _____ Base Salary (in US\$): _____
Beginning Date: _____ Beginning Salary (in US\$): _____
Ending Date: _____ Current/Ending Salary(in US\$): _____
Average hours worked per week: _____ Bonus and/or Commission (in US\$): _____
Company Description and Personal Responsibilities: _____

Reason for Leaving: _____

Personal History

1. List any scholastic honors and/or awards and the basis for your selection. Also list any articles or books published, research work completed or in progress, and inventions or other creative work.
2. List course titles, locations, and dates of any academic work not listed on your transcripts that you will complete before entering Chicago GSB.
3. If you have received a failing grade, been placed on academic probation, or been dismissed from any school, please explain. Discuss the circumstances if you attended more than one undergraduate college or began a graduate program that you did not complete. If appropriate, include an explanation of any extraordinary circumstances influencing your academic record.
4. Chicago GSB values community involvement. Describe your involvement in community, extracurricular, and professional activities. Please indicate the dates of your involvement, the scope of your contributions, leadership positions held, and the number of hours per week, month, or year you dedicated to that activity (undergraduate and post-college). Please provide a contact person and telephone number for each activity
5. Describe all significant travel outside your home country. Why did you pursue your experience abroad? How long did you stay (include dates)? How did it enhance your understanding of cultural differences?
6. If your responses to questions one through five do not account for all your time since high school, please explain.



Essay Questions

The Admissions Committee is interested in learning more about you on both a personal and professional level. We seek candidates who are self-reflective, intellectually inquisitive, motivated, engaged, and have a proven record of leadership and teamwork. Applicants who have demonstrated the ability to succeed through professional, academic, and extracurricular endeavors, and can convey to us how these activities and achievements have contributed to your professional and personal development, are most successful in the application process.

Essay 1: (1,500 words maximum for this essay)

Explain the path that has led you to pursue an MBA as the next step in your professional/personal development. Describe your short and long term post-MBA career goals. What or who has influenced your choice of schools, and what is it specifically about Chicago GSB that is going to help you succeed?

Essay 2: Choose one of the following two questions (500 words maximum for this essay)

- A. Describe the most challenging team environment in which you have been involved.
- B. Describe a time when you exhibited leadership skills even though you were not the designated leader.

Essay 3 & 4: Choose two of the following five questions (500 words each)

- A. How have you used your personal characteristics and resources to improve the lives of others?
- B. Describe a time when you felt a strong sense of purpose in your life.
- C. What would you consider the biggest failure or disappointment in your life?
- D. If you can spend one day as someone else, who would it be? Why?
- E. To be successful in life, you must be able to distinguish between a fleeting trend and a permanent development. Tell us of a time when you had to make such a distinction.

Essay 5: If there is further information that you believe would be helpful to the Admissions Committee, please provide it below (500 word maximum).

Re-applicant Essays

Due to changes in the application process for Autumn 2006 enrollment, all re-applicants are required to complete the entire application, including your personal history, essay questions and two new or updated recommendations. Should you have provided original transcripts and GMAT/TOEFL scores in a prior application (and the scores have not expired), you are not required to resubmit these documents.

Joint MBA/AM Applicants (Business and Area Studies)

If you are applying for the joint degree program in area studies or international relations, you must also complete the following essay and enclose a copy of a paper or thesis you wrote during your undergraduate (or prior graduate) program that demonstrates your ability to research a topic, analyze the relevant issues, and convey your thoughts in an organized manner.

Essay (1000 words maximum for this essay):

Please outline your reasons for applying to the particular joint-degree program you have indicated, i.e. how do your interests in business and in area studies or international relations comprise a coherent intellectual whole? Discuss the subfields in topics in you wish you concentrate your studies and research, and relate the academic and professional experiences that you have prepared you for graduate study in these areas. Indicate your career objectives in light of your proposed program of study.

Financial Aid

All admitted students are eligible for scholarship awards. Consideration for scholarships is typically given at the time of the admissions decision. Scholarships are awarded based on merit and are blind to need. Student loan materials are automatically sent to all **admitted** students regardless of citizenship. More information can be found on the GSB Web site: *ChicagoGSB.edu*.

For the purpose of scholarship selection, I give Chicago GSB permission to release information contained in this application to scholarship donors.

- Yes No

Ethics Statement

The Chicago GSB community (faculty, students, alumni, and deans) share a commitment to honesty and integrity. The Chicago GSB Honor Code embodies the standards of scholarship and professionalism that we value and that foster an environment of trust and respect.

In the spirit of the GSB Honor Code, your certification below signifies that your application to the GSB is the product of your own work and that the information provided is complete and accurate. Dishonesty and any material misstatement on this application or accompanying documents (including omission of information) will disqualify you from admission to Chicago GSB and, if discovered after admission and matriculation, will result in your admission to the program being revoked. The school routinely checks all credentials of matriculated students. This ethics statement also covers circumstances from the point of matriculation until you arrive on campus in September.

Applicant's Signature: _____ Date: _____

In keeping with its long-standing traditions and policies, the University of Chicago considers applicants and students on the basis of individual merit and without regard to race, color, religion, gender, sexual orientation, national or ethnic origin, age disability, or other factors irrelevant to participation in the program of the University. The affirmative action officer is the university official responsible for coordinating its adherence to this policy and to the related federal and state laws and regulations (including Section 504 of the Rehabilitation Act of 19673, as amended).



Transcript Request

To be completed by the applicant. (If your registrar will not complete this form, we will accept official transcripts in a sealed and signed envelope.)

Last (Family) Name	First (Given) Name	Middle Name
School Name	Enrollment Dates	Degree and Year

I authorize the release of my transcript to The University of Chicago Graduate School of Business.

Applicant's Signature: _____ Date: _____

<p>To the Registrar: The above-named person is applying to The University of Chicago Graduate School of Business.</p> <p>Our admissions procedure requires the applicant to submit a complete set of transcripts with the application form. Upon completion of this form, please place it, along with the applicant's transcript, in a sealed envelope, and sign the envelope across the seal. Then return the envelope to the applicant, who will forward it to the school, unopened, with the application materials.</p> <p>Note: If your institution has a policy that prohibits the release of transcripts directly to students, please forward the transcripts to:</p> <p>Office of Admissions and Financial Aid The University of Chicago Graduate School of Business 5807 South Woodlawn Avenue Chicago, Illinois 60637</p> <p>If you have an explanatory statement of your institution's grading policy, please include it with this form.</p>	<p>To be completed by the Registrar</p> <p>_____ Applicant's Cumulative GPA (Is this a 4.0 scale? <input type="checkbox"/> Yes <input type="checkbox"/> No)</p> <p>_____ Mean (average) GPA of Graduating Class</p> <p>_____ Applicant's Cumulative Rank in Class/Total Class Size</p> <p>_____ Signature of School Official Completing this Form</p> <p>_____ Institutional Seal</p>
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Letter of Recommendation

To be completed by the applicant

Applicant's Last (Family) Name: _____ **First (Given) Name:** _____ **Middle Name:** _____

Recommender's Last (Family) Name: _____ **First (Given) Name:** _____ **Middle Name:** _____

Note: Recommendations from family, friends, or acquaintances are discouraged.

The Family Education Rights and Privacy Act of 1974 entitles Chicago GSB students to have access to letters of evaluation in their permanent record file. The act further provides that students may waive this right by checking the appropriate box below. Your decision will have no impact on the evaluation of your application.

I waive my right of access to this recommendation form.

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

Applicant Signature: _____ **Date:** _____

To the Recommender

Your candid assessment of this applicant will greatly assist the Admissions Committee. Your recommendation will be used for the purpose of determining whether the candidate should be admitted and will have a significant impact on the applicant's chances of admission to Chicago GSB. We have found the most helpful recommendations provide specific examples or anecdotes to highlight the qualities described. Please be as detailed in your evaluations as possible. Please note the following deadlines for submission of applications and letters of recommendations:

Round 1 -- October 26, 2005

Round 2 -- January 4, 2006

Round 3 -- March 15, 2006

The University of Chicago Graduate School of Business requires the applicant to gather individual letters of recommendation to submit with the application. *After completing this form, please place it in an envelope, seal the envelope, and sign the envelope across the seal. Return the envelope to the applicant.*

Thank you for your contribution.

To be completed by the recommender. Please print clearly or type.

Recommender's Signature: _____ **Date:** _____

Title: _____

Employer: _____

Business Address (number & street): _____

City: _____ **State/Province:** _____ **Country:** _____

Work Telephone (country exchange/City or Area Code/Number): _____ **E-mail address:** _____

Do you have a degree from Chicago GSB? Yes No **If yes, in what year did you receive your degree?** _____

Do you have an MBA degree: Yes No

If yes: Institution: _____ **Year of Graduation:** _____

How long have you known the applicant? Please describe your relationship to the applicant: _____



	No basis for judgment	Below Average	Average (Top 50%)	Good (Top 25%)	Very Good (Top 10%)	Outstanding (Top 5%)	Superior (Top 2%)	Truly Exceptional (Top 1%)
Writing skills								
Listening skills								
Speaking and presentation skills								
Initiative								
Resourcefulness								
Self-discipline								
Time management								
Intellectual curiosity								
Analytical ability								
Creativity								
Ability to handle conflict								
Ability to adapt to change								
Ability to accept and learn from constructive feedback								
Leadership potential								
Ability to work with others								
Community/concern for others								
Personality integrity								
Maturity								
Enthusiasm								
Resilience								

Your overall impression of the applicant:

- Truly Exceptional (Top 1%)
- Superior (Top 2%)
- Outstanding (Top 5%)
- Very Good (Top 10%)
- Good (Top 25%)
- Average (Top 50%)
- Below Average

Please answer these questions in the form of a letter and attach it to this document.

1. How would you rank the applicant comparative to his/her peer group? Please describe the peer group in which you are comparing the applicant.
2. Please discuss the applicant’s most salient strengths.
3. Please comment on the applicant’s areas of development. What efforts has the applicant taken to show improvement?
4. Please discuss the applicant’s team skills and leadership ability. If the applicant was your supervisor, would you enjoy working for him/her?
5. How well has the applicant made use of available opportunities or resources? Consider his/her initiative, curiosity and motivation.
6. How would you describe the applicant’s sense of humor?
7. Are there any other matters which you feel we should know about the applicant?

