

The
UCLAAnderson
MBA 2006



Dear Prospective Applicant:

Thank you for your interest in UCLA Anderson School of Management. These instructions have been carefully prepared to provide you with all the information and materials necessary to complete your application. We look forward to reviewing your completed application.

LINDA BALDWIN
 Director of Admissions

WESLEY HAWK
 Senior Associate Director

CRAIG HUBBELL
 Associate Director

KAREN LEE
 Associate Director

JENNIFER TABBUSH
 Associate Director

ADMISSIONS DECISION SCHEDULE

Candidates are strongly encouraged to apply early. **WE WILL BEGIN ACCEPTING APPLICATIONS ON AUGUST 1, 2005.**

Round	Application deadline: ¹	GMAT/TOEFL taken by:	On-campus interview completed: ²	Decision mailed by: ³
1	November 3	November 30	December 22	January 26
2	January 5 ⁴	December 31	February 6	March 24
3	February 21 ⁵	March 31	March 6	May 19
4	April 28	April 30	March 6	June 23

¹ Complete applications must be submitted online by 11:59 p.m. Pacific Time or postmarked (not faxed) by these dates.
²For details on scheduling interviews, please visit [our interview information website](#).
³ **All decisions will be sent by e-mail, so please make sure your email address is accurate and that email filters are set to allow email from the anderson.ucla.edu domain. Decisions will not be communicated by phone or fax.**
⁴ International students are strongly encouraged to apply by this date to ensure expedited visa processing.
⁵ Priority deadline for fellowship consideration.

DECISION SCHEDULE

UCLA Anderson maintains a rolling admissions policy and reviews applications in the order in which they are received. **Early submission of your application is strongly encouraged; candidates applying in the later rounds may be at a disadvantage due to space limitations. Applicants will be notified of the Admissions Committee’s decision according to the Admissions Decision Schedule above. Admissions decisions will not be communicated by phone or fax.**

IMPORTANT CONTACTS

<i>UCLA Anderson School</i>	<i>Phone(Area code 310)</i>	<i>E-mail</i>
Admissions Office	825-6944	mba.admissions@anderson.ucla.edu
Fax	825-8582	
Financial Aid Office	825-0629	marta.peterson@anderson.ucla.edu
Fax	825-8582	
Parker Career Management Center	825-3325	pcmc@anderson.ucla.edu
Price Center for Entrepreneurial Studies	825-2985	esctr@anderson.ucla.edu
Fully Employed MBA Program (part-time)	825-2632	fembaadm@anderson.ucla.edu
Executive MBA Program (part-time)	825-2032	embaadm@anderson.ucla.edu
Graduate Admissions	825-7290	gadmission@gdnet.ucla.edu
UCLA Housing	398-4692	hao@ha.ucla.edu
Parking Services	825-9871	transportation@ts.ucla.edu
Residence Deputy (for Calif. residency)	825-3447	
Testing / Application Services		
Educational Testing Service (ETS)	(609) 921-9000	
Graduate Management Admission Test (GMAT) Code: 4837 (prior to January 1, 2006)	(609) 771-7330	gmat@ets.org
PearsonVUE (GMAT) Code: 2NZ-2F-24 (on/after January 1, 2006)	(800) GMAT NOW	
Test of English as a Foreign Language (TOEFL) Code: 4837-02	(609) 771-7100	toefl@ets.org
International English Language Testing System (IELTS) Exam	Test Center Locator	IELTS Contact Form

For more information about UCLA Anderson visit our web site at <http://www.mba.anderson.ucla.edu>

Application Guidelines

Please read the MBA catalog and following information carefully before completing the application forms. **To expedite the application review process, please make every effort to submit a complete application.**

ADMISSIONS POLICIES

- Students are admitted to begin the MBA Program in the fall quarter only. Applicants may apply from August 1, 2005, through April 28, 2006.
- The Admissions Committee begins reviewing applications in September of each year. To be reviewed, an application must be complete. Four different admissions deadlines are provided so that the applicant knows when to expect a decision. [See *Admissions Decision Schedule*.] Applicants are responsible for sending GMAT and TOEFL (for international students) scores directly to UCLA through PearsonVUE or Educational Testing Service (ETS). Applicants are notified on a continuous basis throughout each stated deadline period. Over time, the class may become filled, and admissions decisions become limited by space and student mix. Therefore, applicants are advised to apply for admission as early as possible. **Those denied admission during one deadline period cannot re-apply during another admissions deadline period in the same academic year.**
- Candidates who have submitted an application within the past two years do not need to complete the entire application. **Please refer to the "Reapplying for Admission" section below.** GMAT scores remain on file for five years from the test date.
- UCLA Anderson actively seeks qualified minority applicants. Anderson has several student organizations dedicated to the enrichment, development and support of minority students. In past years, Anderson students placed first in national case competitions for the National Society of Hispanic MBAs and the National Black MBA Association. Minority students who would like more information about Anderson student activities and student life or who wish to meet with current students to discuss the MBA Program are encouraged to contact the Admissions Office.
- All application materials become the property of UCLA and cannot be returned regardless of the Admissions Committee's decision. Please retain copies for your own records.
- It is assumed that applicants for a particular year are serious about entering UCLA Anderson at that time. Because the nature of the applicant pool can change from year to year, **Anderson rarely grants admission deferrals.** An exception to this policy is made for those few applicants admitted directly from undergraduate programs. Admitted college seniors may choose to work and thus defer admission for up to two years. A short renewal application must be submitted before the final application deadline for the year in which such a student intends to enroll.
- Applicants seeking reasons for deny or appealing our decision should mail a written request to the Director of MBA Admissions.
- All prospective students must have a demonstrated knowledge of algebra and differential calculus before beginning the Anderson MBA Program. It is required that all admitted students complete a differential calculus course prior to the start of their MBA studies. All admitted students are expected to have a working knowledge of word processing, spreadsheet, and presentation applications, such as Microsoft Word, Excel, and PowerPoint. This level of knowledge can be achieved by taking a community college course or by undertaking individual study using widely available books or software. Although workshops are available at Anderson, we advise students to achieve this software competency before beginning the MBA Program. Training for additional software required for classes may be obtained at UCLA Anderson during orientation and throughout the academic year.
- The MBA Admissions Office reserves the right to verify that information and documents submitted as part of your application are complete and accurate.

- If you are offered admission, UCLA Anderson reserves the right to withdraw that offer if you fail to provide a final official transcript by June 23, or if you have misrepresented yourself in the application process, or engaged in behavior prior to matriculation that indicates a serious lack of judgment or integrity, or if you have committed to enroll in the class of an institution other than UCLA Anderson after July 24, 2006. UCLA Anderson further reserves the right to require you to provide additional information and/or authorization for the release of information about any such matter.
- **Admissions procedures for UCLA Anderson's part-time Executive and Fully Employed MBA programs are entirely different and separate from those for the MBA program. Candidates may apply to only one program in a given year.**

REAPPLYING FOR ADMISSION

Renewal applicants -- that is, applicants who submitted an application to UCLA Anderson for either 2004 or 2005 admission -- need submit only the following items:

- An updated and completed supplemental data form.
- An application fee in the amount of \$175, made payable to the Regents of UC.
- One **new** letter of recommendation to support recent professional or academic accomplishments; this will preferably be a work-related recommendation from a direct supervisor. This may be submitted online, unless you opt to submit under separate cover. UCLA Anderson advises online submittal of the application and recommendations for accuracy and timeliness of processing.
- A statement one to two pages in length describing your activities (educational, professional, and extracurricular) since you last applied; include reasons for reapplying to Anderson at this time.
- An updated resumé.
- TOEFL scores (from ETS) or GMAT scores (from PearsonVUE or ETS), if you have retaken the test(s). The school codes for UCLA are 4837-02 for the TOEFL, and 4837 (if you request to have your scores forwarded prior to January 1, 2006) or 2NZ-2F-24 (if you request to have your scores forwarded to us after December 31, 2005) for the GMAT.
- If applicable, an official transcript from each institution where subsequent academic work was completed. Submit under a separate cover.

It is important that you mark on the front of the envelope that you are a renewal applicant.

Updating any other application materials is optional, assuming your initial application was complete at the time of submission. The Admissions Committee will refer to your previous application when considering your new application materials. Otherwise, renewal applications are processed in the same manner as first-time applications.

Note: If you applied more than two years ago, you will need to submit a new and complete application.

Pre-Application Activities

INFORMATION SESSIONS

All applicants are strongly encouraged to attend a small group information session. Offered several times a week throughout most of the year, these 90-minute sessions provide students with information about UCLA Anderson and the admissions process. Appointments are necessary and usually can be reserved with short notice. To request an appointment, [sign up to attend an information session using our web reservation form](http://www.anderson.ucla.edu/x6530.xml).
(<http://www.anderson.ucla.edu/x6530.xml>)

CAMPUS VISITS

The Student Admissions Service, a student-run organization, arranges for prospective students to attend MBA classes and meet with enrolled students. **Visits are best scheduled when classes are in session, Monday through Thursday from October through May (holidays excluded)**. Arrangements for campus visits should be made at least three weeks in advance. To schedule a visit, send an e-mail to: contact.student@anderson.ucla.edu at least three weeks in advance of the date on which you would like to visit.

INTERVIEWS

Although interviews are not required, many applicants find that an interview offers a way to personalize the individual application beyond what is articulated in the application form. Because interview availability is limited, applicants should reserve an appointment as early as possible. Only one interview is conducted for each applicant.

Interviews are available either at Anderson or off campus. The interview is conducted by an Anderson staff member, a current student, or an alumnus. There is no disadvantage to interviewing with a student or alumnus.

When an interview is desired at Anderson or at another site in conjunction with an off-campus informational event, **the interview must be scheduled online and the date recorded on the application at the time of submission**.

Interviews at Anderson are available from **August 1, 2005 through March 6, 2006** as resources permit. All [interview appointments are scheduled online](#). Applicants should schedule the interview six to eight weeks in advance of the time they wish to reserve. Due to staffing limitations, Admissions Office staff are unable to respond to all requests for on-campus interviews. Interview availability will vary from time to time, and appointment slots will be posted on our Interview Scheduler website as they become available.

Off campus interviews allow applicants to meet with an admissions officer at one of Anderson's scheduled off-campus informational events.

In conjunction with informational events during fall and winter months, the Admissions office establishes an interview schedule that coincides with Graduate Management Admissions Council MBA Forums, the MBA World Tours schedule and [Anderson recruiting events](#) in selected cities.

Alumni interviews are offered in cities around the world by invitation only. We ask that you please refrain from contacting us to request alumni interviews. The Admissions Committee may invite you to interview after a preliminary review of your application, depending on that evaluation and the availability of alumni in your area. Some applicants will be admitted without an interview, so you should not be concerned if you are not invited. Those applicants who are selected to interview will be notified by the Admissions Committee via e-mail.

A Complete Application Includes:

Submit all application materials in one package. You will receive an e-mail confirmation after your application has been processed. Acknowledgements will take longer if you apply on or near the deadline dates.

COMPLETED APPLICATION CHECKLIST

Please do not staple or bind application materials or insert them in plastic. And please do not send supplemental materials (e.g., videos, books, catalogs, CDs, etc.).

- Completion of the application & payment of application fee (Non-Refundable) of \$175 made payable to the Regents of UC.
- Recommendations, preferably submitted online. Online letters of recommendation will be acknowledged via email.
- Official transcripts (one from each college and university attended)
- GMAT scores sent to UCLA, institutional code 4837 (from ETS) or 2NZ-2F-24 (from Pearson VUE), TOEFL scores (for international applicants only) sent to UCLA, institutional code 4837-02, from ETS.

Acknowledgements will take longer if you apply on your near the deadline dates. **Please do not telephone, e-mail, or fax the Admissions Office requesting acknowledgement of your application materials. Applications will not be reviewed until all official test scores, letters of recommendation, and official transcripts have been received. To expedite the application review process, please make every effort to submit a complete application.**

First-Time Applicants

Complete applications for first-time applicants must include the items described below:

Data Form

This form must be fully completed in order for your application to be processed. You must designate the month and year of the GMAT test you wish to have reviewed to enable us to access your GMAT score. Applications missing this information will be placed on hold and will not be reviewed

Application for Admission Profile

This form request a personal history, including your academic and extracurricular activities. Please remember to **read and sign the honor statement certifying that you received no assistance in completing your application.**

Employment History

Include each full-time position you have held, and account for any employment gaps since college. We encourage you to submit a resume in addition to this form, but not in lieu of it.

RECOMMENDATIONS

You are required to provide **two** letters of recommendation from individuals who are well acquainted with your performance in a work setting, with one of the letters preferably from a direct supervisor. Please do not submit a third letter. If you have been working less than two years, you may include an academic recommendation in place of one that is work related. The title or position of the recommender is not important; his or her ability to comment knowledgeably and specifically about you is. Letters from friends and co-workers are not appropriate.

If you choose not to use the online recommendation, you may use the enclosed form at the end of this file. Read and sign the waiver statement on the form, then send the form to your recommender along with a stamped, self-addressed envelope. Ask each recommender to return the form with attached information directly to you in an envelope with his or her name signed across the sealed flap. While recommendations written in letter form are acceptable, they should address the questions asked on the Recommendation form.

From whom should I get a recommendation if I am unable to ask my boss?

Think of another work-related source, such as a client or a manager from another department who knows your skills. Perhaps you could ask a former boss who has left the company. What we are looking for is a recommendation from someone who knows your work well, preferably in a supervisory capacity.

TRANSCRIPTS

Please submit two official transcripts from each college or university you have attended, including transcripts up to the most recent term, if you are currently enrolled in school. You do not need to submit high school or preparatory school transcripts. Additionally, UCLA alumni need not submit official transcripts for degree work completed at UCLA, but may instead upload/submit scanned copies or photocopies, or use the transcript template. **If you list additional classes you have taken (e.g., university extension courses), you must provide us with an original transcript to support this work, or your application will be placed on hold.**

Transcripts are examined not only for the grade average, but also for trends and areas of particular scholastic strength. Although no specific major is required, we consider the courses you have studied in order to ensure that you have quantitative and analytical preparation needed for the MBA Program. All students must have a demonstrated knowledge of algebra and differential calculus before beginning the Anderson MBA Program.

Send a Transcript Request Form (enclosed), along with a stamped envelope, to the registrar of each school you have attended. Ask the registrar to enclose the completed form and an official transcript in a **sealed** envelope, sign across the seal, and return it to you. In situations where school policy prohibits distribution of a student's transcript to the student, we will accept transcripts directly from the registrar. Special instructions for international students are given at the international students instruction page.

What does the Admissions Committee look for in an applicant?

UCLA Anderson's admissions policy emphasizes academic ability, leadership, work experience, and breadth of life experiences. We evaluate applicants' prospects as future leaders and their projected ability to succeed in and benefit from the MBA Program. In addition, we seek to create a student body that will bring unique contributions from their diverse backgrounds and who will actively participate in the Anderson community.

GMAT

Applicants are required to take the Graduate Management Admission Test (GMAT). **Your application is not complete until we have received your test scores.** Official GMAT score reports must be sent directly to us from Educational Testing Service (ETS) or Pearson VUE.

As of January 1, 2006, administration of the GMAT will transfer from ETS to Pearson VUE. If you request to have your test scores sent to us *after* this date, you must contact Pearson VUE, **regardless of when you actually took the test.** The GMAT is administered throughout the year at test centers worldwide. To be included in a specific admissions deadline ("round"), you must take the GMAT by the corresponding date listed in the Admissions Decision Schedule on Page 1. The latest acceptable GMAT test date for the year in which you are applying is April 30.

Please keep in mind that the Admissions Committee will review your application only once during an admissions cycle. **We will use the GMAT test date (month/year) you designate on the Data Form.** If you do not indicate the **month and year** of the GMAT test you wish to have reviewed, your application will be placed on hold until you confirm the GMAT test date with the Admissions Office.

Following the guidelines set forth by ETS, GMAT scores more than five years old are not valid (e.g., for Fall 2006 applicants, the last acceptable test date is October 2001).

For further information and testing arrangements, visit the [GMAT website](http://www.mba.com/mba/TaketheGMAT) (<http://www.mba.com/mba/TaketheGMAT>).

Is there a minimum GMAT score or GPA required for admission?

No. Many factors are considered in the decision process; admissions decisions are not made solely on the basis of grades and test scores. However, the competition for admission to UCLA Anderson School is such that the grades and scores of the average admitted student tend to be high. The median GMAT score and junior/senior year GPA for the most recent class are 700 and 3.6, respectively. Eighty percent of the entering class had GMAT scores between 650 and 750 and GPAs between 3.3 and 3.8.

ENGLISH PROFICIENCY EXAMS

The quantity and quality of work required in the UCLA Anderson MBA program cannot be accomplished without mastery of the English language. To demonstrate fluency, all applicants must take either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) exam. **You may select which exam to take; UCLA Anderson does not endorse or prefer one examination over the other.**

This proficiency requirement will be waived only if the applicant has successfully completed at least TWO years of undergraduate or graduate education in English, in a country where the official language is English. Accordingly, applicants are required to take one of these two exams if they were born and educated outside the United States or other English-speaking countries such as the United Kingdom, Canada, Australia, or New Zealand. Please note that receiving instruction in English in different countries including India, Pakistan, or Turkey is **NOT** sufficient to have the English proficiency examination requirement waived. Work experience is also not sufficient for a waiver; only candidates who have at least two years of higher education in an English-speaking country may be excused.

The TOEFL and IELTS are both offered throughout the year in test centers around the world. Only official score reports sent directly from ETS (for the TOEFL) or IELTS (for the IELTS exam) will be accepted. These exams are comprehensive tests of English language skills and are used, together with the verbal section of the GMAT and the Analytical Writing Assessment (AWA), to determine if a candidate is prepared to begin a graduate program conducted in English. Although no minimum score is required, few applicants have been admitted with TOEFL scores below 610 on the paper / pencil version or below 260 on the TOEFL-CBT. It is anticipated that an equivalent iBT score will be 105. The minimum IELTS overall band score required for admission to UCLA graduate study is 7.

Please consult the Admissions Decision Schedule to determine the date by which you must take your English proficiency exam in order to be considered for a particular admissions deadline. Scores more than two years old are not acceptable (e.g., for Fall 2006 applicants, the last acceptable test date is October 2003). For more information and testing arrangements for the TOEFL, visit the [ETS-TOEFL website](#). For information and testing arrangements for the IELTS exam, visit the [IELTS website](#).

The TOEFL code for UCLA Anderson is 4837-02. (The subcode “02” is required for efficient processing of your application.)

Information for International Applicants

Applicants who do not have U.S. citizenship at the time of applying are considered as international. Only U.S. citizens and Permanent Residents may qualify for California residency for tuition purposes if they meet the [University's requirements](#). International applicants whose undergraduate education was completed outside the U.S. must hold a degree from a university or university-level institution with above-average scholarship, and provide the documentation described below.

STUDENT VISAS

Before the Graduate Division of the University of California can issue a Certificate of Eligibility for the F-1 visa (Form I-20) or the J-1 visa (Form DS2019), admitted international students must complete a Confidential Financial Statement and provide the requested documentation (certified copies of personal bank statements, award letters, scholarships, and any other resources). [Fill out the Confidential Financial Statement form online](#), then print it out for certification). All international applicants needing a student visa to study in the U.S. are encouraged to submit this completed form with their application to ensure timely visa application processing.

ACADEMIC RECORDS

To be admitted as a UCLA graduate student, applicants must have already completed a bachelor's degree or recognized equivalent from an accredited institution. We are unable to determine whether a degree is equivalent to a U.S. bachelor's degree prior to receiving a complete application. Graduates of recognized academic institutions outside the U.S. should have completed degree programs representing a minimum of 16 years of schooling, with at least 12 years at the primary and secondary level. Specific requirements for academic systems in different countries are described below.

Applicants can submit their academic transcripts via our self-reported grade template, if they want just a preliminary application review by the admissions committee. **HOWEVER, no applicant can be admitted without complete documentation including:**

- 1. Official transcripts in the original language from all educational institutions attended after secondary / high school (see below for details).**
- 2. Degree Certificates for all degrees earned outside the United States.**
- 3. Complete translation of any original document not in English.**

1. Transcripts

All applicants are required to submit official records from each academic institution attended after secondary / high school. Official records are defined as original documents issued by the institution which bear the actual signature of the Registrar (not a photocopy) and the seal of the issuing institution. Do not send the original of an academic record which cannot be replaced; obtain a properly certified copy instead. If you have attended more than one institution, separate official records should be submitted by each institution.

All official academic records must show the dates of enrollment, the subjects or courses taken, the units of credit or time allotted to each subject, course grades, and, if rank is determined, rank in the total class or group. The records must also include a complete description of the institution's grading scale or other standard of evaluation. Maximum and minimum marks and the steps between them must be indicated.

2. Degree Certificates

Official degree certificates must also be submitted as evidence of conferral of all degrees, diplomas, or professional titles. Degree certificates may be in the form of officially certified copies of the actual diploma, or entries on official records or official statements from granting institutions. In all cases, the document must be in the official language of the institution, and must include the exact, original title of the degree and the date of its formal conferral (month and year). Certificates of completion of required courses or of degree examinations cannot be accepted as evidence that the degree was granted.

3. Translations

Academic records and diplomas issued in English are acceptable ONLY if English is the official language of the country where the institution is located. Otherwise the official records must be submitted in their original language, along with a separate authorized, complete, and exact English translation. Grades should not be interpreted or converted into the U.S. 4.0 grading scale; instead all records will be evaluated in the context of that school's or country's system.

Document Review

UCLA Anderson and the UCLA Graduate Division will both review the academic records of all applicants whose undergraduate degrees were earned outside the U.S., to determine whether the academic credentials presented from the foreign institution are acceptable for admission to graduate student status. The MBA Admissions office will notify applicants whom we intend to admit to UCLA Anderson, however Graduate Division reserves the right to make all final decisions on foreign academic records.

Candidates who have obtained their preparatory education at institutions outside the United States should observe the following instructions when preparing the application:

1. List all post-secondary educational institutions attended, including technical and professional schools, regardless of the period of attendance or whether the study was related to the field of management.
2. Provide the full, actual names of the institutions attended and the titles of all diplomas or degrees obtained. (Applicants from countries not using the Roman alphabet should provide the names of their institutions in English.)

If you hold a degree from a foreign institution, you must have that institution provide the information specified above, even if you have completed studies in the United States. You may request that the U.S. institution you attended provide certified photocopies of records previously submitted to them by the foreign institution.

SPECIAL ACADEMIC CONSIDERATIONS BY COUNTRY/REGION

United Kingdom, and schools in the British Tradition

Applicants from schools in the British tradition (other than Bangladesh, India, Myanmar, Nepal and Pakistan) must have completed an Honours degree in first-class or upper-second-class. Three-year ordinary or pass degrees are not acceptable. When grades and/or course descriptions are not available, applicants must request two reports of academic progress from tutors or professors.

India, Pakistan, Nepal, Bangladesh, Myanmar

Holders of a three-year bachelor's degree (e.g. Bachelor of Arts, Science, or Commerce) must also have completed a master's degree or Post Graduate Diploma in Management (PGDM) and have placed in the first-class or upper-second-class division. Accordingly, for example, holders of a three-year BCom degree are not eligible for admission unless they have also completed the MCom, PGDM, or other master's-level degree. Professional association memberships (such as the Institutes of Chartered Accountants) are **not** acceptable in lieu of the master's degree.

Holders of four year bachelor's degrees (e.g. Bachelor of Engineering, Architecture, or Technology) must have placed in the first class. Holders of a Masters of Business Administration (MBA) degree are not eligible for admission to the MBA Program.

For all applicants, evidence of class placement must be specifically set forth in submitted official records, and the records (including degree certificates) must conform with all the requirements described above.

In addition, please note that all applicants are required to take the TOEFL examination if they earned their degrees in countries where the official language is not English.

France

Applicants should present the Maitrise, Ingenieur, or other professional title representing completion of a four-year university-level program beyond the Baccalaureate. Records should include original copies of examination records and statements of conferral of degrees in French issued by the institution and accompanied by a certified English translation. Universities in francophone countries in Africa may issue records in another official language; these are equally acceptable. As applicable, examination records should show individual subjects, notes, coefficients, mentions, yearly averages and rank.

Germany

Records from German institutions should include official copies of examination records (Vorprüfung, Hauptprüfung, Staatsexamen, etc.), seminar certificates (Scheine), Study Book (Studienbuch), and degree certificates in the original German language along with certified, complete, exact English translations of such submitted papers. Holders of a Vordiplom, Zwischenprüfung, or diploma from a Fachhochschule or a Berufsakademie are typically not accepted.

Latin America and Spain

Applicants are expected to have completed all degree requirements, including the thesis or professional examination, prior to the beginning of the term for which they are applying. The degree certificate submitted with the transcript must be in Spanish and include the degree title as well as the date of formal conferral.

Taiwan

Taiwanese records must show numerical grades, not letter grades.

Information for Concurrent Degree Applicants

Recommended deadline: February 20, 2006

Please be sure to indicate that you are applying to a concurrent degree program on the Application for Admission Profile and the Data Form (under "Program Code").

Concurrent degree applicants should request application materials from each school or department of interest. Letters of recommendation and other application materials should be submitted separately to both programs, as admissions decisions are made independently by the individual schools/departments. Applicants must be offered admission to both schools to be admitted to the combined program.

(Area code 310)

MBA / JD	School of Law	825-2080
MBA / MD	School of Medicine	825-6081
MBA / DDS	School of Dentistry	794-7971
MBA / MCS	School of Engineering and Applied Science (Computer Science)	825-6830
MBA / MLAS	Latin American Studies Program	206-6571
MBA / MLIS	School of Library and Information Science	825-5269
MBA / MN	School of Nursing	825-7181
MBA / MPH	School of Public Health	825-5516
MBA / MPP	School of Public Policy and Social Research	825-0448
MBA / MUP	School of Public Policy and Social Research (Urban Planning)	825-7331

REQUIRED TESTS

Concurrent degree applicants are required to take only the GMAT (unless notified otherwise by the other school/department), except in the following four cases: MBA/JD applicants must also take the LSAT, MBA/MD applicants must also take the MCAT, and MBA/MCS as well as MBA/MPP applicants must also take the GRE.

FINANCIAL AID

For financial aid and fellowship information, please visit the [UCLA Anderson Financial Aid Website](http://www.anderson.ucla.edu/x2938.xml) (<http://www.anderson.ucla.edu/x2938.xml>).

Information for Women and/or Minority Applicants

Women and/or minority applicants interested in acquiring information about student activities and student life at UCLA Anderson, or who would like to meet with current women or minority students to discuss our program, are encouraged to [contact us by email](mailto:mba.admissions@anderson.ucla.edu) (mba.admissions@anderson.ucla.edu) or write to Graduate Student Advisors, UCLA Anderson, 110 Westwood Plaza, Box 951481, Los Angeles, CA 90095-1481.

INFORMATION ON STUDENT CLUBS

Several of Anderson's student clubs serve the needs of our diverse student population, which includes such constituencies as women, ethnic and cultural groups, gay and lesbian students, and students with spouses or partners. If you would like to be contacted by E-mail by a member of one or more of these clubs, please visit the [Anderson Student Association club page](http://www.anderson.ucla.edu/zone/asa/clubs.html) (<http://www.anderson.ucla.edu/zone/asa/clubs.html>).

Compliance with Federal Legislation

PRIVACY NOTIFICATION

The California Information Practices Act of 1977 requires that the following statement be made to individuals who are asked to supply information about themselves:

The principal purpose for requesting the information on this form is to process your application for admission to the MBA Program at UCLA Anderson. University policy authorizes maintenance of this information.

Furnishing all information required on this form is mandatory (with the exception of ethnic and marital status survey information, provision of which is voluntary). Failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on this form may be used by various university departments for processing your application for admission and will be transmitted to the state and federal governments, if required by law.

In accordance with university policy, you have the right to review personal information maintained about you, and may contact either the office of record maintaining such information or the Information Practices Coordinator, Unisys Building, 10920 Wilshire Blvd., Suite 500, Los Angeles, CA 90024, for more information concerning your rights. The official responsible for maintaining the information contained on this form is the Manager of Admissions Operations, UCLA Anderson, 110 Westwood Plaza, Suite B201, Box 951481, Los Angeles, CA 90095-1481.

NONDISCRIMINATION

The University of California, in accordance with applicable federal and state laws and university policy, does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The university also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in university programs and activities.

Inquiries regarding the university's student-related nondiscrimination policies may be directed to UCLA Campus Counsel, 3149 Murphy Hall, 405 Hilgard Avenue, Los Angeles, CA 90095-1405, (310) 825-4042. Speech- and hearing-impaired persons may call TTY (310) 206-6083. Inquiries regarding the Americans with Disabilities Act (ADA) or 504 Compliance may be directed to the Special Assistant to the Chancellor, A239 Murphy Hall, 405 Hilgard Avenue, Los Angeles, CA 90095-1405, voice (310) 825-2242, TTY (310) 206-3349, fax (310) 825-3688.

Students may complain to the Office of the Dean of Students, 1206 Murphy Hall, regarding any action they believe discriminates against them on the grounds of race, color, national origin, religion, sex, sexual orientation, or disability.

For Office Use
 Fee
 Application Type: W

Data Form

Please complete this form fully and carefully. Applications with incomplete Data Forms will not be reviewed. Numbered areas require certain codes, which are listed and explained on the reverse side.

Name last (family) _____ first _____ middle initial _____ Sex (M/F) _____ day _____ month _____ year _____
 (IMPORTANT: exactly as it appears on GMAT) Birthday

1) Ethnicity code _____ 2) Program code _____ Round (1, 2, 3, or 4) _____
 (optional; applies only to U.S. citizens and permanent residents)

Mailing address: Street _____

State or Canadian Province _____ Zip or postal code _____

California resident (Y/N): Do you expect to be classified as a legal California resident by the start of the term for which you are applying? _____

Country _____ Country of Citizenship _____
 () () () () () () U.S. Social Security number _____
 Day phone _____ Evening phone _____

3a) Current job function code _____ 3b) Desired future job function code _____ 3c) Desired future industry code _____ 3d) Desired future industry code _____
 years _____ months _____
 Full time post-baccalaureate work experience prior to October 1, 2006 _____

4a) Current industry code _____ 4b) Desired future industry code _____
 years _____ months _____
 Full time post-baccalaureate work experience prior to October 1, 2006 _____

5) Visa you expect to hold (non-U.S. citizens) _____

6) Undergrad major code _____ 7) Undergraduate degree code _____ 8) GPA (last 2 years) _____ 9) Overall GPA _____
 month _____ year _____ month _____ year _____

Undergraduate university or college _____

10) Prior graduate work code _____ TOEFL score _____ / _____
 TOEFL test date to be reviewed (month/year) _____ / _____
 GMAT verbal score _____ GMAT quantitative score _____ GMAT analytical writing assessment _____
 GMAT verbal _____ GMAT quantitative _____ GMAT total score _____
 GMAT test date to be reviewed (month/year) _____ / _____

If you have scheduled an interview: _____ / _____ / _____ Interviewer's name _____
 Interview date (month/day/year) _____

11) Primary information source code _____ Are you being sponsored financially by a business or organization? (Y/N) _____

12) Marital status code _____ Number of languages spoken (excluding your native language) _____
 (optional) _____

E-mail (for admissions decision and communication) _____
 \$ _____,000 Current annual salary

Birthplace _____
 • If in California, indicate county (e.g., Orange, Alameda, etc.)
 • If elsewhere in U.S., indicate two-letter state abbreviation
 • If in Canada, indicate two-letter territory or province abbreviation
 • All others, indicate country

1) Ethnicity Codes (for U.S. citizens and permanent residents only)

AI American Indian/Alaskan Native
 BL Black/African American
 MA Chicano/Mexican American
 CA Chinese/Chinese American
 EI East Indian/Pakistani
 PI Filipino/Philippino American
 JA Japanese/Japanese American
 KO Korean/Korean American
 LA Latino/Latin American
 OH Other Hispanic
 PO Pacific Islander
 PR Puerto Rican
 TH Thai/Other Asian
 VI Vietnamese
 WH White/Caucasian
 OT Other
 DS Decline to state

2) Program Codes

MBA = MBA only
 JD = MBA/JD
 MD = MBA/MD
 MCS = MBA/Master of Computer Science
 MLAS = MBA/Master of Latin American Studies
 MLS = MBA/Master of Library and Information Science
 MN = MBA/Master of Nursing
 MPH = MBA/Master of Public Health
 MPP = MBA/Masters of Public Policy
 MUP = MBA/Master of Urban Planning

3a) and 3b) Job Function Codes

1712 Accounting/Controller
 1711 Accounting/Public
 1714 Administration
 1777 Business Development
 1771 Consulting
 1420 Engineering
 1812 Entrepreneur/Owner/Partner
 1744 Finance - Corporation Finance/
 Financial Analysis
 1729 Finance - Commercial Banking/Lending
 1731 Finance - Investment Banking/
 Corporate Finance
 1735 Finance - Mergers and Acquisitions
 1736 Finance - Private Client Services
 1732 Finance - Public Finance
 1808 Finance - Real Estate
 1734 Finance - Research/Portfolio Manager
 1733 Finance - Sales and Trading
 1739 Finance - Venture Capital
 1738 Finance - Treasury

4a) and 4b) Industry Codes

1788 Franchising
 1770 General Management
 1911 Human Resources/Personnel Administration
 1721 Marketing - Account Executive/Advertising
 1784 Marketing - Brand Management
 1785 Marketing - Financial Services
 1786 Marketing - Industrial
 1783 Marketing - Merchandising/Retail
 1780 Marketing - Other
 1779 Marketing - Product Management
 1781 Marketing - Research
 1782 Marketing - Sales
 1787 Marketing - Services
 1841 MIS Management
 1702 Operations/Production
 1790 Public Relations
 1803 Real Estate - Acquisition and Sales
 1807 Real Estate - Leasing/Property Management
 1806 Real Estate Development
 1775 Strategic Planning
 0001 Other
 0002 None

MANUFACTURING

015 Agribusiness
 090 Food/Beverage/Tobacco
 110 Household/Personal Products
 064 High Tech - Telecommunications
 066 High Tech - Hardware
 170 High Tech - Software
 068 High Tech - Multimedia Products
 010 Aerospace
 020 Automobile/Transportation Equipment
 025 Chemicals/Plastics/Rubber
 040 Construction
 135 Machinery
 075 Extractive Minerals/Metals
 150 Petroleum/Energy
 155 Pharmaceutical/Biotechnology/Medical Devices
 157 Printing/Publishing
 175 Textiles/Clothing
 199 Widely Diversified Manufacturing
 200 Other Manufacturing

5) Visa Status (Non-U.S. Citizens)

F1 = Student
 J1 = Exchange
 RF = Refugee
 IM = Immigrant
 PR = Permanent U.S. resident
 OT = Other

6) Undergraduate Major Codes

1 = Business/management
 2 = Other social sciences
 3 = Mathematics, computer science
 4 = Economics
 5 = Biological or physical sciences
 6 = Humanities, art, philosophy, religion
 7 = Engineering
 8 = Other

7) Undergraduate Degree Codes

BA/AB Bachelor of Arts
 BS Bachelor of Science
 OT Other (please enter first 4 letters of your degree - e.g., boom, laur)

8) and 9) GPA Calculations
 (use 4.0 scale as indicated)

A+ = 4.0
 A = 4.0
 A- = 3.7
 B+ = 3.3
 B = 3.0
 B- = 2.7
 C+ = 2.3
 C = 2.0
 C- = 1.7
 D+ = 1.3
 D = 1.0
 D- = 0.7
 F = 0.0

10) Prior Graduate Work Codes

X = None
 PH = PhD
 MD = MD
 DD = DDS
 JD = JD
 MA = Master's
 N = Some grad work, no degree
 O = Other

11) Primary Information Source Codes

01 Magazine/book
 02 GM/AC MBA Forum
 03 Anderson Information Evening
 04 Anderson Group Information Session
 05 Company presentation
 06 Faculty member
 07 Current student
 08 Alumni
 09 Friend and/or relative
 10 Business contact
 11 MBA catalog/application
 12 Web
 13 Campus visit
 14 Admissions staff

12) Marital Status Codes

S = Single
 M = Married/Partner upon entering program

SELF-REPORTED UNDERGRADUATE PERFORMANCE

For schools that compute grade point average (please convert to 4.0 scale):

Undergraduate GPA _____ Junior/Senior Year GPA _____

For schools that do not compute grade point average:

Examination average or honors group/degree classification from your bachelor's degree: _____

HIGHEST-LEVEL MATH COURSE COMPLETED

Course title _____

Course grade(s) _____

Institution _____ Year _____

FAMILY INFORMATION

Father

Name _____ Retired Deceased

Address _____

Occupation _____ Employer _____

Education Level _____ Academic Institution(s) _____

Mother

Name _____ Retired Deceased

Address (if different) _____

Occupation _____ Employer _____

Education Level _____ Academic Institution(s) _____

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

Name _____

Occupation _____ Employer _____

Education Level _____ Academic Institution(s) _____

Ages of Children (if applicable) _____

RECOMMENDATIONS FROM:

Name _____

Position _____

Firm/School _____

Address _____

Phone () _____

E-mail _____

Name _____

Position _____

Firm/School _____

Address _____

Phone () _____

E-mail _____

Have you been subject to academic suspension or dismissal from any school or college? Yes No

If "yes," please explain: _____

Have you been convicted of any felony, any crime(s) of violence or dishonesty, or any crime(s) against property or that involve the threat of violence? Yes No

If "yes," please explain _____

I certify that to the best of my knowledge that all information in this application including all of the above statements are correct and complete, and that I received no assistance or coaching in completing this application or the accompanying essays. I understand and agree that any misrepresentation or omission of facts in my application will justify the denial of admission, the cancellation of admission, or expulsion. I authorize UCLA Anderson or its agent to contact the colleges, universities, employers, and recommenders indicated in my application and accompanying material to verify the accuracy of anything contained in the application and accompanying material as part of a background verification check on my credentials. I authorize all persons or entities to provide any relevant information in their possession to UCLA Anderson or its agent for use in considering me for admission and matriculations into the MBA program. I expressly waive any required notice to me. This is my own, honest statement to the Admissions Committee.

Applicant's Signature _____ Date _____

Please list in order of importance to you (attach a separate sheet if necessary):

a. Extracurricular activities in college

<i>Activity</i>	<i>Dates of involvement</i>	<i>Offices or positions held</i>	<i>Hours per week</i>

b. Community/civic activities since college

<i>Activity</i>	<i>Dates of involvement</i>	<i>Offices or positions held</i>	<i>Hours per week</i>

c. Hobbies and special interests

AWARDS

Please list significant distinctions, honors, and awards you have received during and since college (attach a separate sheet if necessary).

<i>Name of award</i>	<i>Basis of selection</i>	<i>Date received</i>

EMPLOYMENT HISTORY

(Attach additional sheets if needed)

Beginning with your most recent position, please indicate each full-time position you have held since college, including military, Peace Corps, etc. If you have less than two years of work experience, please also include summer jobs while in college and any part-time positions you consider significant. Explain any time not accounted for since college.

NOTE: We encourage you to attach your resume, but NOT in lieu of this form.

Employer _____ Location _____

Nature of employer's activities _____

Number of full-time employees _____ Company's annual revenue (\$) _____ Number of years in existence _____

Job title _____ from _____ to _____
*month/year**month/year*

Starting annual salary (\$) _____ Ending annual salary (\$) _____ Hours per week _____

Additional compensation (e.g., bonuses, car, commission, housing) _____

Promotion(s) and date(s) received _____

Primary responsibilities _____

Reason(s) for leaving (if applicable) _____

Supplemental Information

COMPANY/ORGANIZATION SPONSORSHIP

Will you be sponsored for MBA education by your company/organization? Yes No

Company/organization (optional) _____

LANGUAGE PROFICIENCY

Please list language(s) and check the appropriate boxes. Is English your first language? Yes No

Language (other than English)	Writing			Reading			Speaking		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair

INFORMATION SOURCES

From which of the following key sources did you learn about the Anderson MBA Program? *(Please check all that apply.)*

- | | |
|---|---|
| <input type="checkbox"/> The MBA Tour _____
<i>city/date</i> | <input type="checkbox"/> MBA catalog/application |
| <input type="checkbox"/> World MBA Tour _____
<i>city/date</i> | <input type="checkbox"/> Campus visit |
| <input type="checkbox"/> Anderson Information Evening _____
<i>city/date</i> | <input type="checkbox"/> Admissions Office staff |
| <input type="checkbox"/> On-campus Group Information Session _____
<i>presenter/date</i> | <input type="checkbox"/> Anderson School web site |
| <input type="checkbox"/> Company presentation _____
<i>firm name/date</i> | <input type="checkbox"/> Embark web site |
| <input type="checkbox"/> Faculty member(s) _____
<i>name(s)</i> | <input type="checkbox"/> Other web site:
_____ |
| <input type="checkbox"/> Current student(s) _____
<i>name(s)</i> | |
| <input type="checkbox"/> Alumni _____
<i>name(s)</i> | |
| <input type="checkbox"/> Friend(s) and/or relative(s) _____
<i>name(s)</i> | |
| <input type="checkbox"/> Other _____
<i>name(s)</i> | |

ESSAYS

The Admissions Committee considers your responses to the following essay questions extremely important in the selection process. We endeavor to admit an interesting and diverse group of students who will both benefit from and contribute to UCLA Anderson. Therefore, you are encouraged to prepare your essays with great care. Any personal insights you can offer us concerning the qualities and experiences you believe distinguish you from other applicants would be especially helpful.

All applicants must answer questions 1 through 3; question 4 is optional. **Essays should be typed and double-spaced, with your name and the essay number on the top of each page.**

1. Please provide us with a summary of your personal and family background. Include information about your parents and siblings, where you grew up, and perhaps a highlight or special memory of your youth. (Limit to 2 pages.)
2. Discuss a situation, preferably work related, where you have taken a significant leadership role. How does this event demonstrate your managerial potential? (Limit to 1 page.)
3. Discuss your career goals. Why are you seeking an MBA degree at this particular point in your career? Specifically, why are you applying to UCLA Anderson? (Limit to 2 pages.)

If you are a concurrent degree program applicant, please incorporate in your answer how the dual program fits your professional interests.

4. (Optional) Is there any other information that you believe would be helpful to the Admissions Committee in considering your application? If you feel the application already represents you well, do not feel obligated to answer this essay question.

Name of applicant _____

FOR APPLICANT'S SIGNATURE:

I understand that federal law provides me, after enrollment, with a right of access to this recommendation, and that no school or person can require me to waive this right.	
I hereby <input type="checkbox"/> waive <input type="checkbox"/> do not waive my right of access to this recommendation.	
Signature of applicant _____	Date _____
<i>Failure to complete and sign this section will be considered an expressed waiver of your rights.</i>	

TO THE RECOMMENDER:

The person whose name appears above is applying for admission to UCLA Anderson School of Management. The Admissions Committee values the direct contact you have had with the applicant and asks for your personal and candid assessment of his or her potential for senior management. The most helpful recommendations are those that present a balanced view and give detailed descriptions of an applicant's abilities.

Please answer the following questions on separate paper, either in letter form or by number, as shown below. **Return this form and your recommendation to the applicant in a sealed envelope, with your signature across the seal. The candidate will submit the sealed envelope as part of the complete application package.** We will send you an acknowledgment card informing you that your recommendation has been received by our office.

Name of recommender _____ Telephone _____

Position/title _____ Firm/school _____

Address _____

E-mail _____

1. How long have you known the applicant, and in what context? Please comment on the frequency of your interaction.
2. Have the applicant's responsibilities evolved over the time you have known him or her?
3. How would you rate the applicant in comparison to others with similar responsibilities in your organization? Why?
4. What are the applicant's principal strengths and special talents?
5. In what areas can the applicant improve? Has he or she worked on these areas?

6. Please provide concise comments on the applicant's

- a. degree of self-confidence
- b. honesty and integrity
- c. interpersonal/teamwork skills
- d. communication/presentation skills
- e. demonstrated leadership/managerial abilities
- f. potential for senior-level management

7. Please rate the applicant on the qualities listed below, identifying here the group to which you are comparing the applicant: _____

Inadequate opportunity to observe		Below average	Average (top 50%)	Good (top 25%)	Excellent (top 10%)	Truly exceptional (top 2%)
	Ability to work with others					
	Analytical/quantitative skills					
	Overall intellectual ability					
	Oral communication skills					
	Written communication skills					
	Motivation/initiative					
	Leadership potential					
	Maturity					
	Sense of humor					
	Respect from peers					
	Respect from management					
	Potential for career advancement					

8. Your overall impression of the applicant: Exceptional candidate (top 2%)
 Excellent candidate (top 10%)
 Good candidate (top 25%)
 Average candidate (top 50%)
 Below-average candidate

Recommender's signature _____ Date _____

Because your recommendation is an important part of the candidate's application package, we greatly appreciate your prompt response in returning this form. Thank you.

Name of applicant _____

FOR APPLICANT'S SIGNATURE:

I understand that federal law provides me, after enrollment, with a right of access to this recommendation, and that no school or person can require me to waive this right.	
I hereby <input type="checkbox"/> waive <input type="checkbox"/> do not waive my right of access to this recommendation.	
Signature of applicant _____	Date _____
<i>Failure to complete and sign this section will be considered an expressed waiver of your rights.</i>	

TO THE RECOMMENDER:

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Address _____

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7. Please rate the applicant on the qualities listed below, identifying here the group to which you are comparing the applicant: _____

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	Ability to work with others					
	Analytical/quantitative skills					
	Overall intellectual ability					
	Oral communication skills					
	Written communication skills					
	Motivation/initiative					
	Leadership potential					
	Maturity					
	Sense of humor					
	Respect from peers					
	Respect from management					
	Potential for career advancement					

8. Your overall impression of the applicant: Exceptional candidate (top 2%)
 Excellent candidate (top 10%)
 Good candidate (top 25%)
 Average candidate (top 50%)
 Below-average candidate

Recommender's signature _____ Date _____

Because your recommendation is an important part of the candidate's application package, we greatly appreciate your prompt response in returning this form. Thank you.

UCLA ANDERSON SCHOOL OF MANAGEMENT

Information Card

To be completed by applicant

name: last (family) _____ first _____ middle initial _____ sex (M/F) _____

mailing address _____ street _____

city _____ state/province _____ country _____ zip or postal code _____

country of citizenship _____ Social Security number _____

COLLEGES AND UNIVERSITIES ATTENDED:

Institution	Degree	Major	Graduation month/year	
1. _____			/	<input type="checkbox"/>
2. _____			/	<input type="checkbox"/>
3. _____			/	<input type="checkbox"/>
4. _____			/	<input type="checkbox"/>

NAMES OF RECOMMENDERS:

1. _____
2. _____

To be completed by Admissions Office

INCOMPLETE

RECEIVED

GMAT _____ / _____
month/year

TOEFL _____ / _____
month/year

Transcripts _____

Letters _____

Essays _____

Employment _____

Data Form _____

Profile Form _____

Fee (\$175) _____

PROCESSED BY:

UCLA ANDERSON SCHOOL OF MANAGEMENT

Your Feedback Is Important to Us!

In an effort to continually improve our services, we ask that you complete this card and return it with your application package. You may also mail it at any time to the address on the back of the booklet. Thank you for your assistance.

◆ Please rate your experience with Admissions staff.

Via phone and e-mail

Friendliness good satisfactory poor
Professionalism good satisfactory poor

In person

Friendliness good satisfactory poor
Professionalism good satisfactory poor

◆ How can we improve the process for you?*

*Please feel free to send us additional comments.

UCLA ANDERSON SCHOOL OF MANAGEMENT

Student Club Interest Card

If you have an interest in any of the clubs listed below, please provide the following information:

Name _____

E-mail _____

Please indicate the club in which you have an interest:

- African-American Students in Management
- Asian Management Student Association
- Gay and Lesbian Business Alliance
- Jewish Business Student Association
- Joint Ventures (students with spouses or partners)
- Latino Management Student Association
- Women's Business Connection
- Other _____

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Fax: 310.825.8582
<http://www.mba.anderson.ucla.edu>*