

Application for
GRADUATE
ADMISSION

Freeman School
AT TULANE



Congratulations
on your decision to apply to graduate business school!

If you need assistance during the application process, please feel free to contact the office of Graduate Admissions at 504.865.5410 or via e-mail at abfadmit@tulane.edu.

To expedite the processing of your **Application for Graduate Admission**, the Admissions Committee strongly urges you to complete your application online at www.freeman.tulane.edu. If you prefer or are unable to complete our online application, we ask that you send your complete application packet with all required credentials to the address noted below.

freeman.tulane.edu
CHANGE YOUR WORLD

Office of Graduate Admissions
Goldring/Woldenberg Hall I, Suite 410
7 McAlister Drive
New Orleans, LA 70118-5645
504.865.5410 *tel*
504.865.6770 *fax*





The Freeman School at Tulane **Application for Graduate Admission** enables you to communicate your experience, abilities, and ambitions to the Admissions Committee. The Freeman School seeks applicants who possess a focused career goal, have exhibited strong academic skills and developed mature professional relationships.

Each year, the Freeman School offers \$1.5 million in fellowship funds to graduate business students on the basis of merit. All successful applicants to the MBA program are automatically evaluated for fellowship, and no separate application is required for consideration of these merit-based funds. Approximately 40% of the full-time entering class is offered a fellowship award by the Admissions Committee, and notification of an award is included in the student's notification of admission to the Freeman School.

Admission to the graduate program includes analysis of the applicant's academic, professional, and personal suitability for graduate study at the Freeman School. Admission decisions are nonbinding. An applicant receives an offer of admission that is completed with registration in the graduate program. Applicants may, by forfeiting the nonrefundable confirmation deposit, elect not to attend the program. Conversely, the Freeman School reserves the right to withdraw the offer of admission at any time prior to registration. Falsification of materials or any misrepresentation will result in withdrawal of an offer of admission.

Please note: A number of forms must be returned to the school prior to matriculation including documented proof of immunization, the **Career Goals Questionnaire**, and the **Statement of Program Values**.

Introduction



- **INTERNATIONAL APPLICANTS** International applicants should apply by the March deadline to secure necessary approvals and to relocate in advance of the academic program. An **Affidavit of Support** must be submitted following admission but before visa documents can be processed. International students are required to attend a pre-term session starting in early July in order to better prepare for studies in a U.S. classroom.
- **JOINT PROGRAM APPLICANTS** The Freeman School offers a number of joint degree programs. These programs are designed to meet individual career goals. Joint degree programs rely on the strengths of Tulane University's graduate programs in law, medicine, Latin American studies, political science, public health, and engineering.
- **CAMPUS VISITS** Visiting the campus and meeting with faculty and current students is an excellent way to experience firsthand what makes the Freeman School an exciting place to pursue your business education. When visiting, you should plan to spend a complete day on campus. Visits should be scheduled a week in advance to enable the graduate admissions office to coordinate a class visit and lunch with a current student. Since there are few classes on Fridays, weekend visits should include a Monday stay.
- **APPLICATION DEADLINES** There are several application submission dates. Complete applications submitted by the dates noted below will receive an admission decision within four weeks of the date of submission:

• **November 6**

• **January 4**

• **March 3**

• **May 5**

After the final deadline, the Admissions Committee will review applications based on space availability.

• **REQUIRED APPLICATION CREDENTIALS** Your application cannot be evaluated until all required credentials are submitted. You are encouraged to keep copies of all materials you submit for your records. All application materials become the property of the Freeman School of Business and cannot be returned.

• **APPLICATION FORM** Please respond to all questions as appropriate and submit your signed application to the Office of Graduate Admissions.

• **APPLICATION FEE** A nonrefundable application fee of \$125 USD is required of all applicants, except current Tulane University students. Personal checks or money orders should be made payable to Tulane University.

• **EMPLOYMENT HISTORY** Your professional experience leading to business school plays an integral role in your abilities during and career options following business school. A current resume is required to complete your application. Your resume should include the following pertinent work experience information: company name, job title, your responsibilities, and dates of employment. If applicable, include your military experience with ranks held and dates of promotion.

• **ESSAYS** Two essays are required of all applicants. Essays should be no longer than one typed page. Please include your name on each page. You may also provide additional information that you believe would be helpful in evaluating your application.

• **TRANSCRIPTS*** Official transcripts are required from all post-secondary institutions attended by the applicant.

• **RECOMMENDATIONS** Using the **Recommendation Form** provided, submit two letters of recommendation from individuals familiar with your professional or academic background. Supplementary recommendations may also be submitted. All recommendations should be sent directly to the Office of Graduate Admissions.

• **TEST SCORES*** The **Graduate Management Test (GMAT)** is required for all applicants. To register for the test or to report your scores, visit www.MBA.com. The institution code for Tulane's full-time MBA program is XVC-SG-32. Scores for the **Test of English as a Foreign Language (TOEFL)** or the **English Language Testing System (IELTS)** must be submitted by all applicants whose native language is not English, except those who have completed university studies in an English-speaking country. TOEFL (The Freeman School at Tulane TOEFL reporting code is **6832-02**) or IELTS reports should be sent directly to the Freeman School. We do not accept score reports more than five years old from the date on which you apply. If you take the test more than once, we will use the score report with the highest total score for the review.

• **INTERVIEWS** Applicants are selected for interviews based on a preliminary evaluation of the application. A representative from the Office of Graduate Admissions will contact you to schedule the interview via telephone or on campus. The admissions interview helps assess skills, motivation, maturity, and career focus. An admissions interview with the Freeman School is an opportunity to discuss your aspirations and how the Freeman School's resources can help you achieve your goals.

*Unofficial copies of transcripts and test scores may be submitted to expedite the admission process. However, official documents are required 30 days prior to the start of the academic program.

Please Note

In the process of evaluating your application – the Admissions Committee will assess your compatibility with the program opportunities at the Freeman School. In developing this assessment some information contained in your application, primarily resume or academic information, may be shared with members of the faculty and/or relevant students.

Application Process





PERSONAL INFORMATION

Program Applied for _____ **FALL** _____
Term Start Year

Applicant Name (Family, Given, Middle) _____ Gender _____

Preferred Name or "Nickname" _____ Previous Name (if applicable) _____

Applicant Address (Current Home) _____

City, State, Postal Code and Country _____ Dates Valid (From - To) _____

U.S. Social Security Number (SSN) if applicable _____ Home Telephone (Please include area code) _____

Work Telephone (please include area code) _____ Cell Phone (please include area code) _____

E-mail Address _____

Emergency Contact Name _____ Relationship _____

Emergency Phone (please include area code) _____

Recognizing that Freeman applicants have lived in a variety of places, where do you consider your home (city, state, and country)? _____

The following questions are for demographic purposes only and will not affect or be part of, your admissions decision. This information will be used in a nondiscriminatory manner, consistent with applicable civil rights laws. Thank you for completing these *optional* questions.

_____ Are you are a U.S. citizen or permanent resident? Yes No
Date of Birth

If no, in what country were you born? _____

If you are a U.S. citizen or Permanent Resident, please indicate your ethnicity:

- African-American
- Asian-American
- Asian or Pacific Islander
- Caucasian
- Hispanic, Mexican
- Hispanic, Spanish or Latino
- North American Native
- Other

Tulane University is an Affirmative Action/Equal Employment Opportunity institution, and consequently its policy of nondiscrimination includes recruitment, employment, admissions, and retention of qualified students.

Personal Information





ESSAYS

This section focuses on your future. The Freeman School at Tulane is focused on the future and your ability to build a strong foundation through the program that will lead to continued success. Graduates of the Freeman School are lifetime resources to their peers and the Freeman community. The following essays should convey your professional aspirations and creative insights.

Question 1 Please complete one of the following statements, and limit your response to one, single spaced, typewritten page. Be sure to include your name on your essay response.

After completing the MBA program, I will...

I am interested in attending the Freeman School because...

I should be admitted to the Freeman School because...

Question 2 Please complete one of the following statements and also limit your response to one, single spaced, typewritten page. Be sure to include your name on your essay response.

My life up to this point has been...

The best advice I have been given...

My favorite movie or book is...

RECOMMENDATIONS

Applicants to the Freeman School at Tulane are required to submit two letters of recommendation. Please complete the **Recommendation Form** at the end of this application and forward it to the individuals whom you have chosen to provide you with a recommendation for your application. We require that individuals providing your recommendation mail the completed form directly to the Office of Graduate Admissions at the Freeman School. Recommendations should not be opened by the applicant.

REFERENCE 1

Name

Relationship

Contact Number

How long have you known this person? _____

E-mail Address

REFERENCE 2

Name

Relationship

Contact Number

How long have you known this person? _____

E-mail Address

Essays/Recommendations





EDUCATION

Your education plays an important role in the knowledge you bring to your graduate studies at the Freeman School. Business studies are enriched through the diversity of majors and interests that students contribute to the classroom. In this section, you have the opportunity to present your academic background. Please list the schools you have previously attended beginning with the most recent institution first.

SCHOOL MOST RECENTLY ATTENDED

Dates of attendance (from MM/YY to MM/YY)

Degree Received

Major

Name of Institution

Location

Graduation Date (Month/Year)

GPA

SCHOOL PREVIOUSLY ATTENDED

Dates of attendance (from MM/YY to MM/YY)

Degree Received

Major

Name of Institution

Location

Graduation Date (Month/Year)

GPA

Please list honors, awards or other commendations you have received.

Official transcripts* should be sent to the Office of Graduate Admissions at:

**Freeman School at Tulane
Office of Graduate Admissions
Goldring/Woldenberg Hall I, Suite 410
7 McAlister Drive
New Orleans, LA 70118-5645**

*Receipt of official transcripts from all post secondary schools attended are required prior to enrollment in the Freeman School MBA program.

Education





YOUR CAREER

Your career leading to business school plays an integral role in your abilities during and career options following business school. **Please include a current resume with your application.**

Please indicate the total number of months of post graduate work experience you will have completed at the time of your anticipated enrollment in the MBA program at the Freeman School (July/August 2010): _____

EMPLOYER 1

Name of Current Employer

Current Job Title

Current Salary

Please note: an additional **Career Goals Questionnaire** is required following admission but before matriculation. Freeman students begin career preparation before the start of classes and will have the opportunity to discuss career goals with staff, faculty and alumni based on this form.

YOUR TEST SCORES

The Freeman School Admissions Committee accepts an initial self-report of your GMAT score, but will require an official score report prior to enrollment in the MBA program. Please provide the following information regarding your GMAT test results:

Test Date (month/year)

Total Score / %

AWA Total / %

Quantitative Total / %

Verbal Total / %

Your Career/Test Scores





INTERVIEWS

The **Admissions Committee** may request an interview following the preliminary application review. Interviews are conducted either by telephone or on campus.

VISITS TO THE FREEMAN SCHOOL

Visiting the Tulane University campus and meeting with faculty and current students is an excellent way to experience firsthand what makes the Freeman School an exciting place to pursue your business education. Preview Weekends are scheduled throughout the Fall semester offering a variety of dates for prospective students to visit New Orleans. When visiting the university, you should plan to spend a complete day on campus, and your visit should be scheduled at least a week in advance to enable the Office of Graduate Admissions to maximize your time at Tulane. Please note that since there are few classes on Fridays, weekend visits should include a Monday stay.



The Freeman School Complex are buildings 39 and 40 on Tulane University's Uptown campus, and additional directions to Goldring/Woldenberg Hall I may be found by visiting the **campus map site** at:

<http://tulane.edu/tulane/about/visiting/campus-maps.cfm>

Interviews/Visits





INTERNATIONAL APPLICANTS

This section is required for international applicants only. International students find Tulane University an inviting place away from home. The university welcomes an active international student community each year, and the Freeman School at Tulane provides many opportunities for students from dozens of countries to achieve their academic goals. It is important that international students enrolled in the Freeman School develop effective business communication skills to enjoy the many opportunities available through our graduate programs.

Country of Citizenship

Birth City and Country

Are you being sponsored or supported for your studies by your employer or another organization? Yes No

TESTING FOR INTERNATIONAL APPLICANTS

The Freeman School at Tulane reporting code for the TOEFL is **6832-02**. For the IELTS, please use the address information from the first page of this application.

If you have taken the TOEFL, please indicate your score. TOEFL Total _____

_____ % L _____ % W _____ % R _____ % E

Test Date (Month/Year)

If you have taken the IELTS, please indicate your score. IELTS Total _____

_____ % L _____ % GTR _____ % GTW _____ % AR _____ % AW _____ % S

Test Date (Month/Year)

Tulane University is an Affirmative Action/Equal Employment Opportunity institution, and consequently its policy of nondiscrimination includes recruitment, employment, admissions, and retention of qualified students.

International Applicants





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 Signature*

 Date

*My signature certifies that the information presented in this application is, to the best of my knowledge, true and accurate.

Applicant Certification

