

# PMBA Application for Admission: Instructions

## Instructions for Applicants

This application packet contains the application form necessary for you to apply to Golden Gate University's Professional Master of Business Administration (PMBA) Program. You are expected to collect all required materials. These materials should then be mailed directly to the university address listed under "How to Apply."

*NOTE: All application materials and supporting documents become the property of the university and cannot be returned. It is recommended that applicants retain copies of unsealed documents for their own reference.*

## When to Apply

Submit your complete admissions portfolio before you have the preadmission interview with the program director. Class size is limited, so apply early, as students are admitted on a first-come, first-served basis. All admissions decisions must be completed before the program orientation.

## Application Form

Please provide all information required on the application form and sign it to ensure its validity. Additional sheets can be used, if necessary, to provide additional information.

## Application Fee

Each application for admission must be accompanied by a check or money order drawn on a US bank in US currency and made payable to Golden Gate University. The fee is nonrefundable; \$55/domestic applicant, \$90/international applicant.

## Resume

Submit a detailed resume demonstrating a minimum of five years of full-time professional work experience that includes at least three years at the junior to mid-level managerial, professional or proprietor level.

## Statement of Purpose

Submit a detailed statement of purpose, detailing why you want to be admitted to the PMBA program, your potential for success in the program, how the PMBA degree fits with your career plans or current responsibilities, and your future plans for advancement. You must sign and date your statement.

## Letter of Recommendation

Submit a letter of recommendation written by an officer of your company or a senior client or partner. It should describe why the person feels you should be admitted to the PMBA program, and should demonstrate a commitment of time or resources to support your completion of the program.

## Academic Transcripts

Official transcripts from the degree-granting undergraduate institution and any college or university you have attended for graduate work should be sent to the Office of Enrollment Services. Transcripts should be sealed in the issuing institution's envelope. Sealed transcripts can also accompany your application documents portfolio.

## Financial Aid

For information on and deadline dates for financial aid, contact the Financial Aid Office at 415-442-7270, or visit [www.ggu.edu/admissions\\_and\\_costs](http://www.ggu.edu/admissions_and_costs) and click on "Finance your education."

## Correspondence

In all correspondence with the university, please use one name consistently and include your GGU ID or Social Security number. Notify the PMBA program coordinator in writing of any changes in your mailing address.

## Notification

Once the entire portfolio and interview are completed, applicants will receive notification of the admission recommendation/decision by the PMBA program director. Notification of admission is valid only when confirmed in writing by the Office of Enrollment Services.

Please keep this page of instructions for your records.

## How to Apply

1. Mail in the following documents to complete the PMBA admissions portfolio:
  - A complete, up-to-date and thorough resume
  - Application for admission (signed and dated)
  - Nonrefundable application fee (\$55/domestic, \$90/international) made payable by check or money to Golden Gate University
  - Cover letter to the PMBA director briefly introducing yourself and explaining why you are interested in the PMBA program
  - Statement of purpose (signed and dated)
  - Letter of recommendation (envelope must be sealed by referent)
  - Official transcripts from the degree-granting undergraduate institution, and any colleges or universities attended for graduate work (Envelopes must be sealed by the issuing schools.)
2. Arrange for a preadmission interview with the program director.
3. If your native language is not English, regardless of your citizenship, you will need to submit proof of English language proficiency. Please refer to GGU's website at [www.ggu.edu/admissions\\_and\\_costs/admissions](http://www.ggu.edu/admissions_and_costs/admissions), and click on "English Language Proficiency Admission Requirements" for a list of options to demonstrate English language proficiency. Applicants who choose a testing method (i.e., TOEFL or IELTS) must have an official score sent directly from the testing agency to the Office of Enrollment Services.

Send the completed admissions portfolio to

Office of Enrollment Services  
Golden Gate University  
536 Mission Street  
San Francisco, CA 94105-2968  
phone: 415-442-7800  
fax: 415-442-7807  
e-mail: [info@ggu.edu](mailto:info@ggu.edu)

All inquiries, admission status questions, etc., should be addressed to: Office of Enrollment Services, 536 Mission Street, San Francisco, CA 94105-2968; e-mail: [info@ggu.edu](mailto:info@ggu.edu); phone: 415-442-7800; fax: 415-442-7807.

## Notice of Nondiscriminatory Policy

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Vietnam Era and Veterans Readjustment Assistance Act of 1974, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, and Executive Order 11246, Golden Gate University does not discriminate, within the meaning of these laws, on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, marital status or veterans status in employment, in its educational programs, or in the provision of benefits and services to its students. Anyone who believes that in some respect Golden Gate University is not in compliance with the above statement should contact the Office of Admissions and Student Affairs at GGU's San Francisco campus.

## Privacy of Student Records

The university maintains records relating to students for various academic purposes in compliance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended. Under Public Law 93-380, as amended, only directory information as defined by the university (which includes name, dates of attendance, enrollment status, major field of study, awards, honors [includes Dean's List] and degree(s) conferred, including dates) may be released without the enrolled student's written permission. Currently enrolled students may request that this directory information be withheld by completing a Request to Prevent Disclosure of Directory Information form. These forms are obtainable at the registration counter and must be filed by the end of the first week of the term. Golden Gate University does not release lists of student information to third parties except as required by law.

Golden Gate University will not disclose any information from a student's education record without the written consent of the student except to personnel within the institution who are acting in the student's educational interest; to persons or organizations considering or providing financial aid to students; to accrediting agencies carrying out their accreditation function; to organizations conducting certain studies for or on behalf of educational agencies; to persons in compliance with a judicial order or a lawfully issued subpoena; to persons in connection with an emergency in order to protect the health or safety of students or other persons; to officials of the US Department of Education, the comptroller general, and state and local educational authorities in connection with certain state or federally supported education programs; to parents of an eligible student who claim the student as a dependent for income tax purposes; to state and local officials or authorities to whom information is required to be reported or disclosed pursuant to state statute requiring disclosure that was adopted before November 19, 1974.

Students' rights to inspect, review and seek to amend their educational records are protected, subject to conditions specified by Public Law 93-380, as amended. Information regarding the university's policies may be obtained from the Records Office. Students, faculty and staff at locations other than San Francisco should refer questions to the Records Office in San Francisco.

# Letter of Recommendation

A letter of recommendation from an officer of your employing organization is required. Under the provisions of the Family Educational Rights and Privacy Act, you have the right, if you enroll at Golden Gate University, to review your educational records. The act further provides that you may waive your rights to review this form. If you choose to do so, please sign your name below prior to forwarding this form to the individual from whom you are requesting a recommendation. Provide the individual with a separate, stamped envelope, addressed to yourself for return to you by your referent.

## To the Applicant

I waive/I do not waive  any right of access that I may have to review this recommendation form.

Name \_\_\_\_\_  
last (family/legal) name first (given) name middle name or initial

Mailing Address \_\_\_\_\_  
number street

\_\_\_\_\_ city state zip/postal code country

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## To the Referent

The above-named individual is applying for admission as a candidate for the Professional Master of Business Administration Program at the Edward S. Ageno School of Business at Golden Gate University and has given your name as a reference.

Your views of the applicant's capabilities will help guide us in our attempt to forecast his/her success in the program. Please provide specific comments to the following questions on a separate sheet of paper. Please include your name, title, business address, business phone number and signature.

Please return this letter to the applicant sealed in the envelope provided. It will be forwarded, unopened, to the PMBA program coordinator.

1. How long have you known the applicant?
2. In what professional circumstances have you known the applicant?
3. Please comment on the applicant's career progress, leadership qualities and professional accomplishments.
4. How does the PMBA program fit with the applicant's responsibilities?
5. How committed is your organization to supporting the applicant in terms of time or money during the program?