

# EMBA Application for Admission: Instructions

## Instructions for Applicants

This application packet contains the application form necessary for you to apply to Golden Gate University's Executive Master of Business Administration (EMBA) 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; \$60/domestic applicant, \$100/international applicant.

## Resume

Submit a detailed resume demonstrating a minimum of eight years of full-time professional work experience that includes at least five years at the executive or senior managerial, professional or proprietor level.

## Statement of Purpose

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

Please keep this page of instructions for your records.

## 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 EMBA 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 Admissions and Student Affairs. Transcripts should be sealed in the issuing institution's envelope.

## 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](http://www.ggu.edu/admissions) and click on "Student Financial Services."

## Correspondence

In all correspondence with the university, please use one name consistently and include your GGU ID or Social Security number. Notify the EMBA 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 EMBA program director. Notification of admission is valid only when confirmed in writing by the Office of Admissions and Student Affairs.

## How to Apply

1. Mail in the following documents to complete the EMBA admissions portfolio:
  - A complete, up-to-date and thorough resume
  - Application for admission (signed and dated)
  - Nonrefundable application fee (\$60/domestic, \$100/international) made payable by check or money to Golden Gate University
  - Cover letter briefly introducing yourself and explaining why you are interested in the EMBA 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/intl/admit.html](http://www.ggu.edu/admissions/intl/admit.html) 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 Admissions and Student Affairs.

Send the completed admissions portfolio to:

EMBA Program Coordinator  
Ageno School of Business  
Golden Gate University  
536 Mission Street  
San Francisco, CA 94105-2968  
phone: 1-800-EMBA-GGU or  
415-442-6521  
fax: 415-442-6579  
e-mail: [info@ggu.edu](mailto:info@ggu.edu)

All inquiries, admission status questions, etc. should be addressed to: EMBA Program Coordinator, Golden Gate University, Ageno School of Business, 536 Mission Street, San Francisco, CA 94105-2968; e-mail: [fsadaya@ggu.edu](mailto:fsadaya@ggu.edu); phone: 1-800-EMBA-GGU or 415-442-6521; fax: 415-442-6579.

## 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.

