APPLICATION FOR ADMISSION

INSTRUCTIONS
Candidates for the Executive Doctorate in Business program must submit the following:

■ Completed and signed application
■ The essays specified in the application
■ Current resume
■ Transcripts for ALL college and university-level degree education (even if degree was not obtained)
■ $100 application fee
■ Lawful Presence

The completed application, essays, application fee and resume are required to begin the review process. Unofficial copies of transcripts may be submitted initially, but official transcripts are required for enrollment.

Please note that admission is rolling, meaning that an admission decision is made soon after an individual applies. Therefore, it is in the applicant’s best interest to apply early. Cohorts generally fill up well before the deadline.

Submit admissions materials electronically or via postal or delivery service.

■ By email:
  execdoctorate@gsu.edu

■ Hard copy:

Executive Doctorate in Business program
Robinson College of Business
Tower Place 200
3348 Peachtree Road NE, Suite 500
Atlanta, GA 30326
c/o Jorge Vallejos

Questions? Please call Maury at (404) 413-7187.

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APPLICATION FOR ADMISSION

Personal Data

Date of Birth __________________________

Prefix        First Name        Middle Name        Last Name        Preferred Name        Suffix

Name as you would like it to appear on your Diploma

Home Address – Street

City        State        Zip Code        Country

Home Phone ___________        Cell Phone _______________        Work Phone _____________

Preferred Phone        ☐ Home        ☐ Cell        ☐ Work        ☐ Other _________________

Preferred Email __________________________

Employment/Professional Experience

Number of years of full-time professional work experience __________________________

Number of years of Managerial experience __________________________

Current Primary Employer __________________________

Current Primary Position __________________________

Title __________________________

Industry __________________________

Nature/ Type of Business __________________________

Zip code of Current Employer __________________________

Time in Current Position __________________________

Number of People under your Supervision __________________________

Salary (in USD) __________________________        (Other Compensation) __________________________

Do you have a secondary position?        ☐ Yes        ☐ No

If yes:

Employer __________________________

Position __________________________

Title __________________________
Anticipated support from employer (Please check all that are applicable.)

☐ Total tuition
☐ Partial tuition (specify percentage or dollar amount) ________________________
☐ Time off
☐ Uncertain
☐ None
☐ Other (specify) ________________________

Management Skills

What do you consider to be your field of expertise?

☐ Accounting/Finance
☐ Consulting (specify) ________________________
☐ General management
☐ Technical/engineering
☐ Information Technology
☐ Marketing
☐ Human Resources
☐ Other (specify) ________________________

Education

List below the college or university from which you were awarded a baccalaureate degree.

<table>
<thead>
<tr>
<th>Name of College or University</th>
<th>City</th>
<th>State/Province</th>
<th>Country</th>
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</thead>
<tbody>
<tr>
<td>Major</td>
<td>Minor</td>
<td>Type of Degree Awarded</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Date entered</th>
<th>Date completed</th>
<th>Year Degree Conferred</th>
<th>Approximate GPA</th>
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List below the college or university from which you were awarded a graduate degree.

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<td>Type of Degree awarded</td>
<td>Year conferred</td>
</tr>
<tr>
<td>Concentration</td>
<td>Secondary Concentration</td>
<td></td>
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</tr>
</tbody>
</table>
List below any additional college(s) or university(ies) you attended, even if you did not earn a degree.

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<th>Date completed</th>
<th>Type of Degree awarded (if any)</th>
<th>Year conferred</th>
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Feel free to provide additional information about any other degrees or certifications you might have received.

Have you applied previously or are you applying to any other programs within Georgia State University? □ Yes □ No
If yes, which program/concentration?

Have you ever taken a course within the University System of Georgia? □ Yes □ No
Are you applying to any other doctoral business programs? □ Yes □ No
If yes, which school(s)?

**International Applicant Information**
Are you a Permanent Resident? □ Yes □ No
Type of Visa
Visa Number
Nation of Issue
Date Issued

** Applicant and Admission Information**
City of Birth
Country of Birth
Country of Citizenship

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Emergency Contact Information

Emergency contact name

Relationship

Emergency contact phone number

Optional information (for statistical purposes only)

Gender: □ M □ F
Race/Ethnic Group: Are you Hispanic or Latino? □ Yes □ No

What is your race?

☐ American Indian/Alaskan  ☐ White
☐ Asian  ☐ Multiracial
☐ Black or African American  ☐ Other ________________________
☐ Native Hawaiian or Other Pacific Islander  ☐ I choose not to answer

Are you a veteran of the U.S. Military: □ Yes □ No

Will you apply for funding from the VA? □ Yes □ No

Residency Information

Are you a resident of Georgia? □ Yes □ No

If yes, approximately what date did you become a Georgia resident?

__________________________________________

ARE YOU APPLYING FOR IN-STATE TUTION? □ Yes □ No
(disregard this question if applying for the Executive Doctorate in Business program)

In accordance with Board of Regents Policy 4.3.4, all applicants who are accepted for admission or readmission to Georgia State University for Fall, 2011 or any academic semester thereafter, and who seek to be classified as in-state for tuition purposes, will be required to provide validation of residency and lawful presence in both the State of Georgia and the United States. Acceptance to the Georgia State University is conditional until lawful presence is verified.

If no, what is your home state or country?

__________________________________________

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Additional Information

Please use the space below to provide any additional information that you believe may be helpful to the admissions committee of the Executive Doctorate in Business program as they review your application and related materials. (It is not necessary to provide additional information.)

Security Information

Are you ineligible to enroll at any previously attended institution? ☐ Yes ☐ No
- If yes, provide relevant dates and a concise statement of the circumstances surrounding your ineligibility:

Are you currently on or have you ever been placed on academic probation, suspension, exclusion or any other type of academic warning at any previously attended institution? ☐ Yes ☐ No
- If yes, provide relevant dates and a concise statement of the surrounding circumstances:

Are you currently charged with, or have been found guilty of, any violation of academic honesty, honor code, or conduct regulations of a previously attended institutions? ☐ Yes ☐ No
- If yes, you must list each separate charge pending against you or with which you have been found responsible together with the corresponding dates and a concise description of the circumstances for each:

Have you left a previous institution while there were pending charges of any violation of academic honesty, honor code, or conduct regulation? ☐ Yes ☐ No
- If yes, you must list each separate charge pending against you or with which you have been found responsible
together with the corresponding dates and a concise description of the circumstances for each:

Are you currently charged with, or have been found guilty of, any violation of a federal, state, or municipal law, regulation or ordinance other than minor traffic violations, including offenses for which any type of first offender status have been granted?  

☐ Yes  ☐ No

If yes, you must list each separate charge pending against you for which you have been convicted. Dead-docketed Charges constitute pending charges and must be disclosed. For each charge, please list the corresponding dates and provide a concise description of the circumstances. For example, if you have been charged with D.U.I., underage drinking, and possession, you must list all three individual charges even though they stem from the same incident:

Have you ever entered a plea of guilty, no contest, nolo contendere, or any Alford plea, or otherwise accepted responsibility for the commission of a crime?  

☐ Yes  ☐ No

-If yes, you must list each separate charge for which you have entered such a plea or admission of responsibility, together with the corresponding dates and a concise description of the circumstances for each:

Have you received any type of discharge from military service other than honorable discharge?  

☐ Yes  ☐ No

-If yes, you must list all individual charges for which you were found responsible and a concise description of the circumstances that prevented you from receiving an honorable discharge:
**Essays**

Please address each of these questions in essay format. No essay should exceed one and one-half page.

1. Why do you want to earn an Executive Doctorate in Business? What are your long-term goals?
2. What are your goals and expectations for participating in the program?
3. In order to excel, doctoral students will need to commit 25-30 hours per week to their studies. What is your strategy for successful participation in the Executive Doctorate in Business program?

**Lawful Presence**

The following policies mandated by the Board of Regents of the University System of Georgia take effect for all incoming students to Georgia State University beginning with the Fall 2011 semester. They are part of the Board of Regents Policy Manual which can be found here: [http://www.usg.edu/policymanual/](http://www.usg.edu/policymanual/)

4.3.4 Verification of Lawful Presence

Each University System institution shall verify the lawful presence in the United States of every successfully admitted person applying for resident tuition status and of every person admitted to an institution referenced in Section 4.1.6 of this Policy Manual.

4.1.6 Admission of Persons Not Lawfully Present in the United States

A person who is not lawfully present in the United States shall not be eligible for admission to any University System institution which, for the two most recent academic years, did not admit all academically qualified applicants (except for cases in which applicants were rejected for non-academic reasons).

Based on these policies, a hold preventing registration has been placed for anyone who has been admitted to GSU, but has not provided proof of lawful presence.

**Instructions for providing proof of lawful presence:**

*Verification through the Federal Financial Aid Form (FAFSA)*

If you have already completed and submitted the Free Application for Federal Student Aid (FAFSA) and named GSU as a recipient, then you may not need to take further action.

Students who are either U.S. citizens or eligible non-citizens (does not apply to international students on a visa) for federal student aid purposes can submit a FAFSA. GSU will receive notification of this at the same time that you will receive the electronic Acknowledgement Form from the U.S. Department of Education which is usually 3-5 days following your electronic submission of the FAFSA or approximately 3 weeks following a paper FAFSA submission.

*Verification through the Student and Exchange Information System (SEVIS)* F, J, or M visa types or through the Systematic Alien verification for Entitlements (SAVE) program.

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If you are not currently a U.S. citizen and you are not residing in the U.S. or if you are present in the U.S. as an immigrant on a visa, we will be able to confirm your lawful presence through the U.S. Immigration and Customs Enforcement’s Student and Exchange Information System (SEVIS) for students on an F, J or M visa or the Systematic Alien Verification for Entitlements (SAVE) program. The documents you provided prior to your official acceptance at GSU should be sufficient.

Submission of an approved document by the Board of Regents

If you are not an immigrant on a visa, do not submit a FAFSA, or the FAFSA process does not confirm your citizenship status, you will need to provide citizenship documentation to us. The following documents may be used for verification purposes. We will accept photocopies of the first six types of documents, but a certified birth certificate must be original. Copies may be scanned and e-mailed to: execdoctorate@gsu.edu. Questions may be addressed by calling Jorge Vallejos at 404-413-7178. Only one document is required.

- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570)
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561)
- A Certificate of Birth issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240)
- A current U.S. passport
- A current driver’s license issued by the state of Georgia after January 1, 2008
- A current state-issued ID issued by the state of Georgia after January 1, 2008
- A Certified Birth Certificate showing that you were born in the United States or a U.S. Territory; a photocopy is not acceptable. This must be delivered or mailed to the Office of Graduate Admissions. We are not able to return these documents.
- Military ID (Must be brought in person as it is against federal law to make a copy of the ID).
- Permanent Resident Card (USCIS form I-151 or I-551)

This requirement applies to all newly admitted students at the Georgia State University beginning Fall 2011 including students who have been previously enrolled at GSU and are returning to a degree program or applying for a new degree program.

I understand that any material false statement made knowingly and willfully by me on this application, or any documents attached hereto may, in accordance with O.C.G.A. 16-10-71, which provides that upon conviction, a person who knowingly commits the offense of false swearing shall be punished by a fine not more than $1,000 or by imprisonment for not less than one nor more than five years, or both, subject me to prosecution in a court of law. Additionally, I further understand that any such false statement may subject me to immediate dismissal from the institution.

Further, I certify that, to the best of my knowledge, the information submitted on this application is true and complete.

Signature of Applicant: [Signature]

Georgia State University, a unit of the University System of Georgia, is an equal opportunity educational institution and is an equal opportunity/affirmative action employer. It is open to people of all races and actively seeks to promote racial integration. Georgia State University is required to report data on race, ethnic group and gender to the U.S. Department of Education and other federal and state agencies as those data relate to civil rights compliance.

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Credit Card Payment Authorization

All students submitting payments by credit card must have this completed and signed authorization form on file before any charges can be processed.

Please mail, fax or email completed form to: Executive Doctorate in Business Program
Robinson College of Business
Tower Place 200
c/o Jorge Vallejos
3348 Peachtree Rd, NE, Suite 500
Atlanta, GA 30326
FAX: (866) 845-1012
Email: execdoctorate@gsu.edu

Name on Credit Card (please print): _____________________________________________

Name of Student (if different): _________________________________________________

Student ID: ___________________________ Daytime Contact #: _______________________

Email: _______________________________ EDB Cohort: ______________________________

Billing Address of Cardholder (please print): ______________________________________

____________________________________________________________________________

American Express # ___________________________ Exp Date: ________ Code: ______

MasterCard # ____________________________ Exp Date: ________ Code: ______

VISA # _________________________________ Exp Date: ________ Code: ______

I authorize the Executive Doctorate in Business program at Georgia State University to process the above indicated credit card for payment in the amount of $100.00 for EDB Application Fee.

Cardholder’s Signature____________________________________________________ Date ____________________

(If you do not have a digital signature, your printed name will be considered as signature)

Questions? Contact Jorge Vallejos at jvallejos@gsu.edu or (404) 413-7178.