APPLICATION DEADLINES

<table>
<thead>
<tr>
<th>Term</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2014</td>
<td>September 15</td>
</tr>
<tr>
<td>Fall 2014</td>
<td>April 1</td>
</tr>
</tbody>
</table>

Spring locations – Peachtree Dunwoody and Alpharetta
Fall location – Buckhead

Please note: The PMBA/MHA program enrolls each spring and is located at the Peachtree Dunwoody Center.

If the application deadline falls on a weekend or a university holiday, application materials will be accepted on the next business day following the deadline.

ADMISSIONS PROCESS

Admissions applications are reviewed on a rolling basis regardless of the desired semester of entry. Early submission of your application is encouraged as space is limited.

All admissions questions for the PMBA or PMBA/MHA programs should be directed to LaTonya O’Neal at loneal@gsu.edu or 404/413-7145.

Mailing Address:
J. Mack Robinson College of Business
Office of Graduate Recruiting & Student Services
Georgia State University
PO Box 4058
Atlanta, GA 30302-3988

Physical Address:
35 Broad Street NW
Suite 605
Atlanta, GA 30303
(Corner of Marietta and Broad streets)

GENERAL INFORMATION

1. Read these instructions carefully before you begin preparing your application.
2. Your application is your means of presenting yourself to the admissions Committee. Thus, it is important that you answer all questions thoroughly and thoughtfully.
3. Do not submit your application in a binder or notebook. Also, do not submit term papers, videos, or other items of this nature in support of your application.
4. It is strongly recommended that you retain copies of your supplemental materials and forms for your records.

SELF MANAGED APPLICATION PROCESS

1. The Robinson College of Business uses a self-managed application approach. It is your responsibility to prepare and collect all credentials and submit them at one time to Graduate Recruiting and Student Services.

A self-managed application requires appropriate planning to allow time for you to prepare the application properly and collect all of the required documentation. This process also gives you – the applicant – control over when your application (except for test scores) is complete.

2. You will be sent an email acknowledging receipt of your application as well as what items are missing from your file.

3. Do not send an incomplete packet in an attempt to expedite review of your application. This will create a substantial delay in the processing of your application. Files completed too late for consideration for the desired semester may be considered for the next semester upon written request.

ADMISSIONS APPLICATION

Applicants must complete the following steps:

1. Email resume to LaTonya O’Neal, Assistant Director of Graduate Recruiting at loneal@gsu.edu
2. Complete the online admission application
3. Submit one official transcript from all colleges and universities attended
4. Submit GMAT or GRE scores
5. Submit TOEFL or IELTS scores for International applicants (please see page 3 for additional instructions)
6. Essays
7. One professional letter of recommendation
8. Resume
9. $50 Application fee
10. An interview (by invitation only)

Admissions Application: The online form contains basic biographical and educational data, as well as narrative questions. Please complete all sections.

• Essays: There are two parts to the required essay. Please limit each response to 500 words. This portion of the application is your opportunity to highlight
PROFESSIONAL MBA PROGRAM
APPLICATION INSTRUCTIONS

qualities relevant to success in graduate study in business that may not be evident in test scores and past academic performance.

• Residency Information: This section will be used by the university to determine if you are a legal resident of the state of Georgia for tuition purposes. Complete this section even if you believe you are a nonresident.

OFFICIAL TRANSCRIPTS
You must submit one official sealed (unopened) transcript from every college and university attended. These transcripts are required regardless of your length of stay at the institution or if the grades are listed on another school’s transcript. 

EXCEPTION: If you have attended Georgia State, list your dates of attendance on the application; however, you do not have to request your Georgia State transcript. We will obtain a record of your Georgia State coursework.

Please provide your college registrar with the mailing address provided on page 1. All transcripts submitted become the property of Georgia State University; they will not be returned to you or transferred to another institution.

TEST SCORES
Applicants may submit either GMAT or GRE scores. Please use the following test codes.

GMAT: MBA – QCK-ZW-81
GRE: 5251

The GMAT Information Bulletin and the GRE Information and Registration Bulletin includes registration information and descriptions of the content of the exams. Please visit their websites for additional information including test preparation methods, many of which are available without charge.


GMAT/GRE waivers are reviewed on a case-by-case basis. Applicants requesting a waiver must have an undergraduate business degree from an AACSB accredited school or a quantitative degree from an accredited college or university. Waivers must be sent in writing to LaTonya O'Neal at loneal@gsu.edu and must be accompanied by an official transcript and resume.

LETTER OF RECOMMENDATION
One letter of recommendation is required. You may include the letter, with your application materials or collect your letter from your recommender in sealed envelopes. Recommenders must sign their names across the sealed portion of the envelope. Electronic recommendations may be submitted when using the online application. You may not review the letters submitted to our office at any time. If you do not wish to waive access to your letters of recommendation, arrange for the recommenders to provide you with a copy.

RESUME
A professional resume is required. Please include any relevant professional experience in chronological order and limit to no more than 2 pages.

APPLICATION FEE
You will be assessed a $50 application fee with your application and with each subsequent application you submit. The application fee is nonrefundable and does not apply toward registration fees. Application fees may be paid online after submitting your application.

INTERVIEWS
After reviewing your application, the Admissions Committee may request an interview. If the Admissions Committee invites you to interview, you will receive the invitation and scheduling information via email. Interviews are available by invitation only.

ADDITIONAL INFORMATION

SEAT DEPOSIT
After admission to the program, if you decide to enroll you will be required to submit a $250 non-refundable seat deposit due within 10 days of notification.

CERTIFICATE OF IMMUNIZATION
The Board of Regents of the University System of Georgia requires that accepted applicants who have never attended Georgia State University submit proof of immunization from MMR, Tetanus/Diphtheria/, Varicella and Hepatitis B (in addition to the Meningitis Law.)

Questions about the requirements may be directed to the Georgia State University’s department of Health Services (141 Piedmont Ave., Ste D.) Phone: 404/413- 1940; Fax: 404/413-1955) or www.gsu.edu/health. Immunization information must be on file with the university prior to an accepted applicant's first registration. Immunization forms should be sent directly to the Immunization Office. Do not send Immunization forms with the application.
ADDITIONAL REQUIREMENTS FOR INTERNATIONAL APPLICANTS

1. Applicants who completed all or part of their education abroad may be required to have their foreign credentials evaluated by Josef Silny, Educational Credential Evaluators or WES (World Education Services).

2. English proficiency tests: International applicants whose native language is other than English must submit scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) before admission can be considered. TOEFL and IELTS scores may not be more than two years old. If your test date does not meet this criteria, you must retake the TOEL or IELTS and submit current scores before your application will be considered.

   The TOEFL standards we like to see include paper version scores of at least 610, computer version scores of at least 253 and the new Internet version scores of 101 with a score of at least 25 in the area of speaking.

   To submit TOEFL scores to our office, please use code 5251 and department code number 02.

   The acceptable English proficiency scores for the IELTS are 7 (Good User), 8 (Very Good User), and 9 (Expert User). Send all IELTS scores to the mailing address provided on page 1.

   EXCEPTION: Neither the TOEFL nor the IELTS is required of U.S. naturalized citizens or international applicants who have received a degree from a regionally accredited U.S. institution. Documentation of citizenship or proof of a U.S. degree must accompany the application.

3. Georgia State University Financial Statement: Financial documentation must be submitted to the Office of International Student and Scholar Services after being accepted to the university. If you have questions regarding this process, contact that office at 404.413.2070, isss@gsu.edu or www.gsu.edu/isss.

4. When documents submitted are in a language other than English, they must be accompanied by official translations. These translations must be original and should be made by the American Embassy, the home country Embassy or appropriate government official.