

# PRAIRIE VIEW A&M UNIVERSITY

## EXECUTIVE MBA PROGRAM

### Application Procedures

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**PVAMU College of Business  
Graduate Programs in Business  
P.O. Box 519, MS 2320  
Prairie View, TX 77446-0519**

#### *Contact Information*

Dr. Daniel Perez Liston – Interim Director, Executive MBA Program

Phone: (936) 261-9223 E-mail: [drperez@pvamu.edu](mailto:drperez@pvamu.edu)

Dr. John Dyck – Director, Graduate Programs in Business

Phone: (936) 261-9217 E-mail: [jwdyck@pvamu.edu](mailto:jwdyck@pvamu.edu) Fax: (936) 261-9232

For admission to the master's program, allow at least four (4) weeks for processing once *all materials are received*; international applicants should allow more time for the application process.

The deadlines for admission are:

#### *Domestic Students*

November 1, 2012 for Spring 2013

July 1, 2013 for Fall 2013

#### *International Students*

June 1, 2012 for Fall 2012

October 1, 2012 for Spring 2013

A statewide ApplyTexas application can be accessed at [www.applytexas.org](http://www.applytexas.org) or through the Prairie View A&M University website, [www.pvamu.edu](http://www.pvamu.edu), by following the “Future Students” link at the top of the page and the “Admissions” tab at the bottom of the page. It is the applicant’s responsibility to ensure that the required admission documents are received on or before the application deadline.

Send your application materials to:

**Prairie View A&M University  
College of Business  
Graduate Programs in Business (EMBA program)  
ATTN: Dr. John Dyck or Dr. Daniel Perez  
P.O. Box 519, MS 2320  
Prairie View, TX 77446-0519**

## APPLICATION

(If you have any questions regarding the application process please send an e-mail to either [jwdyck@pvamu.edu](mailto:jwdyck@pvamu.edu) or [drperez@pvamu.edu](mailto:drperez@pvamu.edu))

An applicant to the Executive MBA program will be evaluated for admission based on the following:

1. Completed Application for Admission to the PVAMU Graduate School through [www.applytexas.org](http://www.applytexas.org)
2. Completed Application for Admission for the PVAMU Executive MBA Program.
3. A \$50.00 **non-refundable** application fee. An additional \$15.00 late fee is required if the application is submitted after the application deadline.
4. A bachelor's or master's degree from an accredited institution of higher education (i.e., college or university).
5. Official transcripts from EACH institution attended. The academic institution(s) must forward the transcripts directly to Prairie View A&M University. **Transcripts "Issued to Student" will ONLY be accepted in an envelope sealed by the academic institution.** Applicants **must** include **ALL** institutions attended, regardless of the number or type of credits taken, terms attended, or whether transfer credits are reflected on another transcript.
6. A minimum undergraduate cumulative grade point average (GPA) of 2.75 on a 4.00 grading scale for regular graduate degree status.\*
7. A minimum 2.45 grade point average on a 4.00 grading scale, but not less than 2.75 for provisional graduate student status.\*
8. Three (3) letters of recommendation, including one letter certifying a minimum of three years of management/leadership experience (e.g., as project manager, director, district manager, supervisor, etc.) or two years of executive level experience. Letters may come from former professors, colleagues, managers and/or supervisors.
9. An interview (phone or in-person).
10. Professional resume or vita.
11. Personal essay on the topic provided.

\*Note: In some cases, a student may be provisionally admitted, but the student must provide additional information which can substitute for any of these criteria. For example, a student can provide alternate evidence of superior academic ability (such as a master's earned in another discipline) if the student does not satisfy the 2.75 GPA prerequisite. The student may provide information/testimonials on leadership capabilities if the student does not have the minimum years of managerial experience.

### ***International Applicant and Student Information***

All International students must comply with the rules and regulations as set forth by the U.S. Department of Homeland Security. Graduate international students must complete the admissions application ([www.applytexas.org](http://www.applytexas.org)), pay a \$50.00 non-refundable application fee (\$65 after the published deadlines, includes late fee) in U.S. currency, submit three letters of recommendation, and the following additional items:

1. Financial responsibility – The U.S. Department of Homeland Security requires that a student must show financial responsibility for one academic year. The student's financial sponsor must complete and submit an Affidavit of Financial Support Form and provide Supporting Evidence of Financial Support attesting to the ability to financially support the student while attending Prairie View A&M University. No student should depend upon receiving an out-of-state fee

waiver. Application for such waivers must be made as part of the competitive scholarship process and is separate from the admissions process.

Note: Form I-20AB Certification of Eligibility for Nonimmigrant [F-1] Student Status – For Academic and Language Students will only be issued after the student has met all admission requirements and is fully admitted to the University and has presented evidence of financial responsibility. The Form I-20 will be forwarded to the mailing address listed on the admissions application.

2. Evidence of ability to speak, write, and comprehend written and oral English language. As part of the application process, all students must present a minimum score of 550 on the paper-based (pBT) and a minimum score of 79 on the internet-based (iBT) Test of English as a Foreign Language (TOEFL) administered by the Educational Testing Service in Princeton, NJ. Any student who graduated from a secondary education institution in the United States or who earned a score of 18 on the English Section of the ACT or a 400 on the Verbal component of the SAT is exempt from the TOEFL.

Official TOEFL scores must be submitted as part of the complete admissions application packet. Information may be obtained from the Graduate School or by contacting the appropriate testing service below:

TOEFL® Services  
Educational Testing Service  
P. O. Box 6151  
Princeton, NJ 08541-6151  
Telephone: 866-473-4373 (Princeton, NJ)  
609-771-7670 (outside U.S. and Canada)  
Website: [www.ets.org/gre](http://www.ets.org/gre)

3. Evaluation of foreign transcripts. Applicants must submit official transcripts for all high school and college work completed up to the time of expected enrollment. An evaluation of all foreign college transcripts must be completed by NACES, Inc. or AACRAO affiliated member agencies.

**All international students admitted to the University must first report to the Immigration Services Associate, Harrington Science, Room 107D and present all immigration documents for inspection and entry into the record. All immunization records are to be presented directly to the Owens-Franklin Health Center by the student.**

### ***Application Deadlines for International Applicants***

To apply for admission, all international applicants must submit admission credentials by **June 1 for the fall term** and **October 1 for the spring term**. An applicant whose admission credentials are received after a stated deadline date should contact the PVAMU Graduate School to request admission for the next enrollment period. A student who fails to enroll in the semester of admission must request and receive an update of admission before attempting to enroll. Materials supporting the electronic admissions application (application fee, letters of recommendation, transcript evaluation, and test scores) should be submitted to:

**Prairie View A&M University**  
**College of Business**  
**Graduate Programs in Business (EMBA program)**  
**ATTN: Dr. John Dyck or Dr. Daniel Perez**  
**P.O. Box 519, MS 2320**  
**Prairie View, TX 77446-0519**

**REGISTRATION**

Formal admission to the Graduate School must be initiated before registration for graduate courses can be honored. The Academic Calendar can be accessed through the Prairie View A&M University website, [www.pvamu.edu](http://www.pvamu.edu), by following the "Calendar" link in the upper right corner of the homepage. Please follow the link for current registration dates and times.

**ADDITIONAL TESTS AND INFORMATION FOR ALL STUDENTS**

**TB Skin test**

All applicants must have on file at Owens-Franklin Health Center documentation of the results of a TB skin test taken and read after June 1, 1996. The TB skin test is available at the health center for a fee of \$5.00. However, you may choose to take the test elsewhere (your private physician, Public Health Center, etc.). The results of your test must be on file before you can complete the registration process.

***Note: An incomplete application package will remain on file for one year.***

**Immunization against bacterial meningitis**

The state of Texas now requires that every first-time student, age 29 or younger regardless of classification, enrolling on or after January 1, 2012, show evidence of being immunized against bacterial meningitis.

# Executive MBA Application for Admission

College of Business  
Graduate Programs in Business  
P.O. Box 519, MS 2320  
Prairie View, TX 77446-0519

Please print or type all information. Where a date is indicated, please use the month number (MM), day number (DD), and two positions for the year (YY). For example, "May 8, 2005" should be "05/08/05." Once complete, sign the application and fax it along with the other materials to (936) 261-9232.

1.	
<b>NAME</b>	<b>OTHER LEGAL NAME(S)</b>

2. GENDER  M  F 3. DATE OF BIRTH 4. SSN\*

\*In accordance with the Right to Privacy Act of 1974, Public Law 93-X579, Sect 7, applicants for admission are requested to voluntarily report their Social Security Number (S.S. No.) on this form. The S.S. No. is used for identification and record keeping purposes.

5.				
<b>PERMANENT ADDRESS</b> (No. and Street Name)	<b>CITY AND STATE</b>	<b>ZIP CODE</b>	<b>COUNTY</b>	

6.				
<b>MAILING ADDRESS</b> (No. and Street Name)	<b>CITY AND STATE</b>	<b>ZIP CODE</b>	<b>COUNTY</b>	

7.	8.	9.
<b>END DATE (MM/DD/YY) OF MAILING ADDRESS</b>	<b>HOME PHONE</b> (Area Code/Phone No.)	<b>OFFICE PHONE</b> (Area Code/Phone No.)

10. E-MAIL ADDRESS
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11. INDICATE ETHNICITY (This information is voluntary and will be used in a nondiscriminatory manner, consistent with applicable civil rights laws)

- A.  Caucasian/White      B.  African American/Black      C.  Asian American/Pacific Islander  
D.  Hispanic       Mexican American       Puerto Rican       Other Hispanic  
E.  American Indian/Alaskan Native      F.  Other Ethnic Group

12. Are you a citizen of the United States?	If NO, indicate Country	Visa Status	PERMANENT RESIDENCE COUNTRY
<input type="checkbox"/> Yes <input type="checkbox"/> No			

13. If your permanent address is in Texas, indicate the beginning date (MM/DD/YY) of your current residency:

14. INDICATE INTENDED DEGREE/MAJOR (See List of Degrees/Majors offered)	↓
Executive MBA	

15. INDICATE INTENDED SEMESTER FOR ADMISSION:  Fall 20\_\_\_\_  Spring 20\_\_\_\_

16a. Have you previously applied to PVAMU Graduate Graduate School?  YES  NO      16b. Have you previously been admitted to PVAMU Graduate School?  YES  NO

17a. Have you previously enrolled in PVAMU Graduate School?  YES  NO

17b. Have you previously been admitted as a PVAMU undergraduate?  YES  NO

18. Are you a Veteran?  YES  NO

19. List in chronological order all colleges, universities (including PVAMU), and professional schools attended. Applicants must include all institutions, regardless of the number or type of credits taken, terms attended, or whether transfer credits are reflected on another transcript.

INSTITUTION, CITY, STATE	FROM (MM/YY)	TO (MM/YY)	MAJOR AND DEGREE	(MM/YY) YEAR OF GRADUATION

Official transcripts from EACH college or university attended must be requested and forwarded directly from the institution(s) to the PVAMU College of Business. Failure to indicate institution(s) attended may result in refusal of admission, no transfer of credits, suspension, and/or expulsion from the University, if discovered subsequently.

20. List other relevant activities since completion of bachelor's degree (employment, military service, etc.) You may omit summer and part-time work.

EMPLOYER	KIND OF WORK OR ACTIVITY	FROM (MM/YY)	TO (MM/YY)

21. List three persons acquainted with your academic and professional experiences that are expected to send letters of reference for you.

NAME	POSITION	ADDRESS (NO., STREET NAME, CITY, STATE, ZIP)

22. Indicate which of the following tests you have taken or are scheduled to take and the date (MM/DD/YY).

**TOEFL**

Valid scores are required of all non-native speakers of English.

<input type="checkbox"/> (Date) (Valid for 10 years from test date)	<input type="checkbox"/> (Date) (Valid for 10 years from test date)
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I certify to the best of my knowledge the information herein is true. I understand that any misrepresentation of facts on this application could be cause for refusal of admission, no transfer credit, suspension, and/or expulsion from the University, if discovered subsequently. Furthermore, I understand that if I have a prior academic record at the University under a different name, that record will be changed to reflect the name on this application.

**24. Date and Signature (Your signature is required for processing)**

Payment of the non-refundable \$50 application fee may be submitted via the secure Panthers Marketplace link:

[https://secure.touchnet.com/C20166\\_ustores/web/store\\_main.jsp?STOREID=3](https://secure.touchnet.com/C20166_ustores/web/store_main.jsp?STOREID=3)

A copy of the payment receipt must accompany this application.

## Application Materials Check List

Please include the following in your application packet:

- ✓ Completed Application for Admission to the PVAMU Graduate School through [www.applytexas.org](http://www.applytexas.org)
- ✓ Completed Application for Admission for the PVAMU Executive MBA Program.
- ✓ A two-page, double-spaced personal statement summarizing how an Executive MBA will advance your career goals and personal objectives (approximately 1,000 words).
- ✓ A current résumé or vita.
- ✓ Three (3) letters of recommendation attesting to your interest and skills for the EMBA; these could be former professors, immediate supervisors, colleagues and/or professional contacts. The letters should include at a minimum, the following information:
  - How long the reference has known the applicant
  - In what capacity the reference has known the applicant (supervisor, colleague, served on committee, etc.)
  - Applicant's managerial, leadership and/or supervisory experience and abilities
    - *Information included should support the applicant's claim of a minimum of three years of management/leadership experience (e.g., as project manager, director, district manager, supervisor, etc.) or two years of executive level experience.*
  - Applicant's ability to be successful in the PVAMU EMBA Program.
- ✓ Official Transcripts from each institution attended.
- ✓ Pay the **non-refundable** application fee of \$50.00
  - **Spring 2013 Admission:** pay fee of \$50.00 before November 1, 2012 (October 1, 2012 for International Students) and attach a copy of the receipt confirming payment along with your application. An additional \$15.00 late fee is required if the application is submitted after the application deadline.
  - **Fall 2013 Admission:** pay fee of \$50.00 before July 1, 2013 (June 1, 2013 for International Students) and attach a copy of the receipt confirming payment along with your application. An additional \$15.00 late fee is required if the application is submitted after the application deadline.

Please mail all materials to:

**Prairie View A&M University**  
**College of Business**  
**Graduate Programs in Business (EMBA program)**  
**ATTN: Dr. John Dyck or Dr. Daniel Perez**  
**P.O. Box 519, MS 2320**  
**Prairie View, TX 77446-0519**

If you prefer to bring your materials in person, please place all materials in a sealed envelope and deliver them to the Graduate Programs in Business in room 202 in the Nathelyne Kennedy Architecture Building (2nd floor) located on L.W. Minor Street on the main campus of Prairie View A&M University in Prairie View, Texas.

You may also scan and e-mail materials (with the exception of the transcripts which must be delivered from the institutions previously attended) to [jwdyck@pvamu.edu](mailto:jwdyck@pvamu.edu) or [tgrobinson@pvamu.edu](mailto:tgrobinson@pvamu.edu) or fax to (936) 261-9232.