

Résumé

On a separate sheet, please include a copy of your current one page résumé.

Your résumé should recount your work history, including each organization's name and location; your title and dates of employment (month and year); a summary of your accomplishments and responsibilities; and reason for leaving each job.

List full-time positions, military assignments, and significant part-time or summer work experience. Please account for all time that has elapsed since you started working, including gaps.

Your résumé should also list your educational history, including schools attended, credentials earned and subjects studied.

Outside Activities, Awards and Honors

On a separate sheet, list honors, awards and recognitions that you have received. Please list significant extracurricular activities during college. List other significant activities or organizations that you have joined since college. List any distinctive accomplishments or achievements. Include dates of participation, offices held and average hours spent per month.

Essays

Each essay should be typed, double-spaced using a 12-point font.

- 1) Our most successful MBA candidates have identified their professional aspirations and can clearly articulate them. Being as specific as possible, tell us: What career path have you identified for yourself? What experiences have helped prepare you? What relevant skills have you already acquired? (500 word maximum)
- 2) The UC Davis MBA prepares innovative leaders for global impact. Give an example of a professional situation when your motivation and actions made a difference in the outcome. (250 word maximum)
- 3) The UC Davis MBA program is interested in attracting students from diverse backgrounds who have excelled in challenging circumstances. Please share an example of a time when you excelled in challenging circumstances. (250 word maximum)

Optional

- 4) Is there any other information about your background, family or experience that you would like to share with the Admissions Committee?

Race/Ethnicity Information

The University of California is required to report to federal and state agencies the ethnic/racial composition of enrolled students. Therefore, we ask that you answer the following set of questions about your ethnic and racial identity. The application form is the primary data source of demographic data for enrolled students. The University holds such information confidential and uses it only for aggregated statistical purposes. Furthermore, this information will in no way influence the application review process.

The University is required by the U.S. Department of Education to ask you to answer the following two questions on race/ethnicity:

- 1a) **Do you consider yourself Hispanic or Latino?** Yes No

Includes persons of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin.

- 1b) **In addition, select one or more of the following racial categories as appropriate for you.**

- | | | |
|---|--|--------------------------------|
| <input type="checkbox"/> African American or Black | <input type="checkbox"/> Asian | <input type="checkbox"/> White |
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander | |

- 2) **For University of California purposes, to help us understand the diverse racial and ethnic backgrounds of our students, which of the following groups best describes your background? Check as many categories as may apply.**

- | | | |
|---|--|--|
| <input type="checkbox"/> African American/Black | <input type="checkbox"/> Asian American/Asian | <input type="checkbox"/> Vietnamese/Vietnamese American |
| <input type="checkbox"/> American Indian/Alaska Native | <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Other Asian/Asian American |
| Hispanic, Latino, or of Spanish Origin | <input type="checkbox"/> Chinese/Chinese American
<i>(except Taiwanese)</i> | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> Cuban/Cuban American | <input type="checkbox"/> Filipino/Filipino American | White/Caucasian |
| <input type="checkbox"/> Latin American/Latino | <input type="checkbox"/> Japanese/Japanese American | <input type="checkbox"/> European/European descent |
| <input type="checkbox"/> Mexican/Mexican American/Chicano | <input type="checkbox"/> Korean/Korean American | <input type="checkbox"/> Middle Eastern or North African |
| <input type="checkbox"/> Puerto Rican | <input type="checkbox"/> Pakistani | <input type="checkbox"/> Other White/Caucasian |
| <input type="checkbox"/> Other Hispanic, or of Spanish origin | <input type="checkbox"/> Taiwanese/Taiwanese American | |

Optional Information

- Marital Status:** Married Unmarried **Do you have children?** Yes No Ages _____

The following optional information is being requested in connection with voluntary efforts being taken by the campus to increase participation of qualified students with disabilities. The information will be kept confidential and will be used only in accordance with the implementing regulations to Section 504 of the Rehabilitation Act of 1973. All campuses of the University of California have developed specialized resources to reduce barriers to students with disabilities. If you want information concerning services for disabled students, contact the UC Davis Student Disability Center at 530-752-3184 or TTY 530-752-6833. Please check all that apply:

- 1 Hearing 2 Manual Dexterity 3 Mobility 4 Speech 5 Visual 6 Learning Disabilities
7 Other _____

FALL 2013 RECOMMENDATION

**This Part to
be Completed
by Applicant**

Name, as given on the application:

(Last [Family] Name, First Name, Middle Name, Suffix [Jr., III, etc.])

Applicant's Statement: I understand this letter of evaluation is to be received and maintained in confidence by the University of California, Davis, for admission consideration for graduate status. I hereby expressly waive any and all rights I might have of access to this evaluation under the Family Education Rights and Privacy Act of 1974, the California Information Practices Act of 1977, and any/or all other laws, regulations or policies. I understand that the rights I am waiving include, but are not limited to, the right to inspect and review this letter; the right to have a copy of this letter made for my use; the right to request an amendment of this letter.

I agree to waive access to this statement from (Name of Recommender): _____

I do not agree to waive access to this statement from (Name of Recommender): _____

Signature of Applicant _____ Date _____

Applicant: If your recommender is submitting a paper recommendation, provide him/her with this recommendation form and a return envelope which you have addressed to yourself.

NAME OF RECOMMENDER _____
(First Name, Last Name) (reporting relationship)

**Note to
Recommender**

The person named above is applying to the UC Davis MBA Program and has requested that your evaluation be included as part of the information on which we will base our admission decision. The Master of Business Administration program is a professional degree designed to develop analytical, problem-solving and decision-making capabilities required for a career in management.

Assessment

Please rate the applicant on the qualities listed below and in comparison to (check one):

- others applying to graduate business school whom you have known
- others in your organization who have exhibited managerial promise
- other group _____

	Exceptional (top 2%)	Outstanding (top 10%)	Very Good (top 20%)	Good (top third)	Average (middle third)	Below Average (bottom third)	No Opportunity to Observe
Demonstrated Leadership	_____	_____	_____	_____	_____	_____	_____
Innovation/Creativity	_____	_____	_____	_____	_____	_____	_____
Collaboration/Teamwork	_____	_____	_____	_____	_____	_____	_____
Intellectual Ability	_____	_____	_____	_____	_____	_____	_____
Maturity	_____	_____	_____	_____	_____	_____	_____
Motivation/Initiative	_____	_____	_____	_____	_____	_____	_____
Integrity/Ethics	_____	_____	_____	_____	_____	_____	_____
Analytical/Quantitative Skills	_____	_____	_____	_____	_____	_____	_____
Oral Expression	_____	_____	_____	_____	_____	_____	_____
Written Expression	_____	_____	_____	_____	_____	_____	_____
Problem Solving	_____	_____	_____	_____	_____	_____	_____
Self-Confidence/Assertiveness	_____	_____	_____	_____	_____	_____	_____
Management Potential	_____	_____	_____	_____	_____	_____	_____

Disclosures

NOTICE OF AVAILABILITY OF CAMPUS SECURITY REPORTS

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, you are entitled to request and receive a copy of the Security Report for the University of California, Davis, campus. The report includes statistics for the past three years concerning crimes and incidents reported to campus security authorities (whether the crime occurred on campus, in off-campus buildings or property owned or controlled by the University, or on public property adjacent to campus). The report also provides campus policies and practices concerning security—how to report sexual assault and other crimes, crime prevention efforts, policies/laws governing alcohol and drugs, victims’ assistance programs, student discipline, campus resources, and other matters. You may obtain a copy of this report online by accessing <http://police.ucdavis.edu/campus-security-policies> or by submitting a request to the UC Davis Information Practices Officer:

Information Practices Officer
Offices of the Chancellor and Provost
University of California, Davis
1 Shields Avenue, Davis, CA 95616

NOTICE OF AVAILABILITY OF OTHER INFORMATION

The University is also required under federal law to make certain other information available to students, parents, prospective students, employees, prospective employees, potential student-athletes, high school coaches, guidance counselors and the general public, as follows:



Student Privacy Rights

Information on student privacy rights, as outlined in the federal Family Educational Rights and Privacy Act (FERPA), include procedures for inspection, correction and disclosure of information in the student’s record: a description of what constitutes directory information; the consequences of blocking directory information; and an explanation of how to impose and remove such a block.

Student Financial Assistance

Information on the availability of scholarships and student financial aid programs, including information on how to apply, eligibility criteria, general award criteria and the rights and responsibilities of students who accept financial aid.

OTHER INFORMATION ON THE UNIVERSITY

Information on the (1) costs of attendance; (2) academic programs; (3) special services available to disabled students; (4) campus student Financial Aid Office contact phone numbers; (5) withdrawal procedures and locations where students can complete a withdrawal; (6) refund policies; (7) return of aid rules; (8) accreditation information; and (9) student aid for study abroad programs.

Access to Information

Prospective students who have access to the Internet may obtain information in any of the above categories about a specific campus or campuses by linking to the appropriate campus Web site or Web sites (where such information is available on the Web) through the following UC Davis-wide link:

<http://gradstudies.ucdavis.edu/prospective/federalnotices.html>

If you do not have access to the Internet, you may obtain information in any of the previously stated categories about a specific campus or campuses by submitting a request in writing directly to the appropriate campus official at the address listed below.

University of California, Davis
Assistant Vice Chancellor for Student Affairs
476 Mrak Hall
One Shields Avenue
Davis, CA 95616