TECNOLÓGICO DE MONTERREY

EGADE

Escuela de Graduados en Administración
y Dirección de Empresas

one|MBA

APPLICATION FORM

Class of 2011

OneMBA APPLICATION CHECKLIST

You may complete this application by filling out this form and printing a hard copy.

Your complete application will include the following components:

ITEMS TO BE DELIVERED AT EGADE:

- ☐ Official birth certificate
- ☐ Official copies of all university transcripts
- ☐ Official copy of undergraduate diploma
- ☐ Official certificate from the Department of Education*
- ☐ Copy of passport
- ☐ 4 photographs
- ☐ Essays
- ☐ Application form
- ☐ Three work-related recommendation letters sealed in individual envelopes by each evaluator with his signature across the seal
- ☐ Statement of corporate support
- ☐ A copy of the application and of every document delivered.

OTHER APPLICATION COMPONENTS:

- ☐ PAEP and TOEFL scores. - Official scores must be sent directly to EGADE by the testing service, ETS. Tec de Monterrey's EGADE institution code is 0843. A minimum of 500 on each test is required.
- ☐ Applicant's Interview. - After your complete application has been received at EGADE's OneMBA Office, we will ask you to schedule an interview with the OneMBA Director.

Note: *Because of the competitive nature of EGADE's selection process, early application can be to your advantage. Applications received after the deadlines will be considered on a space available basis. While we prefer to receive TOEFL and PAEP scores before the application deadline, scores received by the OneMBA Program Office within three weeks of the deadline will be considered.*

* This item applies to graduates from Mexican institutions only.

CONTACTS

ADMISSIONS OFFICE
OneMBA Program
Tec de Monterrey-EGADE
Admissions Office
Av. Fundadores y Rufino Tamayo
Valle Oriente
Garza García, N.L.
66269 México

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Phone: +52 (81) 8625-6215
diana.monsalve@itesm.mx
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ngutierrez@itesm.mx

APPLICATION FORMS

• Printed Forms
Complete and submit or print by mail the following forms (please submit a set of copies for every document and application form)::

RESUME
Enclose a current resume, indicating job duties, responsibilities and accomplishments for each position. Account for all of your employment or business activities since college graduation. Also, include any professional or community organizations in which you are an officer or an active member. If available, attach a copy of your employer's job description for your current job and/or an organization chart to your resume.

ESSAYS
The essays are used to evaluate your communication skills, so they should be your own work. Please double space, include your name on each sheet, and limit your responses to no more than two pages per question.

PROFESSIONAL RECOMMENDATIONS
Select three professional colleagues who are familiar with your management experience and potential. Unless you are self-employed, you should include your immediate supervisor or other senior executive from your company. Send each person the following items:
- Recommendation Form with the "Applicant" portion completed.
- Return envelope addressed to you.

The evaluators will return the completed forms to you in the envelope you provide, sealed, with their names written across the seal. Enclose the unopened recommendations with your completed application package.

STATEMENT OF CORPORATE SUPPORT
Ask your supervisor or other appropriate person to complete this form indicating that your company is willing to grant you time off to attend classes. Of course, this form is not required for self-employed applicants. Include the completed form with your other application materials.

COLLEGE OR UNIVERSITY TRANSCRIPTS
An official transcript of all undergraduate and graduate work is required.
Note: Course work toward an MBA degree at another institution will be viewed only as an additional indication of your ability to perform in EGADE's OneMBA Program. No transfer credit is given.

* PRUEBA DE ADMISION A ESTUDIOS DE POSGRADO (PAEP)

Designed by the Tec de Monterrey, this test is designed to evaluate the skills of the candidate during his/her past academic studies. The evaluation is composed by five basic areas: Verbal Reasoning, Quantitative Reasoning, Cognitive Skills, Writing and English. It also has a Composition section which applicants must complete. The effective time of the test is three hours and 25 minutes; however, candidates must consider an additional hour intended for instructions and managing of the test. It is recommended that the applicant reviews the study guide, which can be downloaded from the website or obtained at EGADE's OneMBA Office. A minimum of 500 is required for acceptance.

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)
Because the leading language in OneMBA will be English, applicants shall also take the TOEFL. It is a uniform assessment that predicts student's idiomatic potential in the Program. A minimum of 500 is required for acceptance.

APPLICATION DELIVERY
Deliver all application materials at EGADE's OneMBA Office in one envelope, and copies of all documents and application form in a separate envelope. The complete packages should be postmarked by the application deadline.
The address is listed in the "Contacts" section of this application.

OneMBA CLASS OF 2011 APPLICATION

PROGRAM REQUESTED

☐ Beginning September 2009

☐ Beginning September 2010

Have you applied to an Executive MBA Program before? ☐ No ☐ Yes

If yes, what University?

What year?

PERSONAL INFORMATION

First name

Middle name

First last name

Second last name

Title: Mr.

Preferred name

CURP

Current Home Address

Street

City

State

Zip

Country

Permanent Home Address

Street

City

State

Zip

Country

Place of Birth

City

State

Country

Birth Date

Month / Day / Year

0/ 0 / 0

Country(ies) of Citizenship

Passport Number

Language	Proficiency Level

Marital status

☐ Single   ☐ Divorced

☐ Married   ☐ Other

Children

Name	Age

Contact Information

Home

Telephone (   )

Fax   (   )

E-Mail   user@domain.com

Business

Telephone (   )

Fax   (   )

E-Mail   user@domain.com

Mobile (   )

Pager   (   )

PIN: 0

E M P L O Y M E N T

Company/Organization

Business Address

Street

City

State

Zip

Country

Company Web site

Parent Company's Name   *(for subsidiaries only)*

Current Job Title

Years/Months in this Position   /

Total years of full-time work experience

Total years in a management position

Title of person to whom you report

Current gross total income *(in U.S. dollars)* per month, excluding fringe benefits [1] $0.00

Current gross total income *(in U.S. dollars)* per month, including fringe benefits [2] $0.00

Please include fringe benefits, most recent bonus, and other financial compensation, on a yearly basis such as:

Gas and Grocery Coupons (in US dlls.)

Health and Life Insurance (in US dlls.)

Car Loan, Real Estate Mortgage and Graduate Studies (in US dlls.)

Profit Sharing, Christmas Bonus and Vacation Bonus   (in US dlls.)

Productivity Bonus   (in US dlls.)

Please select the industry and function codes that best describe your current company and position:

Industry

Size of the Organization 1. Less than 100 employees

Organizational Area   1. Planning

Function

Estimated Annual Gross Revenues for Entire Company *(in U.S. dollars)*   Less than $50 million

Estimated number of employees in your company

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[1] The information provided in this application form is confidential and will be exclusively used for statistical purposes.

[2] The information provided in this application form is confidential and will be exclusively used for statistical purposes.

EDUCATION

Colleges and Universities Attended *(List highest degrees first. Use attachment, if necessary.)*

Institution/Location   /
Major
From   To
Degree
Academic Average
      Scale 1-100   Other

Institution/Location   /
Major
From   To
Degree
Academic Average
      Scale 1-100   Other

Institution/Location   /
Major
From   To
Degree
Academic Average
      Scale 1-100   Other

If there are any factors that have influenced your grade point average or your test scores, and you would like these factors to be considered, please explain on a separate sheet.

Are you a graduate from any ITESM programs? If yes, please provide:
Registration number
Specify Campus

Other Courses
(List relevant courses not listed on your transcripts that you expect to complete prior to entering the OneMBA Program.)

Course
School
Completion Date (mmm/yy) 12/08

Course
School
Completion Date (mmm/yy) 12/08

Course
School
Completion Date (mmm/yy) 12/08

PAEP
Note: If you have not yet completed the PAEP, indicate the date when you will be tested. Test results received by EGADE within three weeks of the application deadline will be considered. Your application will not be complete until the scores are received.

PROFESSIONAL RECOMMENDATIONS

List the three people you have asked to provide recommendations. (*These recommendations should be work-related, including an evaluation from your immediate supervisor.*)

Name
Title
Company
Telephone ( )
Address
City   State
E-mail   user@domain.com

Name
Title
Company
Telephone ( )
Address
City   State
E-mail   user@domain.com

Name
Title
Company
Telephone ( )
Address
City   State
E-mail   user@domain.com

PERSONAL ASSESMENT

Your primary area of professional expertise

Functional knowledge *(This information will be used to form study teams.)*

Assess your proficiency in the following areas:

Experience

Accounting	Low
Finance	Low
General Management	Low
Managerial Economics	Low
Marketing	Low
Operations	Low
Organizational Behavior	Low
Quantitative Methods	Low
Other (Specify)	

Interests

Accounting	Low
Finance	Low
General Management	Low
Managerial Economics	Low
Marketing	Low
Operations	Low
Organizational Behavior	Low
Quantitative Methods	Low
Other (Specify)	

ADDITIONAL INFORMATION

Which of the following influenced your decision to apply to EGADE? (*Check all that apply.*)

☐ Alumni (*names*)

☐ Current students (*names*)

☐ OneMBA Program staff
☐ EGADE faculty (*names*)

☐ Advertisement (*specify*)

☐ Web site
☐ Catalog
☐ OneMBA Information Session (*list date/location*)

☐ Other (*specify*)

How will you finance your MBA?
☐ Corporate Support
    ☐ Full reimbursement
    (contractual obligation of   years)
    ☐ Partial reimbursement (0% or $0.00)
    ☐ Loan forgivable over   years

☐ Self-Financed (0% or $$0.00)

"To the best of my knowledge, the information I have provided in this application is a true and accurate account. I understand that misrepresentation of application information is sufficient grounds for denial of admission, for cancellation of admission or expulsion. This application is my own honest statement to the admissions committee."

Signature   _____

Date (mm/dd/yyyy) **12/8/2008**

ESSAYS

Write each essay on a separate sheet(s) of paper, including your name on each sheet. Staple the essays to this form and return them with your application. Your essays should be typed, double-spaced and no longer than two pages each. These essays should be your own individual work, since they are used to evaluate your written communication skills.

ESSAY TOPICS

1. What are your long- and short-term career goals? How will earning the OneMBA degree help you reach your goals? How do you see yourself fitting into a global environment?

2. What are your primary strengths? What aspects of yourself would you like to improve? What do you hope to learn during the OneMBA Program that will help you refine your strengths and minimize your weaknesses?

3. Choose one:

   a. Define leadership. Give examples of how you exhibit this capability. *(This may or may not be work-related)*.

   b. Describe your most challenging managerial problem and how you solved it. What was the outcome?

   c. Succeeding in the OneMBA Program requires working with a diverse group of people. How have you demonstrated the ability to work on diverse teams?

4. *(Optional)* Is there anything else you would like to add that would help us evaluate your application?

RECOMMENDATION

Please complete the following section:

First name
Middle names
First last name
Second last name

Thank you for agreeing to write on behalf of this candidate who is applying to EGADE's OneMBA Program at ITESM, Campus Monterrey. The admissions committee values your assessment of this applicant's work history and potential for leadership in the future. The most helpful recommendations include specific examples of past performance and/or personal qualities.

Please complete the information requested on both pages of this form. If you need additional sheets, please attach them to this form.

Your comments will be completely confidential if the applicant has agreed to waive his or her rights above. Please enclose your recommendation in the envelope provided by the applicant. Seal and sign your name across the seal, then return the sealed envelope to the applicant so that it can be sent to the Admissions Office with his or her application package.

Recommendations are an important part of our selection process, and we sincerely thank you for your efforts on behalf of this applicant. Please feel free to contact our office if you have questions or concerns.

Evaluator's Name
Company/Organization
Telephone   (   )
Business Address
City
State
Zip   00000
Country

Please respond to the questions on the second page.

EVALUATION OF APPLICANT

Please respond in the spaces below, or on an attached sheet(s).

1. How long have you known the applicant?

2. Under what circumstances do you know the applicant?

3. Please describe the applicant's potential within your organization. How will the MBA degree contribute to the applicant's managerial advancement within your organization?

4. Please discuss your observations of the applicant's leadership skills and ability to work as a team member.

5. Please discuss the applicant's weaknesses and efforts, if any, the applicant has made to improve these areas.

6. Please evaluate the applicant in terms of the qualities listed below, using the applicant's peer group as your reference:

Qualities	Exceptional (Highest 5%)	Outstanding (90-94%)	Above Average (75-89%)	Average (40-74%)	Below Average (Lowest 40%)	No basis for judgment
Intellectual ability	0%	0%	0%	0%	0%	0%
Leadership potential	0%	0%	0%	0%	0%	0%
Ability to work effectively with others	0%	0%	0%	0%	0%	0%
Creativity	0%	0%	0%	0%	0%	0%
Maturity	0%	0%	0%	0%	0%	0%
Sense of humor	0%	0%	0%	0%	0%	0%
Initiative	0%	0%	0%	0%	0%	0%
Self-confidence	0%	0%	0%	0%	0%	0%
Personal integrity/ethics	0%	0%	0%	0%	0%	0%
Analytical ability	0%	0%	0%	0%	0%	0%
Time management	0%	0%	0%	0%	0%	0%
Oral communication skills	0%	0%	0%	0%	0%	0%
Written communication skills	0%	0%	0%	0%	0%	0%

7. Please provide your evaluation of the applicant's potential for the following:

Qualities	Exceptional (Highest 5%)	Outstanding (90-94%)	Above Average (75-89%)	Average (40-74%)	Below Average (Lowest 40%)	No basis for judgment
Academic Success	0%	0%	0%	0%	0%	0%
Personal Leadership	0%	0%	0%	0%	0%	0%
Future managerial or business success	0%	0%	0%	0%	0%	0%

Please summarize your evaluation of this OneMBA candidate by checking the appropriate box below:
☐ Strongly recommend
☐ Recommend
☐ Recommend with some reservation
   (Please explain.)

☐ Do not recommend

Signature

_____

Date (mm/dd/yy) 12/8/2008

STATEMENT OF CORPORATE SUPPORT

Applicant's name
Company

PROGRAM APPLYING FOR

OneMBA Program
21-month program with classes once a month, all day
Friday, Saturday and Sunday, as well as four scheduled
weeklong residencies.

We believe it is important for employers to recognize the
commitment and dedication necessary for a student to
successfully complete EGADE's OneMBA Program. We
estimate the average total time commitment for students
to be 12 hours a week per class.

Your signature below indicates that you are aware of the
applicant's intent to participate in our Program.
If this applicant is accepted, your organization agrees to
allow the participant to attend classes during the times
indicated above. Please use the space provided below if
you would like to provide any comments regarding the
applicant's participation in the Program.

Your name (please print)

Title

Date
12/8/2008

Signature _____

Comments (if applicable)