

#### PROFESSIONAL DEVELOPMENT STATUS

Professional Development is a non-degree status for alumni AACSB-accredited/Carlson School preferred MBA programs who wish to enrich their knowledge base by taking courses in a high-quality, nationally recognized MBA program.

Students admitted to Professional Development status are permitted to register in the Part-Time MBA Program for up to two years. Registration is on a space available basis only; priority for classes is given to current Carlson School Part-Time MBA students. Students in the Professional Development status are subject to current Part-Time MBA tuition and fees.

The MBA Programs office will notify you of an admission decision approximately four to six weeks after receiving your complete application. You will be notified of class availability two weeks prior to the start of the semester.

#### APPLICATION MATERIALS

With this application you must include:

- Professional Development application form
- An official transcript from your MBA degree
- A current resume

YOUR APPLICATION WILL BE FILED UNDER THE NAME YOU INDICATE AS LAST NAME. BE SURE ALL CREDENTIALS COME TO US UNDER YOUR FULL NAME.

IF YOU HAVE EVER ATTENDED ANY CAMPUS OF THE UNIVERSITY OF MINNESOTA IT IS IMPORTANT TO INCLUDE YOUR ID NUMBER.

PLEASE LET US KNOW AS SOON AS POSSIBLE IF YOUR CONTACT INFORMATION CHANGES AFTER YOU SUBMIT YOUR APPLICATION. QUESTIONS AND UPDATES REGARDING YOUR APPLICATION MATERIALS AND STATUS WILL BE SENT TO YOUR PREFERRED E-MAIL ADDRESS. THE ADMISSION DECISION WILL BE SENT VIA E-MAIL TO YOUR PREFERRED ADDRESS. IF YOUR CONTACT INFORMATION IS INCORRECT, YOUR RECEIPT OF YOUR ADMISSION DECISION MAY BE DELAYED.

SEE PAGE THREE FOR ETHNIC AND RACIAL DEFINITIONS

#### PERSONAL INFORMATION

U OF M ID# ( <b>IMPORTANT – SEE SIDEBAR</b> )		U.S. SOCIAL SECURITY NUMBER (OPTIONAL)*		BIRTHDATE (MONTH/DAY/YEAR)*	
LAST (FAMILY) NAME		FIRST (GIVEN) NAME		MIDDLE NAME	PREVIOUS NAME
PRESENT STREET ADDRESS					GOOD UNTIL WHAT DATE?
STREET LINE 2					
CITY		STATE	ZIP	COUNTRY	
HOME PHONE NUMBER		CELLULAR PHONE NUMBER		BUSINESS PHONE NUMBER	
HOME EMAIL ADDRESS			BUSINESS EMAIL ADDRESS		

Please check the selection that you would like to designate as preferred (one per category):

<i>Telephone Number</i>	<i>E-mail Address</i>
<input type="checkbox"/> Home	<input type="checkbox"/> Home
<input type="checkbox"/> Cellular	<input type="checkbox"/> Business
<input type="checkbox"/> Business	

Are you an international student (non-resident alien)?  Yes  No

**CONFIDENTIAL INFORMATION** (optional)\* The information requested below is voluntary and will be used for summary reports required by federal and state laws and regulations and to support institutional affirmative action efforts. It will not be used as a basis for admission or in a discriminatory manner. You will not be subjected to adverse treatment if you do not provide any of the requested information.

Gender:  Male  Female

**Ethnicity:** Are you Hispanic or Latino?  Yes  No

**Race:** Please check any or all that apply:

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

APPLICANT NAME

**RESIDENCY**

Do not leave this section blank; you must answer ALL applicable questions.

STATE OF LEGAL RESIDENCE

COUNTRY OF PERMANENT RESIDENCE

COUNTRY OF BIRTH

COUNTRY OF CITIZENSHIP

If your state of legal residence is Minnesota, also complete the following questions. If you have already received resident classification by the University of Minnesota, please attach a copy of the letter you received.

Time lived in Minnesota \_\_\_\_\_ When did you last move to Minnesota? \_\_\_\_\_  
YEARS / MONTHS

Why did you move to Minnesota? \_\_\_\_\_

If your country of citizenship is other than the U.S.A., but you are currently in the U.S.A., what type of visa do you have? \_\_\_\_\_

If you have a student visa, indicate the educational institution that issued your certificate of eligibility \_\_\_\_\_

Have you attended that institution?  Yes  No If yes, also list school under **ACADEMIC BACKGROUND**

**ACADEMIC BACKGROUND**

Each college, university, and/or graduate school Dates Attended

NAME AND LOCATION FROM TO DEGREE, MAJOR, DATE AWARDED

NAME AND LOCATION FROM TO DEGREE, MAJOR, DATE AWARDED

NAME AND LOCATION FROM TO DEGREE, MAJOR, DATE AWARDED

NAME AND LOCATION FROM TO DEGREE, MAJOR, DATE AWARDED

**EMPLOYMENT HISTORY**

This is required; do not leave this section blank.

Current or most recent employer:  Current position  Last position START DATE END DATE

COMPANY JOB TITLE

NATURE OF EMPLOYER'S ACTIVITIES, TOTAL NO. OF EMPLOYEES

**COURSEWORK**

Please indicate the year and term in which you wish to begin taking coursework. Start/end dates for each term can be found on our website at [onestop.umn.edu/calendars/index.html](http://onestop.umn.edu/calendars/index.html)

Year \_\_\_\_\_  Fall/Fall A-Term  Fall/Fall B-Term  
 Spring/Spring A-Term  Spring B-Term  Summer Term

Please list the course(s) you would like to take below (attach a separate sheet if necessary). You may update this list later if necessary. Part-Time MBA class schedules can be obtained by contacting [mbasa@umn.edu](mailto:mbasa@umn.edu)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION**

To the best of my knowledge, the information in this application, including all institutions attended, is complete and accurate, and I have written my own essays. I understand that misrepresentation of application information is sufficient grounds for denial of admission or for canceling admission or registration. I also understand that materials received by the Carlson School of management, University of Minnesota, in connection with this application are not returnable and that the application fee is not refundable. In addition, if admitted, I agree that I will obey and enforce the Carlson School Code of Conduct.

SIGNATURE DATE

LIST ON A SEPARATE SHEET ANY COURSE NOT INCLUDED ON YOUR TRANSCRIPTS THAT YOU EXPECT TO COMPLETE BEFORE ENTERING THE CARLSON SCHOOL.

YOU MUST INCLUDE WITH THIS APPLICATION ONE CURRENT OFFICIAL TRANSCRIPT FROM YOUR MBA DEGREE.

PLEASE DESCRIBE YOUR MOST RECENT WORK POSITION.

YOU MUST ALSO INCLUDE WITH THIS APPLICATION A CURRENT RESUME SUCH AS YOU WOULD SUBMIT FOR A JOB APPLICATION.

## PRIVACY STATEMENT

All information on this form is private. The information requested will be used for identification, to determine admission, and to establish your University academic record if you are admitted. All information is required, except birth date, Social Security Number, gender, ethnicity, and race, which are marked with an \* and labeled optional. Providing a birth date, previous name, or Social Security Number is voluntary and will be used for positive identification and matching of credentials; failure to provide this information will have no effect on the admission decision. Information will be shared with offices within the University for the uses described above and may be released to outside organizations and government bodies in limited circumstances, as authorized by state or federal law.

## QUESTIONS

For questions regarding this application, please contact Christina Wiencke, Associate Director of Student Affairs, Carlson MBA Programs, by phone at 612-625-7582, or by email at [choldvog@umn.edu](mailto:choldvog@umn.edu).

Please mail all application materials to the following address:

**Carlson MBA Programs**  
Carlson School of Management  
University of Minnesota  
321 19<sup>th</sup> Ave S, Suite 1-110  
Minneapolis, MN 55455-0438

612-625-5555  
Toll-free USA: 800-926-9431  
Fax: 612-625-1012  
Email: [mbasa@umn.edu](mailto:mbasa@umn.edu)  
Web: [carlsonschool.umn.edu/mba](http://carlsonschool.umn.edu/mba)

## STANDARD FEDERAL GOVERNMENT ETHNICITY AND RACIAL DEFINITIONS (as of October 2007)

### Ethnicity definition

**Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

### Racial definitions

**American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

**Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American:** A person having origins in any of the Black racial groups of Africa.

**Native Hawaiian/Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**International Student (Foreign Student):** i.e. Non-Resident Alien: A person who is not a citizen of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely. PLEASE NOTE: Resident Aliens: Non-citizens who have been fully admitted for permanent residence (who hold a green card, Form I-151) are not international students.