



**ALEXANDRIA UNIVERSITY  
FACULTY OF COMMERCE**



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**EXECUTIVE MASTER  
OF BUSINESS  
ADMINISTRATION**

**APPLICATION FORM**

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**2008/2009**



## ADMISSIONS REQUIREMENTS

Admission to the Executive Master of Business Administration Program of Alexandria University (AU) is competitive. Candidates must have:

- ❖ An undergraduate degree.
- ❖ Experience of five years or more in a managerial or senior professional capacity preferred. (Classes represent a wide range of experience levels.)
- ❖ Organizational Commitment by the applicant's employer, reflecting general support for the pursuit of the graduate management degree.

### APPLICATION 1

Application I allows applicants to receive a preliminary review from our admissions Committee regarding their potential for acceptance into the AU Executive MBA Program. This permits applicants to delay approaching their employers until they have decided to proceed with Application II, the full application. Applicants' employers will not be notified of possible interest.

The applicant's resume describing management and professional responsibilities should be included, Notice to applicants is made within two days after receipt. Application I is optional.

## APPLICATION II

Application II is reviewed upon receipt An admissions decision is made soon thereafter and candidates are notified immediately. Early submission of the application is strongly encouraged. The application includes:

- ❖ Forms providing personal, employment, professional, and education data.
- ❖ The Statement of Intent.
- ❖ Three evaluation forms, at least two of which are completed by representatives of the candidate's employer, one of which is the candidate's manager. Forms are submitted with the evaluator's signature on the enclosed envelopes.
- ❖ An official academic transcript from each post-secondary institution attended, submitted in the envelopes enclosed, under official seal from each institution.
- ❖ Results from the (TOEFL) Test of English as a Foreign Language Taken within the last five years.
- ❖ An interview with a member of the program Admissions Committee, arranged subsequent to submission of Application I, and as a necessary part of completing Application II.

Applicants are invited to contact the Executive MBA Program office at any time during the admissions process.

## APPLICATION II CHECKLIST

Early application is encouraged, since applications are evaluated upon receipt and admissions decisions are made continuously. Qualified candidates who apply once the class is filled will be wait-listed upon request. Applications are ready for evaluation when all of the following items have been received:

- Personal Data and Employment profile form.
- Educational and Professional Profile form.
- Signed Applicant's Agreement and List of Evaluators.
- Candidate's Personal Statement of Intent.
- Three letters of evaluation, including candidate's manager.
- Transcript(s) from each post-secondary institution attended.
- Organizational Commitment form.
- TOEFL Scores.
- A non-refundable L.E. 50 application fee.

All information submitted relative to a candidate's application to the Executive Master of Business Administration Program of The Faculty of Commerce, Alexandria University (FC/AU) is held in strict confidence.



List all previous positions held since completion of undergraduate degree. Use additional sheet of necessary.

Dates	Organization	Title
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**EDUCATION**

List in chronological order, all colleges, universities and other institutions attended since secondary school, including professional and non-degree program.

Name and Location Of Institution	Dates of Attendance	Area of Specialization	Degree/ Diploma And Date Received	General Merit (or Grade Point Average on a 4.0 scale)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)**

Date test taken or to be taken \_\_\_\_\_  
Score \_\_\_\_\_

**ACTIVITIES**

In order of importance to you list community, recreational and professional activities, and membership in organizations.

Activity	Number of Years	Office Held
_____	_____	_____
_____	_____	_____

**I understand that is a preliminary application and that a final admissions decision will be based on the information provided in the full application, including references.**

\_\_\_\_\_  
Signature Date

Please return this form to:  
EMBA - Faculty of Commerce  
Alexandria University  
EL-Shatby Alexandria – Egypt  
(Telephone/ Fax: 03-486-5655)



**PERSONAL INFORMATION &  
EMPLOYMENT PROFILE**

Please type or print in ink

Name and Home Address Mr./ Ms./ Dr. \_\_\_\_\_  
 \_\_\_\_\_  
 Last Name First Name Middle Name  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone (\_\_\_\_) \_\_\_\_\_

For Foreign addresses, Include Province and local postal codes in the above spaces.

Electronic mail address: \_\_\_\_\_

Personal Background Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_  
 National # \_\_\_\_\_  
 Are you a citizen of Egypt Yes? \_\_\_\_\_ No? \_\_\_\_\_  
 If not what is your country of citizenship? \_\_\_\_\_  
 Birthplace \_\_\_\_\_  
 City State Country

**EMPLOYMENT PROFILE**

Please attach a current resume and organizational chart.

Current Business Information Current Employer \_\_\_\_\_  
 If a subsidiary, what is the name of the parent company?  
 \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 For foreign addresses, include province and local postal codes in the above spaces:  
 Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
 Current Title \_\_\_\_\_

*All information held in strict confidence.*



**ALEXANDRIA UNIVERSITY**  
**FACULTY OF COMMERCE**



**EMPLOYMENT PROFILE**  
**(CONTINUED)**

Type of Industry \_\_\_\_\_  
 Job Function \_\_\_\_\_  
 Number of years of full- time work experience \_\_\_\_\_  
 Number of years you held a management position \_\_\_\_\_  
 Number of people who report to you \_\_\_\_\_  
 Approximate number of employees in your organization \_\_\_\_\_  
 Name and title of person to whom you report \_\_\_\_\_

Describe your company. Include products/ services, markets served, sales volumes, and / or total assets.

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

Describe your current responsibilities in your position, including reporting and budget responsibilities and assets you manage, Include an organizational chart indicating your position.

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

Employment History		Please use additional sheets as necessary
Dates	Organization	Responsibility
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any professional certificates you hold (professional engineer, CFP/ CPA, real estate, etc.)

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



**ALEXANDRIA UNIVERSITY  
FACULTY OF COMMERCE**



**EDUCATIONAL & PROFESSIONAL  
PROFILE**

In chronological order, list all colleges, universities and other educational institutions attended since secondary school, including professional and non-degree program. (Please use additional sheets as necessary)

Dates	Name and Location	Major	Degree/ Diploma	General Merit (or GPA on 4.0 Scale)

Please list any honors, awards or scholarships you have received.

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Have you ever been dismissed or placed on academic probation / warning at any school? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you feel that your college grades accurately reflect your abilities? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, please attach an explanation on a separate page.

Test of English as a foreign Language (TOEFL): Date taken/ to be taken \_\_\_\_\_

Total Score \_\_\_\_\_

In order of importance to you list community, recreational and professional activities, and membership in organizations.

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Include any books, articles, technical reports or other works you have published, and any patents received or pending.

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To what other MBA or Executive MBA programs are you applying? \_\_\_\_\_

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**STATEMENT OF  
INTENT**

Please write two essays. You must respond to Question 1. You may then choose between Questions 2 and 3.

- 1 - Discuss your professional objectives, both long- and short- term, and indicate how your past experiences have contributed to the definition of those objectives. Why do you want to pursue an MBA at this point in your career?
- 2 - In addition to your professional accomplishments, what experiences and/ or events in your life are most significant?
- 3 - How do you define success? Do you feel that you have been successful? How would you work to achieve greater success both professionally and personally?

Supplementary Information: Feel free to supplement the information you have provided with any other supporting materials that would be relevant to the Admissions Committee in determining your eligibility for the Program.

**APPLICANTS AGREEMENT**

I certify that all statement made in this application to The Alexandria University – Faculty of Commerce are correct. I will abide by all rules and regulations that are now, or may in the future be, in force at the university. I understand that items submitted as part of this application become the property of the University and will not be returned or transferred. I understand that all information I provide will be held in strict confidence.

Applicant Signature \_\_\_\_\_  
Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**LIST OF EVALUATORS**

List three evaluators who will complete the candidate evaluation forms. Two should be from within your employing organization; one of these must be the person to whom you report.

- 1) Mr/ Ms/ Dr. \_\_\_\_\_  

First Name	Last Name
Title _____	Telephone ( ____ ) _____
Company/ Organization Name _____	
Business Address _____	
- 2) Mr/ Ms/ Dr. \_\_\_\_\_  

First Name	Last Name
Title _____	Telephone ( ____ ) _____
Company/ Organization Name _____	
Business Address _____	
- 3) Mr/ Ms/ Dr. \_\_\_\_\_  

First Name	Last Name
Title _____	Telephone ( ____ ) _____
Company/ Organization Name _____	
Business Address _____	

*All information held in strict confidence*



**ALEXANDRIA UNIVERSITY  
FACULTY OF COMMERCE**



**EVALUATION  
FORM**

Name of Applicant \_\_\_\_\_

**To the Applicant:**

Complete the information below and give this form to the evaluator you have designated with an enclosed self – addressed return envelope. If you choose to waive your right to access this letter of evaluation, please sign below. **The signing of this statement is optional.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**To the Evaluator:**

The above named person is applying for admission to the Executive Master of Business Administration Program at The Alexandria University's Faculty of Commerce. Your candid evaluation of this applicant's performance and probable commitment to Executive MBA education is extremely valuable. We appreciate the time you will take to provide this information.

Please complete this form and return it and any attachments in the enclosed applicant – addressed envelope with your signature across the back flap.

Evaluator's Name \_\_\_\_\_

Evaluator's Title \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_  
\_\_\_\_\_

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Please provide comments that you feel would be helpful to the Admissions Committee in determining:

- The applicant's qualifications for successful completion of the Program.
- The applicant's potential future role in senior management.

How long have you known the applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

What do you consider the applicant's outstanding talents?

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

*All information held in strict confidence*

In what areas could the applicant grow and improve?

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Please use the grid below to evaluate the candidate relative to his or her peers in any reference group you choose (e.g., "Vice Presidents in comparable firms," the 30 directors and Managers I have worked with in the last 10 years," etc.).

Reference group" \_\_\_\_\_

Qualities/ Abilities	Below Average (Bottom 25%)	Average (Middle 50%)	Good (Top 25%)	Outstanding (Top 10%)	Truly Exceptional (Top 5%)	Unable To Judge
Leadership						
Analytical Skills						
Judgment						
Intelligence						
Imagination/ Creativity						
Initiative						
Commitment						
Character						
Interpersonal & Team Skills						
Verbal Communication						
Written Communication						
Potential for Managerial Success						
Probability for Academic Success						

Any additional comments you feel would be helpful \_\_\_\_\_

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Please check one of the following regarding this applicant's admission to the Executive MBA Program:

- I strongly recommend                       I recommend with some reservation  
 I recommend     I do not recommend

Evaluator's Signature \_\_\_\_\_





**ALEXANDRIA UNIVERSITY  
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**ORGANIZATIONAL  
COMMITMENT  
FORM**

Name of Applicant \_\_\_\_\_

Last Name

First Name

Middle Initial

Employer \_\_\_\_\_

Executive MBA education meets the needs of the organization to equip the most capable senior managers with broader based management tools and fundamentals, and to prepare promising middle managers for more responsibility. The schedule of classes, two days per week on Fridays and Saturdays, allows for maximum effectiveness on the job, while still maintaining a full-time academic schedule. Moreover, the skills developed in the classroom can be brought to bear almost immediately in the workplace.

This partnership provides benefits both to the individual participant and to the participant's employer. It is therefore required that participants in the Executive MBA Program secure the commitment of their organizations in recognition of the time spent in class, on residency sessions and in preparation for class. Organizational Commitment by the candidate's employer reflects the organization's significant investment in both the participant and the Executive MBA Program.

Organizational Commitment usually includes significant financial support from the employee's organization. Financial support for the Executive MBA Program, however, may be handled in any of the following ways:

- by the employer, in full.
- by the employer and the participant.
- by the participant, in full.

Regardless of the financial support arrangement, participants must secure Organizational Commitment.

If the applicant is accepted to the Executive Master of Business Administration Program at The Faculty of Commerce, Alexandria University, the employing organization understands and agrees to the following:

- The student will be allowed to attend on class days.
- During the Program, the student's travel time will not be increased significantly from the present levels;
- **Optional:** The employing organization will provide for the payment of Program costs.

Signature of authorized representative of employing organization \_\_\_\_\_

Name (Please print or type) \_\_\_\_\_

Title \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Date \_\_\_\_\_