

# MBA & MS

## ADMISSION APPLICATION

**Baruch** COLLEGE  
The City University of New York  

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ZICKLIN SCHOOL OF BUSINESS

[www.baruch.cuny.edu/zicklin](http://www.baruch.cuny.edu/zicklin)

## **Baruch College Zicklin School of Business**

### **Mailing Address:**

Office of Graduate Admissions  
Zicklin School of Business  
Baruch College  
One Bernard Baruch Way, Box H-0820  
New York, NY 10010-5585

### **Campus Address:**

Office of Graduate Admissions  
151 East 25th Street  
(between Lexington Avenue and 3rd Avenue)  
8th Floor, Room 820

### **General Admissions Information:**

Website: [www.baruch.cuny.edu/zicklin](http://www.baruch.cuny.edu/zicklin)  
E-mail: [ZicklinGradAdmissions@baruch.cuny.edu](mailto:ZicklinGradAdmissions@baruch.cuny.edu)  
Telephone: 646-312-1300  
Fax: 646-312-1301

Dear Applicant,

Thank you for your interest in graduate study at the Zicklin School of Business at Baruch College. We are delighted that you are considering us in your future plans.

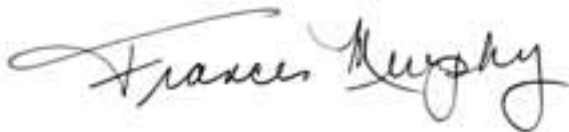
Baruch College has a long and notable history. Baruch College and the City University of New York System have their roots in the Free Academy, which was founded in 1847 as the country's first institution of free higher public education. The academy building was later used as the home of the School of Business and Civic Administration of the College of the City of New York (the current skyscraper at 17 Lexington Avenue replaced the academy building in 1929). In 1953, following a significant gift from distinguished statesman, financier, and alumnus Bernard Baruch (Class of 1889), the school was renamed in his honor. The Baruch School of Business and Public Administration became Baruch College, a senior college of the City University of New York, in 1968. Since that time, Baruch has grown and gained worldwide recognition with the support of friends and alumni, notably Larry Zicklin ('57, LHD [Hon.] '99), George Weissman ('39, LLD [Hon.] '82), and William ('47, LLD [Hon.] '97) and Anita Newman. We have won acclaim from such surveys and publications as *Accounting Today*, *Beyond Grey Pinstripes*, *Consumers Digest*, *Entrepreneurship* magazine, *Newsweek*, *The Princeton Review*, *Public Accounting Report*, *U.S. News & World Report*, and the *Wall Street Journal*.

Today, Baruch College is the largest AACSB International-accredited business school in the United States. The Zicklin School offers graduate study leading to both Master of Business Administration (MBA) and Master of Science (MS) degrees in a wide range of majors/concentrations.

The Zicklin School's graduate students are among the best in the nation, recently winning such competitions as the Baruch College and Merrill Lynch Invitational Entrepreneurship Competition, the Direct Marketing Educational Foundation's Collegiate ECHO Competition, the Executive Leadership Council Business Case Competition, and TeamMBA Awards Competition. We invite you to join our remarkable student body. Opening this application is the first step.

We hope that the information contained in these pages will help you as you move forward. To assist you in assessing your graduate school credentials, our current admission criteria are on our web page. We also offer many ways for you to visit and communicate with us: Information Sessions, Admission Briefings, On-Line Chats, and Campus Tours. We look forward to meeting you very soon.

Come and join the excitement that is Baruch College.



Frances Murphy  
Director, Graduate Admissions

Programs Covered by This Application	
MBA PROGRAMS Master of Business Administration	Full-Time Honors MBA Accelerated Part-Time MBA Flex-Time MBA
MS PROGRAMS Master of Science	Flex-Time MS
JOINT-DEGREE PROGRAMS	Master of Business Administration / Juris Doctorate <i>(Brooklyn Law School or New York Law School)</i>
EXECUTIVE PROGRAMS	Baruch/Mt. Sinai MBA in Health Care Administration

All program requirements and options as well as a wide range of detailed information about Baruch College, the Zicklin School, and faculty can be found in the Graduate Bulletin, available on our website at [www.baruch.cuny.edu/bulletin](http://www.baruch.cuny.edu/bulletin), and on the Zicklin School's website at [www.baruch.cuny.edu/zicklin](http://www.baruch.cuny.edu/zicklin).

## Special Degree Restrictions (All Programs)

- The MBA major in accountancy is **not** available to students with a previous degree in accounting.
- Programs only offered part time may not be taken by international students whose visas require full-time study.

## Programs with Special Contact Information

The following programs have different admissions requirements and admissions materials. For more information, please contact them directly.

- For JD/MBA Programs—Law School Admissions Offices:
  - Brooklyn Law School: Phone: 718-780-7906; E-mail: [admitq@brooklynlaw.edu](mailto:admitq@brooklynlaw.edu); Website: [www.brooklaw.edu](http://www.brooklaw.edu)
  - New York Law School: Phone: 212-431-2888; E-mail: [admissions@nyls.edu](mailto:admissions@nyls.edu); Website: [www.nyls.edu](http://www.nyls.edu)

Important: Applicants to JD/MBA programs go through the standard application process separately for both Zicklin and their chosen law school.

*(continued on the next page)*

- Executive Programs
  - Executive MBA and MS Programs: E-mail: ExProgBus@baruch.cuny.edu; Phone: 646-312-3100
  - Executive MS in Industrial and Labor Relations: E-mail: msilr@baruch.cuny.edu; Phone: 646-312-3146
- Doctoral Programs in Business: E-mail: phd@baruch.cuny.edu; Phone: 646-312-3090
- Other Baruch College Schools
  - School of Public Affairs: E-mail: spa.admissions@baruch.cuny.edu; Phone: 646-660-6700
  - Weissman School of Arts and Sciences: E-mail: wsas\_graduate\_studies@baruch.cuny.edu; Phone: 646-312-4490

## Other Special Program Information

### The Post-Master's Program

Individuals with an MBA or other graduate degrees in business who wish to continue their studies or pursue a new area of interest in depth may apply for the post-master's program. Modules are available in a number of the functional areas of business. Each post-master's module is composed of 5 courses to be selected in consultation with a counselor. Enrollment is on a space-available basis only. The program is offered on a part-time basis.

- Post Master's Program Contact Information:
  - Mailing address: Office of Graduate Academic Services,  
Post-Master's Program, Zicklin School of Business, Baruch College,  
One Bernard Baruch Way, Box B 13-221, New York, NY 10010-5585;  
Phone: 646-312-3140; E-mail: zicklin.graduate.advisement@baruch.cuny.edu

### Non-Matriculant Status

Except for Zicklin MBA and MS alumni, we regret that we are currently unable to accommodate students interested in taking a course or two on a non-matriculated basis.

## The Application Process

### APPLICATION TIMING AND DEADLINES (Apply Early!)

Applicants are encouraged to submit applications as early as possible. The Admissions Committee begins making decisions on completed fall applications in January and spring applications in September. Decisions are made on a rolling basis. Applying early avoids the deadline crunch and gives applicants the most time for important preparatory steps to ensure success upon enrollment.

To guarantee an admissions decision for the term you are seeking, all application forms and supporting credentials—with the exception of standardized test scores—must be **in the Office of Graduate Admissions by the deadlines** (go to [www.baruch.cuny.edu/zicklin/grad/deadlines](http://www.baruch.cuny.edu/zicklin/grad/deadlines) for the actual dates). All required standardized tests must be **taken** by the application deadline.

### Application Requirements

#### Undergraduate Degree

Admission is open to anyone who has **completed** a regionally accredited U.S. bachelor's degree or its equivalent from another country. All undergraduate majors are acceptable preparation for most of our programs (restrictions on enrollment appear on p. 2).

*For applicants educated abroad:* Please note that your undergraduate degree must include the equivalent of at least 4 years of postsecondary education and be recognized as equal to a regionally accredited U.S. bachelor's degree.

#### Forms and Submissions

The application form, essay(s), and resume are submitted electronically. You can also have your recommenders submit their forms through our online system. To apply online, go to [www.baruch.cuny.edu/zicklin/admissions/grad/apply](http://www.baruch.cuny.edu/zicklin/admissions/grad/apply).

Transcripts must be mailed separately to Zicklin's Office of Graduate Admissions (see below and application page B1 for instructions).

#### The following items are submitted as part of the application procedure.

- **Personal Information Form** (pp. A1–A5)
- **Transcripts (Transcript Request Form** can be found on page B1. Photocopy the form if you need more than one.)
  - **All Applicants** must submit **Official Transcripts\*** from ALL postsecondary academic work at colleges and universities (including study abroad, community colleges, and summer programs). [All documents must be submitted in school-sealed envelopes.](#)
  - **Applicants Educated Abroad** must provide
    - **both** original language and official translations (not evaluations\*\*) of all non-English transcripts. If your school provides mark sheets, we require them **as well as** the transcripts. Even when schools provide transcripts in English, original-language transcripts are required as well. Mark sheets, if provided, are required for every semester/year.

If you are unable to get official, original documents directly from your school in a school-sealed envelope, you will have to have your documents evaluated by an agency that is a

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member of the **National Association of Credential Evaluation Services (NACES)**. You will find the list of members at [www.naces.org](http://www.naces.org). Be sure to request that the agency you choose does a course-by-course evaluation and that they send the completed evaluation directly to the Zicklin School of Business/Baruch College at the address shown on the application.

- a photocopy of the **diploma** or **certificate** in the original language

*\*To be considered official, transcripts must have been sent directly from the school attended to the Zicklin Office of Graduate Admissions or to the applicant, who puts them together—unopened—with the other application forms to be sent to Zicklin’s Office of Graduate Admissions.*

*\*\*An acceptable official translation would be one done by the consulate or embassy of the country that issued the document or a professional translation service. All translations must be prepared using the same format as the original document, and all information must be translated verbatim. The translation must be typed and signed by the translator. No interpretation or evaluation of information should be included. We reserve the right to request a professional transcript evaluation for unique degree programs and degrees not typical for a country.*

➤ **Two Letters of Recommendation** (see pp. C1–C2): Recommendations should come from your current employer, or manager, or a recent professor who knows you well. *Personal references from relatives, friends, co-workers, or classmates are **not** acceptable.* Recommendations in languages other than English must be accompanied by official English translations.

➤ **Current, One-Page Resume**

➤ **Essay(s)**

- Required Essay(s) (see application page A3 for instructions)
- Optional Essay: All applicants may submit an additional essay about anything not covered in the application materials.

➤ **Standardized Tests:** Required standardized tests are almost exclusively computer based and are offered regularly by appointment. Please refer to the information you receive with the test registration materials. If you have not yet taken the required test(s), it is best to schedule the examinations prior to the time you plan to mail your Baruch application—but no later than the application deadlines. Zicklin’s Office of Graduate Admissions receives the scores approximately 2 weeks after the test has been taken. Scores from paper-and-pencil tests arrive in 4 to 5 weeks.

- **All MBA and MS applicants** must submit **official scores** from the **Graduate Management Admission Test (GMAT)**. For GMAT information and registration materials, please go to [www.mba.com/mba](http://www.mba.com/mba).

For the following MS programs, the **Graduate Record Examinations (GRE)** General Test is an **acceptable substitute**:

- MS in quantitative methods and modeling
- MS in statistics

However, all applicants are encouraged to take the GMAT.

For GRE information and registration materials, please contact Educational Testing Service (ETS) at [www.gre.org](http://www.gre.org). *The ETS code to designate that GRE scores are sent to Baruch’s Zicklin School of Business is 2034.*

***The requirement to submit GMAT scores (or GRE scores, when acceptable) is never waived for any reason. Also, there is no conditional, or probationary, admission status available pending receipt of test scores.***

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- **All applicants whose native language is not English** or who do not have a U.S. undergraduate or graduate degree **must also** submit official scores from one of the following English language tests:

- **TOEFL and TWE or Internet-based TOEFL (iBT):** Check the TOEFL website ([www.toefl.org](http://www.toefl.org)) for more information about which version of the TOEFL is available in your area. Baruch will accept current scores from any version. *The ETS code to designate that TOEFL/TWE scores are sent to Baruch's Zicklin School of Business is 2034.*

or

- **Pearson Test of English (PTE):** The Pearson Test of English (PTE) has recently been introduced in various countries around the world. Baruch's Zicklin School of Business will accept scores from it as a substitute for TOEFL or iBT scores. For PTE information, go to [www.pearsonvue.com/pte](http://www.pearsonvue.com/pte).

- **Application fee\*:** The online application fee of \$135 is payable by credit card. If you choose to submit a paper application, the fee is \$125 and is payable by check or money order to "Baruch College." **Do not send cash.**

*\*Tuition and fees are subject to change.*

- **Other Documents**

- International applicants who will need a **Student Visa (F-1)** to study in the U.S. must submit the following additional documents:
  - Certificate of Eligibility and Declaration and Certification of Finances forms (pp. D1–D5)
  - all supporting documents

*These documents should be submitted to the Zicklin's Office of Graduate Admissions with your other application materials. Submitting the required financial documentation at application time will assist Zicklin in expediting the issuance of the I-20, should you be admitted. Please note that new immigration requirements for international students may require that you submit updated financial documents in order to receive the I-20 form.*

## Zicklin Graduate Alumni: Special Abbreviated Application Procedure

**All Zicklin MBA or MS alumni** who wish to apply for a second graduate degree need only provide the following:

- Personal Information Form, pp. A1–A5
- brief essay stating the reasons for pursuing the second degree
- current resume
- application processing fee
- current GMAT scores (if you took the GMAT for admission into your previous Zicklin program, you may not need to retake the test)

**International students** who are studying on F-1 visas must apply for a new F-1 visa for the second degree. Therefore, these students must also complete pages D1–D5 of the application and provide the financial documentation required for the I-20.

Note: Zicklin alumni are limited in their **choice of second degree**. MS graduates may apply for the MBA or a second MS in another field. MBA alumni may only apply for the MS. Alumni who wish to take just a few additional courses should contact the Zicklin Office of Graduate Academic Services to discuss what is available.

## Selection Criteria: How the Admissions Committee Chooses

Applicants are admitted based on their **academic and management accomplishments and potential**. On the academic side, the primary indicator is the level of success achieved in previous postsecondary academic programs: grades, selectivity of the school, and technical difficulty of the courses and major area(s). Also important are standardized test scores (not only the overall score but scores on individual sections).

Management potential is indicated by the **nature and extent of the full-time work experience**, evidence of leadership roles, and relevant interpersonal and other skills. Prospective applicants to our MBA and MS programs are encouraged to work for several years before enrolling. The Admissions Committee expects applicants, in light of their experience and talents, to make a solid case for both their educational and career plans.

Other selection criteria include high levels of motivation for and commitment to a graduate program and strong communication skills.

**Interviews** are part of the admissions process only for students selected for the Full-Time Honors MBA Program and for the Baruch/Mt. Sinai MBA Program in Health Care Administration. Students for these programs are contacted after their applications are complete and have been reviewed.

## Communication Skills

### MBA Students Get New Business Communication Courses

To ensure success in both your program and your future career, the Zicklin School of Business is pleased to announce the inclusion of two business communications courses into the MBA core curriculum. Employers have consistently and unambiguously regarded the oral and written communication skills of graduate business students as essential to their success. Based on surveys of employers—and feedback from faculty, students, and recruiters—the Zicklin School of Business has created these critical new courses. All MBA students take Business Communication I and Business Communication II concurrently with other core courses. We are pleased to offer you these new core courses in business communication and the added value they bring to your MBA experience at Baruch.

### For Non-Native English-Speaking Students

#### English-Language Modules

If your native language is not English, you will be required to take up to four English-language modules. Your admission letter will indicate if these modules are required. You will have an opportunity to waive one or more of them by taking a waiver exam given just before classes begin.

#### The Advanced Business English (ABE) Program

If the Zicklin Graduate Admissions Committee determines that an international student, who is otherwise a very strong applicant, needs additional assistance, s/he will be required to participate

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in a special full-time Advanced Business English (ABE) Program in the month immediately before beginning an MBA or MS program. This program has been specifically designed to provide students with an intensive English review and an introduction to American classroom techniques and protocols. Students required to take the ABE course **will be notified in the letter of admission** and must plan to arrive in time to enroll in July for fall admission and at the beginning of January for spring admission. The cost for this program is separate from your graduate program tuition. Information about cost and registration will be outlined on your new student portal (login and password will be provided after you are admitted).

Note: Students who are required to complete this program will not be allowed to register for other classes until its completion.

## Admissions Counseling

Applicants and prospective applicants—especially those with additional questions—are encouraged to register for one of the Zicklin School's Information Sessions, Admission Briefings, or Campus Tours at [www.baruch.cuny.edu/zicklin/admissions/grad/events](http://www.baruch.cuny.edu/zicklin/admissions/grad/events) or to visit [www.baruch.cuny.edu/zicklin](http://www.baruch.cuny.edu/zicklin).

*Baruch College is an Equal Opportunity/Affirmative Action institution. The College does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, transgender, disability, genetic predisposition or carrier status, alienage or citizenship, or veteran or marital status in its student admissions, employment, access to programs, and administration of educational policies. Questions concerning this policy may be addressed to the Affirmative Action officer at 646-312-4542.*

*The Board of Trustees of The City University of New York reserves the right to make changes of any nature in the academic programs and requirements of The City University of New York and its constituent colleges. All programs, requirements, and courses are subject to termination or change without advance notice. Tuition and fees set forth in this publication are similarly subject to change by the Board of Trustees of The City University of New York.*









**ALL APPLICANTS—STATEMENT OF CERTIFICATION**

I certify that all statements made in this application for admission to the Zicklin School are correct, that the information supplied is complete, and that the essay(s) have been written by me. I understand that my application and all supporting materials become the property of Zicklin and cannot be returned or sent elsewhere. I understand that withholding or giving false information will make me ineligible for admission to Zicklin. I also understand that the application fee may not be waived nor is it refundable.

Please note that the Zicklin School reserves the right to verify all information contained anywhere in this application package.

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

**SPECIAL DEMOGRAPHIC DATA** (Optional and Used Only in the Compilation of Aggregate Data and Reports)

The information requested below is being collected to meet research and federal reporting requirements. It is confidential and will be released only as statistical summaries in which individuals are not identified. **Response is voluntary. The information has no bearing on either admission or academic decisions but is very helpful in meeting these reporting requirements.**

**FOR ALL APPLICANTS**

- Are you a veteran of the U.S. Armed Forces?  Yes  No
- Are you a dependent of a veteran of the U.S. Armed Forces?  Yes  No
- From what country or part of the world did you or your family originally come? \_\_\_\_\_
- Where were you and your parents born? You \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_
- Your native language: \_\_\_\_\_ Other language spoken: \_\_\_\_\_
- Do you speak a language other than English at home?  Yes  No
- If yes, with which language do you feel more comfortable?  English  Language other than English  
 Equally comfortable with both

**How did you learn about Baruch College/the Zicklin School of Business?** (Choose all that apply)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Family member               | <b>Recruitment Event</b>                               | <b>Online</b>  |
| <input type="checkbox"/> Friend or colleague         | <input type="checkbox"/> MBA fair                      | <input type="checkbox"/> BusinessWeek.com                |
| Current Baruch student                               | <input type="checkbox"/> College fair                  | <input type="checkbox"/> Google, MSN, Yahoo . . . search |
| <input type="checkbox"/> Baruch undergraduate        | <input type="checkbox"/> On-campus Information Session | <input type="checkbox"/> GradSchools.com                 |
| <input type="checkbox"/> Baruch graduate student     | <input type="checkbox"/> On-campus tour                | <input type="checkbox"/> GradSource.com                  |
| (student name: _____)                                | <input type="checkbox"/> Other on-campus event: _____  | <input type="checkbox"/> MBA.com                         |
| Alumni   | <input type="checkbox"/> Other event: _____            | <input type="checkbox"/> Other (enter site URL): _____   |
| <input type="checkbox"/> Baruch undergraduate alumni |  |  |
| <input type="checkbox"/> Zicklin graduate alumni     |  |  |
| <input type="checkbox"/> Other Baruch or CUNY alumni |  |  |
| <input type="checkbox"/> Baruch faculty or staff     |  |  |

**For U.S. Citizens and Permanent Residents Only**

Are you Hispanic or Latino?  Yes  No

**Please choose the group or groups that best describes your race:**

- White  Asian
- African American or Black  Native Hawaiian or Other Pacific Islander
- American Indian or Alaska Native

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**ACADEMIC BACKGROUND/ACADEMIC MAJORS**

Please use the list below to identify and select major(s) to complete the Academic Background charts on page A2.

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Business: Accounting

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Business: Commerce

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Business: Finance

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Business: Hotel Administration

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Business: Industrial Relations

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Business: International Business

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Business: Management

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Business: Marketing

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Business: Operations Management

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Business: Other Business

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Economics

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Engineering

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Humanities/Social Science: Anthropology

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Humanities/Social Science: Education

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Humanities/Social Science: English

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Humanities/Social Science: Fine Arts

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Humanities/Social Science: Foreign Languages

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Humanities/Social Science: Government

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Humanities/Social Science: History

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Humanities/Social Science: Law

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Humanities/Social Science: Philosophy

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Humanities/Social Science: Political Science

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Humanities/Social Science: Psychology

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Humanities/Social Science: Other Humanities

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Humanities/Social Science: Other Social Science

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Information Systems/Computer Science

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Mathematics

---

Physical Science: Architecture

---

Physical Science: Biological Science

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Physical Science: Chemistry

---

Physical Science: Physics

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Physical Science: Statistics

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Physical Science: Other Science

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Other

### INDUSTRY CATEGORIES

Please use the list below to identify and select an industry to complete the Work History charts on page A4.

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Service: Accounting

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Service: Advertising

---

Service: Commercial Banking

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Service: Computer Related

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Service: Consulting

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Service: Diversified Financial Services

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Service: Entertainment

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Service: Investment Banking/Brokerage/Securities

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Service: Other

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Manufacturing: Aerospace/Auto/Equipment Transport

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Manufacturing: Chemical

---

Manufacturing: Electronic

---

Manufacturing: Food/Beverage/Tobacco

---

Manufacturing: Household Products

---

Manufacturing: Pharmaceutical

---

Manufacturing: Other

---

Nonprofit: Charities/Religious Organizations/Trade Associations/Other

---

Government: Federal

---

Government: Local/State

---

Government: Military

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Government: Other

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**TO THE APPLICANT**

Please fill out this form and forward it with a self-addressed business envelope to **every** college or university you have attended.

Print or photocopy as many of the Transcript Request Forms as you require. A transcript must be submitted from **each** college or university you attended.

Please be sure to send this request **early** to ensure that the transcript will be returned to you in a timely manner.

*Note:* You must comply with the policy of each institution regarding transcript release regulations and fees.

Name \_\_\_\_\_  
First (Given) Name                      Middle Name                      Last Name/Family Name/Surname                      Prior Name on Transcript

Social Security Number \_\_\_\_\_ Date of Birth (mm/dd/yyyy) \_\_\_\_\_

University or College \_\_\_\_\_

Dates of Enrollment \_\_\_\_\_ to \_\_\_\_\_ Degree and Graduation Year \_\_\_\_\_  
mm/yyyy                      mm/yyyy                      Degree                      mm/yyyy

**I hereby request that my transcript be sent to my address in the envelope that I have provided with this form. It will be forwarded unopened to the Zicklin School at Baruch College.**

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

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**TO THE UNIVERSITY REGISTRAR**

The above named person is applying to a graduate program at the Zicklin School of Business at Baruch College/The City University of New York. Please enclose this form with an official transcript. After sealing the envelope, please sign across the seal and return it to the applicant so that it can be included—still sealed—with his/her application package. **Thank you.**

**To Be Completed by the Registrar**

The information requested below would be extremely helpful in the Admissions Committee's evaluation of this applicant's academic record. Thank you for your assistance with this student's application.

Applicant's Cumulative Grade Point Average \_\_\_\_\_ Average Grade Point of Applicant's Class \_\_\_\_\_

Cumulative Rank in Class \_\_\_\_\_ Class Size \_\_\_\_\_

Please Explain Grade Point System if Other than A = 4.0, B = 3.0, etc. \_\_\_\_\_

Signature of School Registrar \_\_\_\_\_ Date \_\_\_\_\_

**ATTENTION:  
To Be Completed by the Applicant**

Complete the section below and send this form to your recommender with a self-addressed business envelope.  
Please note that the Zicklin School reserves the right to verify all information contained anywhere in this application package.

Applicant's Name  Mr.  Ms. \_\_\_\_\_  
First (Given) Name
Middle Name
Last Name/Family Name/Surname

Applying for:  MBA  MS Major \_\_\_\_\_

Under the Family Educational Rights and Privacy Act of 1974, you have the right to review official College student records once you enroll. The act further stipulates that you may waive your right to see recommendations for admission. Please indicate whether you wish to waive this right by checking the appropriate box below. *Your choice will in no way affect the decision on your application.*

I waive my right of access to this recommendation.  I do not waive my right of access to this recommendation.

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

**To the Recommender Completing This Form:**

The above person is applying for admission to the Zicklin School of Business at Baruch College. Your appraisal of the applicant is an important part of the admissions process.

- Please answer these questions and use the chart to indicate your assessment of the applicant's potential as a graduate student and manager. Be as thorough and candid as possible.
- Note that the student has been given the option to waive his/her access to this recommendation (see above).
- Please submit all written recommendations on **official letterhead** and **attach your business card** to this form.

After you have completed this form, seal it in an envelope and sign your name over the seal. Return this sealed envelope to the applicant. The applicant will return the sealed envelope with the completed application to the Zicklin School of Business.

**Thank you on behalf of the Admissions Committee.**

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

2. In what capacity? \_\_\_\_\_

Use the chart below to rate the applicant relative to other individuals you have known in the same circumstances in recent years.

	Exceptional (Top 5%)	Outstanding (Top 15%)	Above Average (Top Third)	Average (Middle Third)	Below Average (Bottom Third)	Unable to Assess
Intellectual Ability						
Analytical Ability						
Written Communication in English						
Oral Communication in English						
Leadership Potential						
Organizational Skills						
Ability to Work with Others						
Initiative						
Motivation						
Maturity						
Integrity						

3. What is your overall assessment of the applicant's aptitude for graduate study?

- Strongly recommend
- Recommend
- Recommend with reservations
- Do not recommend

4. Please indicate your assessment of the applicant's potential to be an effective manager.

- Well above average
- Above average
- Average
- Below average
- Well below average

5. Additional Comments (optional)

In the space below or on **official letterhead** if you prefer, please provide any additional comments you believe might be helpful to the Admissions Committee in making its decision.

Signature of Recommender \_\_\_\_\_ Date \_\_\_\_\_

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

Title \_\_\_\_\_

Firm/Institution \_\_\_\_\_

Address \_\_\_\_\_  
Number, Street, Apartment

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Business E-mail \_\_\_\_\_ Business Telephone \_\_\_\_\_

*Please return this form to the applicant in a sealed envelope. Seal and sign the envelope over the seal. Thank you.*

**ATTENTION:  
To Be Completed by the Applicant**

Complete the section below and send this form to your recommender with a self-addressed business envelope.  
Please note that the Zicklin School reserves the right to verify all information contained anywhere in this application package.

Applicant's Name  Mr.  Ms. \_\_\_\_\_  
First (Given) Name Middle Name Last Name/Family Name/Surname

Applying for:  MBA  MS Major \_\_\_\_\_

Under the Family Educational Rights and Privacy Act of 1974, you have the right to review official College student records once you enroll. The act further stipulates that you may waive your right to see recommendations for admission. Please indicate whether you wish to waive this right by checking the appropriate box below. *Your choice will in no way affect the decision on your application.*

I waive my right of access to this recommendation.  I do not waive my right of access to this recommendation.

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

**To the Recommender Completing This Form:**

The above person is applying for admission to the Zicklin School of Business at Baruch College. Your appraisal of the applicant is an important part of the admissions process.

- Please answer these questions and use the chart to indicate your assessment of the applicant's potential as a graduate student and manager. Be as thorough and candid as possible.
- Note that the student has been given the option to waive his/her access to this recommendation (see above).
- Please submit all written recommendations on **official letterhead** and **attach your business card** to this form.

After you have completed this form, seal it in an envelope and sign your name over the seal. Return this sealed envelope to the applicant. The applicant will return the sealed envelope with the completed application to the Zicklin School of Business.

**Thank you on behalf of the Admissions Committee.**

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

2. In what capacity? \_\_\_\_\_

Use the chart below to rate the applicant relative to other individuals you have known in the same circumstances in recent years.

	Exceptional (Top 5%)	Outstanding (Top 15%)	Above Average (Top Third)	Average (Middle Third)	Below Average (Bottom Third)	Unable to Assess
Intellectual Ability						
Analytical Ability						
Written Communication in English						
Oral Communication in English						
Leadership Potential						
Organizational Skills						
Ability to Work with Others						
Initiative						
Motivation						
Maturity						
Integrity						

3. What is your overall assessment of the applicant's aptitude for graduate study?

- Strongly recommend
- Recommend
- Recommend with reservations
- Do not recommend

4. Please indicate your assessment of the applicant's potential to be an effective manager.

- Well above average
- Above average
- Average
- Below average
- Well below average

5. Additional Comments (optional)

In the space below or on **official letterhead** if you prefer, please provide any additional comments you believe might be helpful to the Admissions Committee in making its decision.

Signature of Recommender \_\_\_\_\_ Date \_\_\_\_\_

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

Title \_\_\_\_\_

Firm/Institution \_\_\_\_\_

Address \_\_\_\_\_  
Number, Street, Apartment

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Business E-mail \_\_\_\_\_ Business Telephone \_\_\_\_\_

*Please return this form to the applicant in a sealed envelope. Seal and sign the envelope over the seal. Thank you.*

International students who are admitted into a degree program at CUNY will need to obtain a Certificate of Eligibility (Form I-20) in order to enter and/or remain in the U.S. as an F-1 student. This requirement applies whether you are a new student, a transfer student from another U.S. university, or a student transferring between CUNY colleges.

**Personal Information** (Please print clearly)

1. Name \_\_\_\_\_  
(as in passport) Last Name/Family Name/Surname First (Given) Name Second, or Middle, Name, if any

Sex (check one)  Male  Female

2. Present Mailing Address \_\_\_\_\_  
Number and Street City/State Country Postal Code

3. Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

4. Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
mm/dd/yyyy City/State Country

5. Country(ies) of Citizenship \_\_\_\_\_ Country of Residence \_\_\_\_\_

6. Permanent Overseas Address \_\_\_\_\_  
*Required by U.S. Government Regulations* Number and Street City/State Country Postal Code

7. Address in U.S. (if known) \_\_\_\_\_  
Number and Street City/State Zip Code

8. First Expected Semester of Enrollment:  Fall 20 \_\_\_\_\_  Spring 20 \_\_\_\_\_

9. Degree Objective:  Master of Arts (MA only)  Master of Science (MS)  Master of Business Administration (MBA)  
 Master of Public Affairs (MPA)

10. Academic Major \_\_\_\_\_

11. Are you currently studying at a U.S. institution or college? \_\_\_\_\_

12. Do you currently hold F-1 status? \_\_\_\_\_

**To Be Completed by Applicants Already in the U.S.**

If you are currently in the U.S., please indicate your immigration status. Attach a copy of the passport pages showing the passport number, expiration date of passport, and the U.S. visa stamp. Include copies of both sides of Form I-94 for yourself and accompanying family members.

13. F-1 Student Status  I-94 Admission Number \_\_\_\_\_ (Attach copies of ALL your previously issued Forms I-20)

14. University that issued most recent Form I-20 \_\_\_\_\_ SEVIS # N \_\_\_\_\_

15. Current U.S. school: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Number and Street City/State Zip Code

**Other than F-1 Status**

16. Other Immigration Status (if applicable, specify type) \_\_\_\_\_

17. I-94 Admission Number \_\_\_\_\_ I-94 Expires on \_\_\_\_\_  
(mm/dd/yyyy)

Please indicate the source and amount of your financial support for two years of study for master’s degree candidates and one year for Executive MBA degree candidates. Baruch College requires your documentation of guaranteed support for the first year and projected support for future years. Note that costs may rise 7% to 10% annually. Total amounts must meet or exceed the estimate of expenses (see Itemized Student Budget Estimates, p. D5).

U.S. immigration authorities require colleges to receive satisfactory financial certifications from prospective students before issuing a Form I-20. Therefore, you must attach original documents for each source of financial support you indicate. Please refer to the Sponsor Supporting Documents, p. D4, for a list of acceptable supporting documents. Be sure to have an additional set of original documents for your appointment at the U.S. consulate/embassy overseas. Provide as much detail as possible.

**Only Original Documents for Each Source of Financial Support Are Acceptable  
Financial Documents Cannot Be Older Than 3 Months**

	<b>Amount (in U.S. Dollars)</b>	
	Guaranteed Support 1st Year	Projected Support 2nd Year
<b>A. Student</b>		
Name _____	\$ _____	\$ _____
Name of Bank _____		
Bank Location _____		
<i>The student must provide the following documents in English:</i>		
1) Bank officer’s summary statement of account history		
2) Stock brokerage account statements, if any		
<b>B. Parents and/or Other Individual Sponsors</b>		
Name _____	\$ _____	\$ _____
Relationship to Student _____		
Name _____	\$ _____	\$ _____
Relationship to Student _____		
Name _____	\$ _____	\$ _____
Relationship to Student _____		
<b>C. Government, University, or Other Sponsor</b>		
<i>Attach current signed official copy(ies) of the terms of sponsorship, including amount of support in U.S. dollars and period covered.</i>		
Source _____	\$ _____	\$ _____
Source _____	\$ _____	\$ _____
Source _____	\$ _____	\$ _____
		TOTALS \$ _____

Each total must equal or exceed the estimate of expenses for one year. See p. D5.

The College cannot issue a Form I-20 until you meet all requirements for financial documentation.

**SIGNATURE**

By signing my name to this form, I certify that the information above is a correct statement of my arrangements for financing my Baruch studies.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name \_\_\_\_\_

This form is for individuals using their own income and/or savings to support a student. It must be completed by the person who will provide the student with full or partial financial support and/or room and board during the student's course of study at The City University of New York. Sponsors providing financial support must complete Items 1 through 6; sponsors providing room and/or board must complete Items 1 and 7.

**Sponsor Information**

1) I, \_\_\_\_\_, citizen of \_\_\_\_\_

Name of Sponsor

Country

and residing at \_\_\_\_\_

Number and Street

City/State

Country

Postal Code

(Telephone)

certify the following:

2) I am employed with \_\_\_\_\_

Name of Employer

located at \_\_\_\_\_

Number and Street

City/State

Country

Postal Code

(Telephone)

I receive an annual income of \$ \_\_\_\_\_ (U.S.) from this employment.

Attach a current salary confirmation statement written by that employer or verification of annual income for self-employed or retired individuals. The employer statement or verification of annual income must be written in English or come with a certified translation.

3) I have \$ \_\_\_\_\_ (U.S.) on deposit with

Name of Bank \_\_\_\_\_

Address of Bank \_\_\_\_\_

Number and Street

City/State

Country

Postal Code

4a) I currently support \_\_\_\_\_ persons (including myself). Our total annual income is \$ \_\_\_\_\_ (U.S.).

Number

Our total family expenses are \$ \_\_\_\_\_ (U.S.).

4b) I sponsor \_\_\_\_\_ individuals for immigration in addition to the individual indicated on this affidavit.

Number

Attach bank officer's statement of account history.

**Student Support Information**

5) This affidavit is executed on behalf of \_\_\_\_\_, who was born on \_\_\_\_\_. She/he is my \_\_\_\_\_.

Name of Student

mm/dd/yyyy

Relationship to Sponsor

6) I hereby certify that I am willing and able and do commit to provide \_\_\_\_\_ with the annual amount of

Name of Student

\$ \_\_\_\_\_ (U.S.) for her/his tuition, fees, and/or living expenses each year during the entire program of study at The City University of

New York until \_\_\_\_\_

Give date when the sponsorship is expected to terminate

**Room and Board Support Information**

To be completed if the student will live in the sponsor's home in the U.S.

7) I hereby certify that each year \_\_\_\_\_ follows a program of study at CUNY I will provide (check one):

Name of Student

Room only in my home at the address indicated above (valued at \$9,900 per year) OR

Full room and board (meals) in my home as indicated above (valued at \$12,483 per year)

Note that this value cannot be included in any amount of support being provided in Item 6 (above). Attach a copy of your lease or deed or copy of a statement from your landlord.

**Signature** This affidavit must be signed by the sponsor.

By signing my name to this affidavit, I certify that the information above is a correct statement of my agreement to sponsor the student herein named.

Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name \_\_\_\_\_

**A sponsor must show sufficient income and/or financial resources to ensure that the student being sponsored will not become a public charge (receive federal or state low-income benefits or services) while in the United States.**

Only original documents from each source of financial support are acceptable. Failure to provide evidence of sufficient income and/or financial resources may result in the denial of the student's application for a visa or his or her removal from the United States.

**It is advisable that all documents supporting funding be notarized.**

**The sponsor must submit evidence of income and resources, as appropriate.  
Financial documents cannot be older than 3 months.**

#### **List of Acceptable Supporting Documents**

- A. Written statement from an officer of the bank or other financial institution or brokerage where the sponsor has accounts, giving the following details regarding the account:
  - 1. Date account was opened
  - 2. Total amount deposited for the past year
  - 3. Present balance
  
- B. Statement of your employer on business stationery showing:
  - 1. Date and nature of employment
  - 2. Salary paid
  - 3. Whether the position is temporary or permanent
  
- C. If self-employed:
  - 1. Copy of last income tax return filed *or*
  - 2. Report of commercial rating concern *or*
  - 3. Schedule of assets with supporting documents

*(Over for itemized graduate student budgets)*

**Itemized Student Budget Estimates for 2009–2010**

**Tuition Costs By Program and Credit**

Master of Business Administration (MBA)	\$735 per credit
Master of Science (MS)	\$575 per credit
Master of Arts (MA)	\$575 per credit
Master of Public Administration (MPA)	\$575 per credit
Master of Science in Education (MSEd)	\$575 per credit

**University Fees (all students)**

Student Activities Fee	\$29 per term / \$58 per year
University Consolidated Fee	\$15 per term / \$30 per year
Technology Fee	\$100 per term / \$200 per year
<hr/>	
Total University Fees	\$144 per term / \$288 per year

**Additional Fees**

**(Zicklin School of Business Only)**

Advanced Business English Program (ABE)	\$1,850
Business Communication Courses (MBA only)	\$1,000
Language-Screening Courses (MBA)	\$800
Language-Screening Courses (MS)	\$2,400
Full-Time Honors MBA Fee	\$3,000
\$1,500 for first year (paid as enrollment deposit)	
\$1,500 for second year (due May 1 of first year)	

**Student Living Expenses**

Books and Supplies	\$1,248
Transportation	\$1,133
Personal Expenses	\$4,995
Housing	\$9,900
Meals (at home)	\$2,583
Lunch	\$1,360
<hr/>	
Total Student Living Expenses	\$21,219

**Total First-Year Expenses by Degree Sought\***

MBA	\$40,947
MBA Honors	\$43,947
MBA/ABE	\$42,797
MS (Zicklin Only)	\$37,707
MS/ABE (Zicklin Only)	\$39,557
MS/MA/MPA/MSEd	\$35,307
Executive MBA	\$56,221
Executive MS	\$58,971
Executive MS in Financial Statement Analysis	\$61,471
Executive MPA	\$45,495

\*Total first-year expenses stated above are based on students taking 12 credits per semester. This is the minimum number of credits required to be a full-time student (necessary to maintain lawful immigration status). If you plan to take more than 24 credits during your first year, please tabulate your expense totals accordingly.

**STUDENT COSTS PER SEMESTER: Tuition and Primary Fees**

	MBA		MS	
	<i>New York State Residents</i>	<i>Out-of-State Residents</i>	<i>New York State Residents</i>	<i>Out-of-State Residents</i>
Full-Time Tuition Per Semester (12 or more credits per semester)	\$5,405 per term	\$735 per credit	\$3,680 per term	\$575 per credit
Part-Time Tuition Per Credit	\$490	\$735	\$310	\$575

*Tuition and fees are subject to change without notice.*

**Additional Expenses**

Beyond the costs listed above, it is estimated that a minimal annual independent-student budget would include approximately **\$21,200** in such additional expenses as room and board, transportation, books and supplies, other school fees, and personal expenses.

**Full-Time Honors MBA** students pay an annual **Special Student Service Fee** of **\$1,500**. For their first year, this fee is due by the enrollment deposit date.

Zicklin now offers a special **English Language Program** for our international students. All students whose native language is not English will be screened at the start of their program. Based on the results of this screening, additional language modules may be required. The total cost for all four modules (if required) is **\$2,400**.

Many **international students** are required to take Advanced Business English, a full-time, one-month English immersion program with a one-time fee of **\$1,850** (see pp. 7–8 for details).

**FINANCIAL AID: GENERAL INFORMATION**

If you have questions about **scholarships**, please contact:

**Office of Graduate Admissions  
Zicklin School of Business**

Baruch College  
One Bernard Baruch Way, Box H-0820  
New York, NY 10010-5585

Phone: 646-312-1300

Fax: 646-312-1301

E-mail: ZicklinGradAdmissions@baruch.cuny.edu

If you have questions about **graduate assistantships**, please visit or call:

**Office of Graduate Student Services**

Newman Vertical Campus, Room 13-221

Phone: 646-312-3139

If you have **general questions about financing** your master's program, the various kinds of aid available, the Free Application for Federal Student Aid (FAFSA), Federal Work-Study, the Ford Loan Program, or TAP funds (only available to full-time students who are New York State residents), please contact:

**Financial Aid Office**

**Baruch College**

One Bernard Baruch Way, Box H-0850  
New York, NY 10010-5585

Office location (**not** mailing address): 151 East 25th St., Room 850

Phone: 646-312-1360

Fax: 646-312-1361

E-mail: fin.aid@baruch.cuny.edu

# FINAL CHECKLIST

## PAPER APPLICATIONS

### FOR ALL PAPER APPLICANTS

- Personal Information Form (pp. A1–A5)
- Check or money order payable to Baruch College for \$125 (application processing fee)
- Official transcripts from all institutions attended
- Two letters of recommendation
- Current one-page resume
- Essay(s)
- Arrange for standardized test scores to be sent to the Zicklin School of Business

### Additional for Applicants Educated Abroad and/or Whose Native Language Is Not English

- Both original-language and certified translations of all non-English transcripts
- Photocopy of the original diploma or certificate (no translation required)
- Request for Certificate of Eligibility *and* Declaration and Certification of Finances Forms, including official financial documentation and letter(s) from sponsors, if required
- Arrange for all scores on required English language tests—the Test of English as a Foreign Language and Test of Written English (TOEFL/TWE), the Internet-based TOEFL (iBT), or the Pearson Test of English (PTE)—to be sent to the Zicklin School of Business at Baruch College/The City University of New York

## ONLINE APPLICATIONS

### FOR ALL ONLINE APPLICANTS

- Submit the online application
- Credit card payment of \$135 (application processing fee)
- Official transcripts from all institutions attended (send separately)
- Two letters of recommendation (use online form or send separately)
- Submit current one-page resume online
- Submit essay(s) online
- Arrange for standardized test scores to be sent to the Zicklin School of Business

### Additional for Applicants Educated Abroad and/or Whose Native Language Is Not English

- Both original-language and certified translations of all non-English transcripts
- Photocopy of the original diploma or certificate (no translation required)
- Request for Certificate of Eligibility *and* Declaration and Certification of Finances Forms, including official financial documentation and letter(s) from sponsors, if required
- Arrange for all scores on required English language tests—the Test of English as a Foreign Language and Test of Written English (TOEFL/TWE), the Internet-based TOEFL (iBT), or the Pearson Test of English (PTE)—to be sent to the Zicklin School of Business at Baruch College/The City University of New York

### Mail all materials to:

Office of Graduate Admissions  
Zicklin School of Business  
Baruch College/CUNY  
One Bernard Baruch Way, Box H-0820  
New York, NY 10010-5585  
Attention: Application Processing

**Baruch**COLLEGE  
The City University of New York

ZICKLIN SCHOOL OF BUSINESS



Office of Graduate Admissions  
One Bernard Baruch Way, Box H-0820  
New York, NY 10010-5585