

Participants are admitted to the International Executive MBA (IEMBA) Program once a year, at the beginning of the Fall semester. Applications are considered on a rolling basis, and early application is strongly encouraged for the limited number of places available. Completed applications must be received by May 15 to be considered for admission in August.

Admission to the IEMBA Program is highly selective, and is based on a combination of relevant work experience, academic ability, and personal characteristics.

#### **Criteria:**

The IEMBA Admissions Committee reviews each application for evidence of superior scholastic performance and extensive business experience. An undergraduate degree from an accredited college or university is required, together with superior performance on the Graduate Management Admission Test (GMAT). Applicants must possess a minimum of eight (8) years of meaningful work experience in some aspect of business. Strong communication skills, leadership ability, and exposure to international business issues are considered important personal attributes in gaining admission to the Program.

Applications are not reviewed until all required materials are received.

A complete admission file must contain the following:

**I. A completed Application Form**, duly signed and dated.

**II. A current Resume** or Curriculum Vitae.

**III. A list of Professional Affiliations, Memberships, and Community Activities.**

**IV. A Personal Statement** explaining what unique abilities you would bring to the IEMBA Program and how obtaining this degree will contribute to the attainment of your personal and professional goals.

**V. Official Transcripts** of all academic coursework (including any transfer coursework or coursework completed while enrolled in a study abroad program) submitted in sealed envelopes and signed by the appropriate university official.

**VI. Two Letters of Evaluation**, one of which should be a professional evaluation from a supervisor or colleague who is familiar with your management abilities and potential. The Admissions Office may

contact the evaluators as part of the admissions review.

**VII. A Letter of Support** from your current employer on company letterhead indicating that your employer is aware of your intention to undertake this program of study and that the company will support you with release time from your work responsibilities. Please indicate any financial support. At a minimum, the letter must indicate your employer's awareness that you will be absent from work to attend classes every other Friday and Saturday as well as during the four Residency periods during the Program (see Program Calendar). An example of recommended language is included in this application package.

**VIII. Standardized Test.** All participants are required to submit an official copy of their Graduate Management Admission Test (GMAT) scores as part of the application process. Information and registration forms for the GMAT may be obtained directly from the Educational Testing Service at 1-800-GMAT-NOW or [www.mba.com](http://www.mba.com).

A GMAT waiver may be exceptionally granted to those IEMBA applicants meeting exacting work history and academic requirements. An explanation of

our program's GMAT waiver application procedure is included in this packet.

**IX. A Test of English as a Foreign Language** (TOEFL) is required to be completed by certain international applicants, to demonstrate a level of competence in English sufficient to meet the admission requirements of the Graduate School. All non-US applicants are required to submit current TOEFL results unless they have obtained academic degrees from colleges or universities in a country where English is the native language. The minimum required score is 600. Information and registration forms for the TOEFL can be

obtained at many colleges or international educational organizations or directly from the Educational Testing Service at 1-800-GO-TOEFL or [www.toefl.org](http://www.toefl.org).

**X. Non-refundable Application Fee** (Check, credit card or money order made payable to Georgetown University).

**XI. Applicant Interviews** are required and are conducted by the IEMBA Admissions Staff. The interview will be used as a means for gathering information about the participant and to support an application. Prospective applicants are also encouraged to meet with current program participants during information sessions and observe

weekend classroom sessions.

**Optional and Additional Information** may be included in support of your application.

Further information regarding the IEMBA Program may be obtained by visiting our web site at <http://msb.georgetown.edu/prospective/graduate/iemba/> or by contacting:

IEMBA Admissions Office  
McDonough School of Business  
3520 Prospect St, NW, Suite 214  
Washington, DC 20057, USA  
Phone: (202) 687-2704  
Fax: (202) 687-9200



# IEMBA 2007-2009 Calendar

## 2007

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1		1	2	3	4	<b>5</b>	<b>6</b>					1	<b>2</b>	<b>3</b>	
5	6	7	8	9	10	11	2	3	4	5	6	<b>7</b>	<b>8</b>	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	<b>19</b>	<b>20</b>	11	12	13	14	15	<b>16</b>	<b>17</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	25	16	17	18	19	20	<b>21</b>	<b>22</b>	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	<b>30</b>					

Opening Residency

## 2008

DECEMBER							JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					<b>1</b>			1	2	3	4	5						1	2							1	
2	3	4	5	6	7	8	6	7	8	9	10	<b>11</b>	<b>12</b>	3	4	5	6	7	<b>8</b>	<b>9</b>	2	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	8
9	10	11	12	13	<b>14</b>	<b>15</b>	13	14	15	16	17	18	19	10	11	12	13	14	15	16	9	10	11	12	13	<b>14</b>	<b>15</b>
16	17	18	19	20	21	22	20	21	22	23	24	<b>25</b>	<b>26</b>	17	18	19	20	21	<b>22</b>	<b>23</b>	16	17	18	19	20	21	22
23	24	25	26	27	28	29	27	28	29	30	31	24	25	26	27	28	29	23	24	25	26	27	<b>28</b>	<b>29</b>			
30	31																		30	31							

Current Issues Residency

APRIL							MAY							JUNE							JULY											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
			1	2	3	4	5					1	2	3							1	2	3	4	5							1
6	7	8	9	10	<b>11</b>	<b>12</b>	4	5	6	7	8	<b>9</b>	<b>10</b>	8	9	10	11	12	<b>13</b>	<b>14</b>	6	7	8	9	10	<b>11</b>	<b>12</b>					
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19					
20	21	22	23	24	<b>25</b>	<b>26</b>	18	19	20	21	22	23	24	22	23	24	25	26	<b>27</b>	<b>28</b>	20	21	22	23	24	25	26					
27	28	29	30	25	26	27	28	29	<b>30</b>	<b>31</b>	29	30	27	28	29	30	31															

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	<b>2</b>			1	2	3	4	5	6				1	2	3	4							1	
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	7	8	9	10	11	<b>12</b>	<b>13</b>	5	6	7	8	9	<b>10</b>	<b>11</b>	2	3	4	5	6	<b>7</b>	<b>8</b>		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15		
17	18	19	20	21	22	23	21	22	23	24	25	<b>26</b>	<b>27</b>	19	20	21	22	23	<b>24</b>	<b>25</b>	16	17	18	19	20	<b>21</b>	<b>22</b>		
24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31	23	24	25	26	27	28	29	23	24	25	26	27	28	29
31																			30										

Foreign Residency I

**2009**

DECEMBER							JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31								29	30	31				

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Foreign Residency II**

**PROGRAM RESIDENCES**

**Opening Residency:**  
August 19-24, 2007

**Current Issues Residency:**  
March 3-7, 2008

**Foreign Residency I:**  
August 2-9, 2008

**Foreign Residency II:**  
March 28-April 4, 2009

**PROGRAM WEEKENDS**

**2007**  
September 7-8, 21-22  
October 5-6, 19-20  
November 2-3, 16-17, 30  
December 1, 14-15

**2008**  
January 11-12, 25-26  
February 8-9, 22-23  
March 28-29  
April 11-12, 25-26  
May 9-10, 30-31  
June 13-14, 27-28  
July 11-12  
September 12-13, 26-27

**Foreign Residency II**

October 10-11, 24-25  
November 7-8, 21-22  
December 5-6, 19-20

**2009**  
January 23-24  
February 6-7, 20-21  
March 6-7

**Make-Up Days**  
2008  
March 14-15  
2009  
March 13-14

**GRADUATION**  
May 2009 TBD

\* Schedule subject to change \*



# IEMBA Application Form

**NAME:** \_\_\_\_\_  
*Given Name Middle Name Family Name*

**PERSONAL INFORMATION:** Date of Birth: \_\_\_\_\_ Gender:  Male  Female  
*(Month, Day, Year)*

For US Citizens Only:  
Under title VI of the Civil Rights Act of 1964, the University is required by the US Government to ask for information on the race/ethnic origin of applicants for admission. Your cooperation is strictly voluntary, but would be appreciated.  
How would you describe yourself? (optional) Please check only one category.  African American/Black American  Hispanic  
 Indian/Native American  Asian/Pacific American  Caucasian  Other, please specify: \_\_\_\_\_

Country of Citizenship \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
*City State Country*  
State of Residence (US citizens/permanent residents only): \_\_\_\_\_ Social Security Number: \_\_\_\_\_

For Non-US Citizens Only:  
If you are a permanent resident of the United States, please provide your Alien Registration Number: \_\_\_\_\_

**PRESENT ADDRESS:**

\_\_\_\_\_  
*Street Address Phone*  
\_\_\_\_\_  
*City State Country Postal/Zip Code*

**PERMANENT ADDRESS:**

\_\_\_\_\_  
*Street Address Phone*  
\_\_\_\_\_  
*City State Country Postal/Zip Code*

**EMPLOYMENT HISTORY:** Please outline below all full-time positions held since completion of your Bachelor's degree, including military service. Include the name of the firm, position/title, and dates (month/year) of employment in each position. If you need additional space, please continue on a separate sheet of paper. A description of each position should be included on your resume (Required-Attachment II). Please do not include part-time positions or internships.

Employer	Position/Title	Dates of Employment

Business Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_ Fax: \_\_\_\_\_

Please indicate below the industry and function of your current or most recent full-time position:  
Company Industry: \_\_\_\_\_ Position Function: \_\_\_\_\_  
Total amount of time spent working full-time since completion of your Bachelor's degree: Years: \_\_\_\_\_ Months: \_\_\_\_\_  
Total amount of time spent working full-time: Years: \_\_\_\_\_ Months: \_\_\_\_\_  
Total current salary: \$ \_\_\_\_\_ Number of people supervised currently: \_\_\_\_\_



**INTERNATIONAL EXPERIENCE/NON-NATIVE LANGUAGE ABILITY:**

Please indicate below the amount of time you have spent living, working, or studying abroad:

Location	Purpose	Dates From _____ Until _____

Please indicate your primary (native) language: \_\_\_\_\_

Please indicate below your reading and speaking ability in languages other than your native language:

Language	Read	Speak
	<input type="checkbox"/> easily <input type="checkbox"/> moderately <input type="checkbox"/> poorly	<input type="checkbox"/> fluently <input type="checkbox"/> moderately <input type="checkbox"/> poorly
	<input type="checkbox"/> easily <input type="checkbox"/> moderately <input type="checkbox"/> poorly	<input type="checkbox"/> fluently <input type="checkbox"/> moderately <input type="checkbox"/> poorly
	<input type="checkbox"/> easily <input type="checkbox"/> moderately <input type="checkbox"/> poorly	<input type="checkbox"/> fluently <input type="checkbox"/> moderately <input type="checkbox"/> poorly

**GRADUATE MANAGEMENT ADMISSION TEST (GMAT):**

**DATE TESTED:** \_\_\_\_\_

Your GMAT test result must be forwarded directly to Georgetown University (code 5234) by the Educational Testing Service. *It is very important that you give us accurate information regarding the GMAT test date as all score reports are filed by test date.* A GMAT within the past five years may be submitted for consideration.

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

**DATE TESTED:** \_\_\_\_\_

All non-US citizens must submit a TOEFL unless they have obtained an academic degree from a college or university in a country where English is the native language. Your test results should be forwarded directly to Georgetown University (school code: 5234) department code: 02) by the Educational Testing Service.

**APPLICANT EVALUATIONS:**

You must submit two letters of evaluation with your application. Please follow the instructions on the evaluation forms. List below each evaluator's name, institutional affiliation, and relationship to you.

\_\_\_\_\_

\_\_\_\_\_

**EDUCATION:**

Please list below all Colleges/Universities that you have attended in chronological order:

College/University	Major	Degree	Dates of Attendance

Have you completed one or more semesters of college-level Statistics?    No    Yes   Semester/Year: \_\_\_\_\_

I certify that the information contained in this application, including all attachments and supporting credentials, is complete and correct.

**Signature:** \_\_\_\_\_   **Date:** \_\_\_\_\_

# IEMBA Evaluation Form

**TO THE APPLICANT:** Please complete the first section of this form. Sign the form where indicated in this section. Give one form and envelope to each person who will serve as evaluator. Your evaluator should return the form to you in the envelope provided. Enclose the signed envelope with your application materials.

**Name:** \_\_\_\_\_  
*Given Name* *Middle Name* *Family Name*

Check One:

- I waive my right to inspect this evaluation when completed and understand that it will remain confidential.  
 I do not waive my right to inspect this evaluation.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TO THE EVALUATOR:** The applicant named above is applying to the Georgetown IEMBA Program. Your evaluation of this applicant is important in the admission review process. We appreciate the difficulty of furnishing meaningful and candid evaluations, and we are grateful for your contribution to a very rigorous admission process. Please keep in mind that almost all of our applicants are well qualified; we need to have information about their academic or professional lives that can only come from those very familiar with their attributes and potential.

If you wish to attach your comments in letter form, feel free to do so, but we ask that you respond to the questions listed and that you complete the evaluation on the reverse side and sign the bottom of the form.

Please enclose the completed form in the envelope provided, seal and sign the envelope to ensure confidentiality, and return the envelope to the applicant. Thank you.

Please complete the information below or attach a business card.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address \_\_\_\_\_

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

What is your relationship to the applicant? \_\_\_\_\_

To what extent have you and the applicant discussed his/her decision to study in an IEMBA Program? Please check one:

- Extensively     Somewhat     Not at all

Please give your evaluation of the applicant's chosen career path. How will management education benefit the individual in his or her career?

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

Please describe the applicant's outstanding talents and abilities. Comment specifically on the academic and/or management skills of relevance for a graduate business program and a management career.

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

Please describe the applicant's chief weakness(es). What are the effects on his/her academic or professional activities?

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Describe the applicant's ability to communicate orally and in writing. If the applicant is a non-native English speaker, address specifically his/her ability to understand, speak, and write in English. If the applicant is a native English speaker, please comment on his/her ability to understand, speak, and write in a second language.

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Please comment on the applicant's ability to work in groups. Is the applicant an effective group member or does he/she work better individually? What role does the applicant assume within the group?

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Using the scale below, please rate the applicant in relation to others. Describe the peer group that you are using for ranking:

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	Poor	Average	Good	Outstanding	Unable to Comment
Analytic Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for Graduate Business Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managerial Attributes:					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational Abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- I strongly recommend this applicant to the Georgetown IEMBA Program
- I recommend this applicant to the Georgetown IEMBA Program
- I do not recommend this applicant to the Georgetown IEMBA Program

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RETURN TO:** IEMBA Admissions Office, Georgetown University, The McDonough School of Business  
Executive Education, Box 571224, Washington, DC 20057-1224 USA