

## MAY 2017 APPLICATION INSTRUCTIONS

### OVERVIEW

You can enter and update your information at any time before you submit your application. When entering information that you wish to save, please be sure to scroll down to the bottom of the form and click on the button “Save and Return to Main Menu.” If this button is not clicked, any information added to the form during that log-in session will not be saved. Once you are satisfied that all of your application forms are complete and ready for submission to the admissions committee, please go to the Application Menu and click the “Submit Application” button.

Please note that we only accept online applications - paper applications are not available. You will be able to print out your application for your review and personal records before and after it is submitted, and we encourage you to do so.

### Software Requirements

The online application has been tested with Microsoft Internet Explorer 7.0 and higher, Mozilla Firefox 3.6 and higher, Google Chrome 1.2 and Safari 4.0 and higher. In addition to a compatible browser, you will need Adobe Acrobat Reader to access certain documents.

### Application Deadlines and Decision Schedule

	Round 1 (Early)	Round 2	Round 3
Applications submitted by	November 15, 2016	January 3, 2017	February 8, 2017
Decision received	Rolling basis	February 3, 2017	March 24, 2017

### PLEASE NOTE:

1. The application deadlines and decision schedule apply to Berkeley MBA for Executives applicants for the class entering May 2017 only.
2. Online applications must be submitted no later than 11:59 p.m. PST on the deadlines listed above. All supplemental materials such as academic transcripts and letters of recommendation should be postmarked by the deadline for which you are applying.
3. **Computer-adaptive GMAT, GRE and TOEFL tests must be completed by the deadline for which you are applying.** It is recommended that paper-based tests be scheduled at least eight weeks prior to the deadline you want to meet. If you require more time to take the GMAT or GRE, please contact the admissions office to discuss your situation.
4. Orientation is **mandatory** for incoming students and will be held the week of May 8, 2017.

### I. APPLICATION INSTRUCTIONS

Admission to the Berkeley MBA for Executives program is open to those who have received a bachelor’s degree from an accredited institution in the United States, or an equivalent degree from a university-level institution outside the US. For details on degree equivalency for specific countries, please refer to the International Applicants section of these instructions. If you were educated outside the US, please refer to the International Applicants section of these instructions and note that you may be required to take the TOEFL or IELTS examination.

**Before you begin, please note the following:**

- Use this application to apply only to the Berkeley MBA for Executives Program.
- Read the instructions carefully. **It is your responsibility to follow all instructions and submit the required materials by the deadline you choose.**
- Send **only** the materials requested in this application.
- Eligibility for admission cannot be determined in advance of the submission of a complete application.
- We do not accept transfer units from any other university.
- All application materials become the property of the University of California and cannot be returned or forwarded elsewhere at your request. In certain cases, original copies of international transcripts and degree certificates can be returned. We urge you to print and keep a copy of your submitted application.
- University policy prohibits awarding duplicate degrees. We are unable to consider your application if you have an MBA or comparable degree from an accredited institution of higher learning.

If you apply to the Berkeley MBA for Executives Program, you may not file applications to other Berkeley graduate programs at the same time.

It is your responsibility to notify the Berkeley MBA for Executives Program in writing (via letter, fax or email) of any changes to your contact information or employment. Emails may be addressed to [mbaforexecs@haas.berkeley.edu](mailto:mbaforexecs@haas.berkeley.edu). Faxes may be sent to (510) 643-5902. Letters may be sent to Berkeley MBA for Executives Admissions, Haas School of Business, University of California, Berkeley, 430 Student Services Bldg. #1910, Berkeley, CA 94720-1910.

We will release information on the status of your application only to you. If you would like anyone else to have access to that information, please note that person's name and address in the appropriate fields in Part 1 of the Personal Data Form in this application. Our policy, based on federal and state guidelines, is to hold in confidence all information you provide in your application materials except your name and the department to which you apply, which are considered public information. If you do not want your name and department released, please include a written request to withhold that information from public disclosure. Be sure to inform the Graduate Division in writing as well (Graduate Admissions, 309 Sproul Hall #5900, University of California, Berkeley, CA 94720-5900).

## ***II. APPLICATION INSTRUCTIONS: SUPPLEMENTARY INFORMATION***

To be considered for admission, the following supplemental application materials are required in addition to the information you submit online:

- \$200 application fee - payable online by credit card, check or by money order (payable to UC Regents).
- One official transcript (or academic record) in its original language for each institution you have attended. These must arrive in envelopes sealed by the issuing institution. Certified English translations are required if the transcript is not in English. Graduates of non-U.S. institutions must also provide one official degree certificate in the original language, along with a certified English translation. For more information, please read "Required Academic Records" under the "International Applicants" section.
- Sponsorship Letter. All applicants must submit a signed sponsorship letter on company letterhead from an authorized representative of their firm. Financial sponsorship is not required, but the

organization must agree to keep the applicant's travel time to a minimum and provide the necessary time away from the office on class days. Applicants who work for themselves are asked to write their own letter. See a [sample sponsorship letter](#), which you are welcome to copy. (You will need the free Adobe Acrobat Reader to access this document.)

- If not submitted online, two letters of recommendation with the letter writers' signatures across the seals of the envelopes.

These items should be submitted online or sent in an envelope marked "Supplemental Application Materials" to:

Berkeley MBA for Executives Admissions  
Attn: Application Materials  
Haas School of Business  
University of California, Berkeley  
430 Student Services Bldg. #1910  
Berkeley, CA 94720-1910

In addition, applicants should arrange to have official score reports of the following standardized tests sent directly to the MBA Admissions Office:

- Official GMAT Score Report (Institution Code N2V-PT-85)
- Official GRE Score Report (Institution Code 0667)
- Official TOEFL or IELTS Score Report (where applicable) (TOEFL Institution Code 4833, IELTS Institution Code N/A)

### ***APPLICATION FEE***

**Submitting your fee and online application are two separate processes. If you have paid your application fee, your application is not submitted. You must also submit the application.**

Pay online by credit card (preferred) or send a check or money order in the amount of \$200 made payable to "UC Regents" along with your supplemental materials. **Application fees are not refundable.**

Checks must be drawn on an American bank. Any check, bank draft, or money order must clearly bear your name and identify you as an applicant to the Berkeley MBA for Executives Program so that it can be credited to you. Do not submit UNESCO coupons, traveler's checks, international postal money orders, or cash. Do not attempt to wire funds.

The application fee and fee policies are determined by the Regents of the University of California and are subject to change without notice.

### ***APPLICATION SUBMISSION AND STATUS***

To submit an application, you must press the "submit" button by 11:59 pm PST on the deadline day for which you are applying.

Once you do this, you will receive an immediate email notification that your application has been received. Please print and/or save this message. All appropriate documents will then be matched to your online submission.

You will be emailed the status of your application (complete/incomplete) a few weeks after the deadline for which you apply. You can track the status of your application by logging into your application with your username and password and following the “Application Status” link. **Please do not contact the Berkeley MBA for Executives Admissions Office about the status of your application unless you have not received a communication within the given time frame.**

### ***TRANSCRIPTS***

You must submit one official transcript from your degree granting institution(s). You must also list each of these schools in the education section of the application. Do not list or send transcripts for seminars, ESL classes, professional development courses, computer certifications, language courses, art courses, etc. unless relevant to the application.

Transcripts must arrive in a sealed envelope as issued by the school. Transcripts may be sent directly by the issuing institution or by the applicant, together with other supplemental materials to the address listed on page 3.

Note: Scanned and uploaded copies are not considered official, but we encourage applicants to upload a copy of their transcripts with their application so it will be on file for review in the event that official transcripts are delayed.

### **Non-US Transcript Submission**

You must obtain one official transcript from every college/university/graduate institution you have attended since secondary/high school graduation, toward the issuance of a degree. You must also list each of these schools in the education section of the application. Do not list or send transcripts for seminars, ESL classes, professional development courses, computer certification, etc. unless relevant to the application.

You may scan and upload copies of your Non-US transcripts and degree certificates in the online application. Should you be recommended for admission, you will be required to provide our office with the original official records for certification by UC Berkeley’s Graduate Division. Afterwards, we will return these documents to you at Orientation. Official records are original documents issued by the institution that bear the original stamp or embossed seal of the issuing institution and the stamped or signed signature of the appropriate authorizing official. All other documents are unofficial and will not be accepted.

Non-English Transcripts: All official academic records must be issued in the original language and accompanied by English translations prepared by the issuing institution. If you are in the United States and have only an official copy of your academic records or degree certificate in the original language, only translations prepared by the American Translators Association are acceptable. For more information and the directory of members, consult the ATA website. Credential evaluations prepared by other schools or private agencies cannot be submitted in place of original academic records and degree certificates.

Please use the address on page 3 when mailing materials to our office.

## **GPA CALCULATIONS**

- **U.S. Degrees (for schools grading on a 4.0 scale)**

List the overall GPA for your degree as reported by the issuing institution. In addition, using the scale below, calculate the cumulative GPA for all courses taken after the final term of your second year of study through the award of your undergraduate degree.

Scale for 4.0 GPA calculation:

A+ = 4.0 A = 4.0 A- = 3.7 B+ = 3.3 B = 3.0 B- = 2.7 C+ = 2.3 C = 2.0 C- = 1.7 D+ = 1.3 D = 1.0 D- = 0.7

- **U.S. Degrees (for schools not grading on a 4.0 scale)**

Do not attempt to calculate a GPA.

- **International Degrees**

Calculate and list only one figure: your GPA/average score for the entire period of study. Please do not “interpret” grading scales on our behalf by attempting to convert your school or country’s system into the U.S. 4.0 scale.

Report your average score using the scale utilized at your school(s). For traditional British-style systems (e.g., UK, India, Pakistan), list final classification of honors conferred. For schools on numerical or percentage systems (other than 4.0 scale) in which no final comprehensive examination is required, please calculate and list an overall average for the entire period of study. For systems in which a comprehensive examination determines the final grade (e.g., Germany, Switzerland), list the final examination average. For schools using an A-F letter grade scale (e.g., Japan, Korea), calculate a four-year average using the 4.0 scale above. For other non-numeric systems (e.g., Spain or Spanish-style systems), enter “N/A.”

## **LETTERS OF RECOMMENDATION**

### **Requirements**

We require two letters of recommendation. You should obtain one of the recommendations from your current direct supervisor. If you do not provide a letter from your current direct supervisor, you are required to include an explanation in the Supplementary Data section of the online application.

You are responsible for ensuring that both recommendations are submitted by the application deadline. Please do not draft or write your own letter of recommendation, even if asked to do so by your recommender. Such an action can result in denial of your application or withdrawal of your offer of admission. We discourage you from submitting more than two letters of recommendation.

### **Choosing a Recommender**

We strongly prefer that both letters come from a current or former employer (within the last 5 years). Select individuals who know you well and who will take the time to write thorough, detailed letters: preferably a current or previous supervisor or an individual senior to you in the organization with whom you have had considerable professional interaction. The title or status of those you select is not important. What does matter is how closely your letter writers have worked with you and whether they can attest to your value as an employee, professional accomplishments, and personal qualities.

We discourage letters of recommendation from peers, subordinates, professors, family or friends.

**Letter Submission**

We strongly encourage your recommenders to submit letters through our online application. When completing the online application, enter the email address of your recommender and click the appropriate box to have the recommender complete an online recommendation. Your recommender will receive an automated email with instructions to log in to the online recommendation form. After your recommender submits the recommendation, both you and your recommender will receive an email confirmation.

If you wish to give your recommenders hard copy forms, you may download a PDF version of the recommendation form. Please review the submission instructions on the top portion of the form.

**SUPPLEMENTARY DATA AND ESSAY QUESTIONS**

Our essay questions were created to provoke honest, thoughtful responses to help us get to know you. The essay questions have fields large enough for you to answer each thoroughly; please do not exceed the specified lengths. **If a particular question does not apply to you, please answer “N/A.”**

Please note: Our online application does not allow you to format the text of your responses. If you would like, you can copy and paste your responses from a text based application (i.e., Notepad or Microsoft Word).

**GRADUATE MANAGEMENT ADMISSIONS TEST (GMAT) & GRADUATE RECORD EXAMINATION (GRE)**

GMAT Institution Code:	N2V-PT-85
GRE Institution Code:	0667
Taken on or After:	October 1, 2011

Official GMAT or GRE results are required of all applicants. All applicants must also provide self-reported scores as part of the application. These are verified later in our process. If you are entering an unofficial test score, please follow the instructions listed under the “Test Score” table within the online application. We will accept official scores from the GMAT and GRE taken as early as **October 2011**. The Haas School of Business keeps test score reports on file for **two years only**.

Applicants must register directly with Pearson Vue to sit for the GMAT, or ETS for the GRE, and have results of previous tests forwarded to the Haas School.

- GMAT institution code for Berkeley MBA for Executives Admissions is N2V-PT-85
- GRE institution code for Berkeley MBA for Executives Admissions is 0667

To arrange a test date or obtain general information regarding the GMAT, please visit the Graduate Management Admissions Council web site at [www.mba.com](http://www.mba.com). For more information about the GRE, please visit [www.ets.org/gre/](http://www.ets.org/gre/).

## **INTERVIEWS**

The Admissions Committee conducts interviews of applicants by invitation only, **and we ask that you please refrain from contacting us to request an interview.** Receiving an invitation to interview should be taken as a sign of interest on the part of the Admissions Committee.

## **III. INTERNATIONAL APPLICANTS**

International applicants are those who, at the time they submit an application: 1) are not U.S. citizens or permanent residents or 2) received their undergraduate degrees outside the U.S. International applicants should follow the same procedures detailed thus far, as well as those listed below.

### **ELIGIBILITY**

**We are unable to determine whether a degree is equivalent to a U.S. bachelor's degree prior to receiving a complete application.** The university's Graduate Division reserves the right to review the academic records of all applicants whose undergraduate degrees were earned outside the U.S. to determine whether the academic credentials presented for a foreign institution are comparable to the U.S. bachelor's degree. Furthermore, the Graduate Division decides whether the TOEFL, IELTS, or other English proficiency exam is required in the case of each applicant.

### **MINIMUM ACADEMIC REQUIREMENTS FOR INTERNATIONAL APPLICANTS**

**The minimum graduate admission requirement includes a bachelor's degree or recognized equivalent from an accredited institution.**

Graduates of recognized academic institutions outside the United States should have completed degree programs representing a minimum of 16 years of schooling with at least 12 years at the primary and secondary level. For the countries listed below, the minimum qualifications to apply are:

- **Australia, Canada, New Zealand, South Africa:** An Honours bachelor's degree or a bachelor's degree whose program represents four years of study.
- **Baltic and East European States:** A Diplom, Inzen'yr, Magister, or Oklevél diploma.
- **Bangladesh, Burma, India, Nepal, Pakistan:** A bachelor's degree that represents four or more years of coursework such as the B. Engineering, the B. Technology, and the B. Architecture, or a master's degree in a nonengineering or technical field.
- **Central and Latin America, Mexico, Portugal, Spain:** A Licenciado or Titulo.
- **French or French-Style Schools and Universities:** The Diplôme, Maîtrise, or a professional title such as the Ingénieur.
- **Germany:** The Diplom or Magister Artium. Holders of the Vordiplom or Zwischenprüfung may be considered for admission only on an exceptional basis.
- **People's Republic of China:** A bachelor's degree requiring four or more years of university study.
- **United Kingdom and British-Style Schools and Universities:** An Honours bachelor's degree.

### **REQUIRED ACADEMIC RECORDS**

Applicants are required to submit official records from each academic institution attended after secondary/high school. Official records are original documents issued by the institution that bear the original stamp or embossed seal of the issuing institution and the stamped or signed signature of the appropriate authorizing official. All other documents are unofficial and will not be accepted.

Academic records must show the dates of your enrollment, all subjects or courses, units, credits or hours, exams, and grades in each subject. If rank is determined by the results of comprehensive exams, records should show the examination date and your scores, rank, class, and division. All records must include a complete description of institutional grading scales or other standards of evaluation with maximum grades and minimum marks indicated.

### **TRANSLATION**

**All official academic records must be issued in the original language and accompanied by English translations prepared by the issuing institution.** Specially prepared English versions are not acceptable in place of documents issued in the original language. If translations are not available from the institution itself, they may be prepared by government or official translators. Translators must state that the translation is a complete and exact word-for-word translation of the original. **In particular, be sure that the translator or institution does not “interpret” grading scales by attempting to convert your country’s system into the U.S. 4.0 scale.**

The translator’s statement should be prepared on the letterhead of the translator’s institution. Translators must sign their statements in ink and indicate their title. If possible, translators should also use the stamp or seal of their institution. If you are in the United States and have only an official copy of your academic records or degree certificate in the original language, **only translations prepared by the American Translators Association are acceptable.** For more information and the directory of members, consult the ATA website at [www.atanet.org](http://www.atanet.org). Credential evaluations prepared by other schools or private agencies cannot be submitted in place of original academic records and degree certificates.

### **DIPLOMA OR DEGREE**

**You must also submit an official degree certificate as evidence of the conferral of all degrees, diplomas, or professional titles.** Degree certificates must be issued in the original language. Translations should indicate the exact name of the degree, diploma, or title as it is known in the country of origin and not in U.S. terms. Degree certificates are similar to a diploma in that they indicate the degree conferred, date of conferral and granting institution, but they are not a diploma. In addition, please do not send your original diploma or copies of your diploma.

If your international institution does not issue official duplicate copies of your transcripts or degree certificates, please upload scanned copied (front and back) or the originals with your online application. If you are recommended for admission, certified copies will be required. UC Berkeley’s Graduate Division will certify documents for applicants only after they have been recommended for admission. **A notary public’s certification is not acceptable, and American embassies and consulates will not certify academic records.**

### **ENGLISH LANGUAGE PROFICIENCY**

TOEFL Institution Code:	4833
IELTS Institution Code:	N/A
Taken on or After:	June 1, 2015

**UC Berkeley Graduate Division requires that all applicants who received their degrees from countries in which the official language is not English submit official evidence of English language proficiency.** This requirement applies to applicants from Bangladesh, Burma, Nepal, India, Pakistan, Latin America, the



Middle East, North Africa, People's Republic of China, Taiwan, Japan, Korea, Southeast Asia, and most European countries.

However, if at the time of application you have already completed at least one year of full-time academic coursework with grades of "B" or better in residence at a recognized U.S. institution, you do not need to take a standardized English language proficiency test. Instead, you must submit an unofficial transcript from the recognized U.S. institution. The following courses will not fulfill this requirement: (1) courses in English as a Second Language; (2) courses conducted in a language other than English; (3) courses that will be completed after you apply; and (4) courses of a non-degree or non-academic nature.

There are two standardized tests you may take: the Test of English as a Foreign Language (TOEFL), and the International English Language Testing System (IELTS) assessment. **Unless you are exempt from the standardized English language proficiency test requirement based on attendance at a U.S. institution, as mentioned above, you must take the TOEFL or IELTS assessment. No exceptions will be granted.**

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

TOEFL is administered by the Education Testing Service. You can obtain detailed information from the TOEFL web site, [www.toefl.org](http://www.toefl.org), or contact TOEFL Services, Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541-6151, (609) 771-7100. To schedule an appointment for the computer-based test in the United States or Canada, call 1-800-GO-TOEFL. The institution code for the Haas School of Business is **4833**.

We will only accept TOEFL exams administered by the Educational Testing Service and sent to us directly by the TOEFL office. Tests taken before **June 2015** will not be accepted even if your score was reported to Berkeley. Your most recent score must be at least 90 for the Internet-based TOEFL.

Please note, applicants educated in the following countries do not need to take the TOEFL: Australia, Belize, Botswana, English-speaking Canada, the Commonwealth Caribbean, Ghana, Guyana, Ireland, Kenya, Lesotho, Liberia, New Zealand, Nigeria, Papua New Guinea, Philippines, Sierra Leone, Singapore, South Africa, Swaziland, Tanzania, Uganda, United Kingdom, Zambia, Zimbabwe.

There are some schools in Bulgaria, French-speaking Canada, Egypt, Lebanon, PRC-Hong Kong, Turkey, and the United Arab Emirates whose graduates are not required to submit a TOEFL score.

### ***INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS)***

If necessary, you can submit scores from the Academic Modules of the International English Language Testing System (IELTS) designed by the University of Cambridge Local Examinations Syndicate and administered by the British Council worldwide.

You are responsible for providing us with an official Test Report Form (TRF) of your IELTS. Remember to order the TRF when you register to take the test.

Tests taken before June 2014 will not be accepted. Your most recent overall BAND score must be at least 7 on a 9-point scale.

To register for the IELTS, consult the IELTS web site at [www.ielts.org](http://www.ielts.org) or contact the office of the test center where you plan to take the test.

#### **IV. REAPPLICATION**

If you have submitted an application to a Berkeley MBA program within the last two years, you are considered a reapplicant. Please refer to the instructions below as there are different requirements based on the year you applied.

#### **REAPPLICANTS WHO APPLIED FOR SPRING/FALL 2016 TO ANY BERKELEY MBA PROGRAM**

If you would like to use the same email address you used for your previous Berkeley MBA application, please contact the Berkeley MBA Program you applied to and request that they decouple your email address (this includes the MBA for Executives Program); this step will allow you to create a new account for 2017 consideration with your same email address. When you are notified that your email address has been decoupled, you may create a new login account to apply to the MBA for Executives Program.

You should complete **all sections** of the online application with the following **exceptions**:

- **Supplementary Data/ Essays:** Only a response to the Reapplicant Essay Question is required of reapplicants. However, applicants are encouraged to submit new or updated responses to the other questions.
- **Recommendations:** We require that you submit one new letter of recommendation, preferably from your current supervisor. Submitting two new letters of recommendation is optional.
- **Sponsorship Letter:** You are required to submit a new sponsorship letter from your employer.
- **Transcripts:** If you previously submitted official transcripts, you are not required to resend them. However, if you only submitted unofficial copies, you are required to send in official transcripts. You must also send transcripts for new coursework completed since your previous application.
- **Test scores:** Reordering official test score reports is not required unless you are listing new GMAT, GRE or TOEFL scores in your application. If so, please send an official score report to the Berkeley MBA for Executives Admissions Office. You must submit new test scores if your test was taken before June 2015 (TOEFL, IELTS) or October 2011 (GMAT, GRE).

GMAT: Institution Code N2V-PT-85

GRE: Institution Code 0667

TOEFL: Institution Code 4833

IELTS: Institution Code N/A

Updating any other application materials is optional, although the Admissions Committee does note the effort that candidates put into their reapplication.

**We strongly recommend that you submit a statement outlining how you have improved your candidacy since your last application**, as the Admissions Committee will be looking for substantive change in your qualifications. You can use the optional essay question to provide this information.

\*If you have already applied more than once to the MBA for Executives Program, you must complete a full application and follow the instructions below for 2015 Applicants.

#### **REAPPLICANTS WHO APPLIED FOR SPRING/FALL 2015 TO ANY BERKELEY MBA PROGRAM**

You are required to submit **all sections** of the application, including the REAPPLICANTS ONLY essay, with the following **exceptions**:

- **Transcripts:** If you previously submitted official transcripts, you are not required to resend them. However, if you only submitted unofficial copies, you are required to send in official transcripts. You must also send transcripts for new coursework completed since your previous application.
- **Test scores:** Reordering official test score reports is not required unless you are listing new GMAT or TOEFL scores in your application. If so, please send an official score report to the Berkeley MBA for Executives Admissions Office. You must submit new test scores if your test was taken before **June 2015 (TOEFL, IELTS) or October 2011 (GMAT)**.

GMAT: Institution Code N2V-PT-85

GRE: Institution Code 0667

TOEFL: Institution Code 4833

IELTS: Institution Code N/A

***REAPPLICANTS WHO APPLIED PRIOR TO 2015:***

You must submit an entirely new application and supporting materials, including transcripts and test scores.

***V. BERKELEY CAMPUS POLICIES***

All campus-wide policies apply to applicants and students of the Berkeley MBA for Executives Program.

***VI. APPLICATION CHECKLIST***

Before you submit your application, please review the checklist on the next page and verify that you have completed each of the components. Your application will not be processed until we have received them.

Once you have submitted your application, you will not be able to change it online. Any information not included at the time of submission will need to be emailed or mailed, which may delay processing of your application.

Transcripts and any other application materials not submitted online should be sent in one envelope to:

**Berkeley MBA for Executives Admissions  
Attn: Application Materials  
Haas School of Business  
University of California  
430 Student Services Bldg. #1910  
Berkeley, CA 94720-1910**

**CHECKLIST:**

- Provide all information requested in **Personal Data I and II, Test Scores, Employment History and Education**
- Complete all required **Supplementary Data and Essay Questions**.
- Provide two **Recommendations**, which may be submitted in either electronic or printed form.
- Provide one official **transcript** from each undergraduate and graduate institution you have attended in a sealed envelope as issued by the school. (If you obtained your degree outside the US, you must also provide a degree certificate.)
- Provide **Test Scores**. In addition to self-reporting your scores, you must send your official GMAT (N2V-PT-85) or GRE (0667) score to the Berkeley MBA for Executives Program.
- Provide a **signed sponsorship letter** from an authorized representative of your firm on company letterhead.
- International applicants must also request official TOEFL scores from ETS (institution code 4833).
- Submit a **non-refundable application fee** in the amount of \$200, payable online by credit card, check or money order to “UC Regents.” Your application will not be processed until your payment has been received.
- Upload a copy of your current **resume** but not in lieu of your responses in the “Employment History” section.

**IMPORTANT CONTACT INFORMATION**

Berkeley MBA for Executives Admissions    1-510-643-1046    mbaforexecs@haas.berkeley.edu  
Financial Aid    1-510-643-0183    finaid@haas.berkeley.edu

**OTHER HAAS EDUCATIONAL PROGRAMS**

Evening & Weekend MBA    1-510-642-0292    ewmbaadm@haas.berkeley.edu  
Full-time MBA Program    1-510-642-1405    mbaadm@haas.berkeley.edu  
Masters in Financial Engineering    1-510-642-4417    mfe@haas.berkeley.edu  
Ph.D. Program    1-510-642-1409    phdadms@haas.berkeley.edu  
Executive Education    1-510-642-4735    executive@berkeley.edu  
Undergraduate Program    1-510-642-1421    uginfo@haas.berkeley.edu

**ADDITIONAL INFORMATION**

Online Application    <https://applymbaexec.haas.berkeley.edu/Account/LogOn>  
Federal Direct Loan Program    [www.ed.gov/DirectLoan](http://www.ed.gov/DirectLoan)  
Free Application for Federal Student Aid    [fafsa.ed.gov](http://fafsa.ed.gov)  
Graduate Management Admissions Test    [www.mba.com](http://www.mba.com)  
Graduate Record Examination (GRE)    [www.ets.org/gre/](http://www.ets.org/gre/)  
Test of English as a Foreign Language (TOEFL)    [www.toefl.org](http://www.toefl.org)