

Prairie View A&M University
Executive MBA Program
Application and Procedures

Contact Information

Dr. H. Gin Chong – Director, Executive MBA Program
Ms. Andrea Wilkins – Associate Director, Executive MBA Program

Contact Information:

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Executive MBA Program
Prairie View A&M University
College of Business
9449 Grant Rd.
Houston, TX 77070

The deadlines for admission are:

Domestic Students

Fall deadline-May 1st

Spring deadline-October 1st

International Students

Fall deadline-May 1st

Spring deadline-September 1st

For admission to the Executive MBA (EMBA) master's program, allow at least four (4) weeks for processing once the completed application packet has been received.

1. E-mail [HGChong@pvamu.edu] or call [713-790-7283] Dr. Gin Chong for the Program's highlights, focuses and a copy of the Program's guidebook.
2. Attach your resume and a photocopy of your transcript to Dr. Chong for a preliminary evaluation.
3. Contact Dr. Chong for a face-to-face, phone or Skype interview.
4. When ready, submit your supporting documents to Mrs. Dana Kumar at DEKumar@pvamu.edu and cc to Dr. Chong at HGChong@pvamu.edu and Ms. Wilkins at ARWilkins@pvamu.edu

For the hardcopies, submit directly to
 Mrs. Dana Kumar
 Delco Building Suite 120
 The Graduate School
 Prairie View A&M University
 P. O. Box 519; MS 2800
 Prairie View, Texas 77446-0519

Items to submit	E-mail attachment	Hardcopy to Ms. Kumar
(a) A photocopy of the receipt for submitting your application to the Graduate School at (www.applytexas.org). A non refundable fee is \$50, and an additional \$15 for the late fee https://secure.touchnet.com/C20166_ustores/web/store_main.jsp?STOREID=3 Write down and save your application ID number.	Yes	No
(b) A current résumé or vita	Yes	No
(c) Completed Executive MBA Application for Admission form [next page]	No	Yes
(d) Request each academic institution that you have earned your degrees to mail, in sealed envelopes, the official transcripts directly to the Graduate Studies. For foreign transcripts, applicants must submit official transcripts for all your high school and college degrees completed up to the time of expected enrollment. All foreign college transcripts must be evaluated by NACES, Inc. or AACRAO affiliated member agencies.	No	Yes
(e) A two-page, double-spaced personal statement summarizing the <i>Reasons for choosing PVAMU EMBA and how will the degree help advance my career goals</i> (approx 1,000 words).	Yes	No
(f) Three letters of recommendation. One letter that certifies your minimum of three years of managerial, leadership or supervision experiences (e.g., as a project manager, district manager, supervisor, superintendent) or two years of executive level experience (e.g. as a director, vice president, COO, CFO, CEO). Letters may come from former professors, colleagues, managers or supervisors. All letters must bear the firm's letter heads or on the firm's official stationeries, a signatory, and title of the referee. The letters could be sent in sealed envelopes or attachments.	Yes	No

**Application for Admission
Executive MBA Program
College of Business,
Prairie View A&M University
9449 Grant Road
Houston, TX 77070**

Please print or type. Where a date is indicated, please use the month number (MM), day number (DD), and two digits for the year (YY). For example, "December 28, 1986" should be "12/28/86." Once complete, sign the application and submit it along with all other application materials to the Executive MBA Program Office.

1. Name	Other Legal Names (s)
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2. Gender <input type="checkbox"/> M <input type="checkbox"/> F	3. Date of Birth
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4. Permanent Address	City and State	Zip Code	County
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5. Mailing Address	City and State	Zip Code	County
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6. Cell phone (Area/number)	7. Home Phone	8. Work phone
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9. E-mail address

10. Indicate Ethnicity (This information is voluntary and will be used in a nondiscriminatory manner, consistent with applicable civil rights laws)

- A. Caucasian/White B. African American/Black C. Asian American/Pacific Islander
D. Hispanic E. American Indian/Alaskan Native
F. Other Ethnic Group

11. Are you a citizen of the United States?

<input type="checkbox"/> Yes <input type="checkbox"/> No
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12. If No, indicate Country Visa Status Permanent Residence Country

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13. If your permanent address is in Texas, indicate the beginning date (MM/DD/YY) of your current residency:

14. Indicate intended semester of graduation for admission:

- Fall 20____ Spring 20____ Summer 20____

15. Have you previously applied to PVAMU's Graduate School? Yes No

16. Have you previously been admitted to PVAMU's Graduate School? Yes No

17. Have you previously enrolled in PVAMU's Graduate School? Yes No
18. Have you previously been admitted as a PVAMU's undergraduate? Yes No
19. Are you a Veteran? Yes No

20. List in chronological order all colleges, universities (including Prairie View A&M University), and professional schools attended. Applicants must include all institutions, regardless of the number or type of credits taken, terms attended, or whether transfer credits are reflected on another transcript.

Institution	City	State	From(mm/yy)	To(mm/yy)	Degree and Major	Year of Graduation

Official transcripts from EACH college or university attended must be requested and forwarded directly from the institution(s) to the Graduate School office (Main Campus, Delco Building, Suite 120). Failure to indicate institution(s) attended may result in refusal of admission, no transfer of credits, suspension, and/or expulsion from PVAMU, if discovered subsequently.

21. List other relevant activities since completion of bachelor's degree (e.g., employment, military service). You may omit summer and part-time work.

Employer (mm/yy)	Type of Work	From (mm/yy)	To (mm/yy)

I certify to the best of my knowledge the information herein is true. I understand that any misrepresentation of facts on this application could be cause for refusal of admission, no transfer credit, suspension, and/or expulsion from the University, if discovered subsequently. Furthermore, I understand that if I have a prior academic record at PVAMU under a different name, that record will be changed to reflect the name on this application.

22. Date and Signature (Your signature is required for processing)

Payment of the non-refundable \$50 application fee may be submitted via the secure Panthers Marketplace link:

https://secure.touchnet.com/C20166_ustores/web/store_main.jsp?STOREID=3.

A copy of the payment receipt must accompany this application.