Prairie View A&M University
Executive MBA Program
Application Procedures

Contact Information

Dr. H. Gin Chong – Director, Executive MBA Program
Ms. Carolyn Davis – Assistant Dean, College of Business

Phones:
713-790-7283
713-790-7212
713-790-3622 (EMBA)

E-mails:
hgChong@pvamu.edu
emba@pvamu.edu
csDavis@pvamu.edu

Ms. Carolyn Davis
Executive MBA Program
College of Business
Prairie View A&M University
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. Email [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 Ms. Kumar at deKumar@pvamu.edu and cc to Dr. Chong at hgChong@pvamu.edu and Ms. Davis at csDavis@pvamu.edu

For the hardcopies, submit directly to
Ms. 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

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<thead>
<tr>
<th>Items to submit</th>
<th>Email attachment</th>
<th>Hardcopy to Ms. Kumar</th>
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<tbody>
<tr>
<td>(a) A photocopy of the receipt for submitting your application to the Graduate School at <a href="http://www.applytexas.org">www.applytexas.org</a>. A non-refundable fee is $50, and an additional $15 for the late fee <a href="https://secure.touchnet.com/C20166_ustores/web/store_main.jsp?STOREID=3">https://secure.touchnet.com/C20166_ustores/web/store_main.jsp?STOREID=3</a> Write down and save your application ID number.</td>
<td>Yes</td>
<td>No</td>
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<td>(b) A current résumé or vita</td>
<td>Yes</td>
<td>No</td>
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<td>(c) Completed Executive MBA Application for Admission form [next page]</td>
<td>No</td>
<td>Yes</td>
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<td>(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.</td>
<td>No</td>
<td>Yes</td>
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<td>(e) A two-page, double-spaced personal statement summarizing the Reasons for choosing PVAMU EMBA and how will the degree help advance my career goals (approx 1,000 words).</td>
<td>Yes</td>
<td>No</td>
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<td>(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.</td>
<td>Yes</td>
<td>No</td>
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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)

2. Gender [ ] M  [ ] F

3. Date of Birth

4. SSN*

*In accordance with the Right to Privacy Act of 1974, Public Law 93-579, Sect. 7, applicants for admission are requested to voluntarily report their Social Security Number (SSN) on this form. The SSN is used for identification and record keeping purposes.

5. Permanent Address
   City and State
   Zip Code
   County

6. Mailing Address
   City and State
   Zip Code
   County

7. Cell phone (Area/number)
8. Home Phone
9. Work phone

10. E-mail address

11. 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

12. Are you a citizen of the United States?
   [ ] Yes  [ ] No

13. If No, indicate Country   Visa Status   Permanent Residence Country

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

15. Indicate intended semester of graduation for admission:
   [ ] Fall 20____  [ ] Spring 20____  [ ] Summer 20_____

16. Have you previously applied to PVAMU’s Graduate School?  [ ] Yes  [ ] No
17. Have you previously been admitted to PVAMU’s Graduate School? □ Yes □ No

18. Have you previously enrolled in PVAMU’s Graduate School? □ Yes □ No

19. Have you previously been admitted as a PVAMU’s undergraduate? □ Yes □ No

20. Are you a Veteran? □ Yes □ No

21. 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.

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<tr>
<th>Institution</th>
<th>City</th>
<th>State</th>
<th>From(mm/yy)</th>
<th>To(mm/yy)</th>
<th>Degree and Major</th>
<th>Year of Graduation</th>
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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.

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

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<th>Employer (mm/yy)</th>
<th>Type of Work</th>
<th>From(mm/yy)</th>
<th>To(mm/yy)</th>
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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.

23. 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.