Prairie View A&M University
Executive MBA Program
Application Procedures

Contact Information

Dr. Daniel Perez Liston – Interim Director, Executive MBA Program
Ms. Charity Cooper – Associate Director, Executive MBA Program
Phone: 936-261-3622 (EMBA) E-mail: emba@pvamu.edu

Prairie View A&M University
College of Business
Executive MBA Program
Attn: Dr. Daniel Perez Liston
9449 Grant Rd.
Houston, TX 77070

Mrs. Dana Kumar – Graduate Admissions Counselor, Graduate School
Phone: 936-261-2131 E-mail: dekumar@pvamu.edu

The Graduate School
Prairie View A&M University
P. O. Box 519; MS 2800
Prairie View, Texas 77446-0519

The deadlines for admission are:

Domestic Students
Fall deadline-July 1st
**** Deadline for Fall 2014 has been extended to August 1st****
Spring deadline-November 1st

International Students
Fall deadline-June 1st
**** Deadline for Fall 2014 has been Extended to July 1st****
Spring deadline-October 1st

For admission to the Executive MBA (EMBA) master's program, allow at least four (4) weeks for processing once the complete application packet has been received. International applicants should allow more time for the admissions process to be completed.
Please note that enrollment into the Executive MBA Program is a two step process. You will need to submit materials to two different departments located within PVAMU; the Graduate School will make the admissions decision to the general graduate school. Admission to a department/program is not guaranteed until the applicant receives official notification by Graduate School. The Executive MBA office will make the decision regarding enrollment into the EMBA Program. Even though the applicant may meet the general requirements for admission to the Graduate School, he/she must meet the admission requirements of specific programs. One set of materials will be submitted to the Graduate School and another set of materials will be sent to the EMBA department. Please follow the steps below carefully.

First, you must submit the following list of items to the Graduate School (GS) office (Delco Building, Suite 120, PVAMU Main Campus):

Submit materials to the following address:

The Graduate School  
Prairie View A&M University  
P. O. Box 519; MS 2800  
Prairie View, Texas 77446-0519

1. A completed online application for admission to the Graduate School (www.applytexas.org). Please be sure to write down and save the application ID number.

2. Official transcripts from each institution attended must be forwarded directly to the Executive MBA Program Office (this is in addition to the transcripts submitted to the Graduate School). Transcripts issued to student will only be accepted in an envelope sealed by the academic institution. For evaluation of foreign transcripts, applicants must submit official transcripts for all high school and college work completed up to the time of expected enrollment. An evaluation of all foreign college transcripts must be completed by NACES, Inc. or AACRAO affiliated member agencies.

3. Three letters of recommendation, including one letter certifying a minimum of three years of management/leadership experience (e.g., as project manager, director, district manager, supervisor) or two years of executive level experience. Letters may come from former professors, colleagues, managers and supervisors.

4. Pay the non-refundable application fee of $50.00 and attach a copy of the receipt confirming payment along with your application. An additional $15.00 late fee is required if the application is submitted after the application deadline. Please make payment online by visiting the link below:

https://secure.touchnet.com/C20166_ustores/web/store_main.jsp?STOREID=3
Additionally, you will need to submit program enrollment materials to the Executive MBA Program Department. Please mail the items below to the following address (note, applications will not be reviewed unless a complete application packet is received; this includes items 1-5 listed below):

Submit EMBA enrollment materials to the following address:

Prairie View A&M University
College of Business
Executive MBA Program
ATTN: Dr. Daniel Perez Liston
9449 Grant Rd
Houston, TX 77070

1. Completed Executive MBA Application for Admission form (the application can be found included in this document).

2. A two-page, double-spaced personal statement summarizing how an Executive MBA will advance your career goals and personal objectives (approximately 1,000 words).

3. A current résumé or vita.

4. Copies of three letters of recommendation, including one letter certifying a minimum of three years of management/leadership experience (e.g., as project manager, director, district manager, supervisor) or two years of executive level experience. Letters may come from former professors, colleagues, managers and supervisors.

5. Copies of official transcripts from each institution attended must be forwarded directly to the Executive MBA Program Office (this is in addition to the transcripts submitted to the Graduate School). Transcripts issued to student will only be accepted in an envelope sealed by the academic institution. For evaluation of foreign transcripts, applicants must submit official transcripts for all high school and college work completed up to the time of expected enrollment. An evaluation of all foreign college transcripts must be completed by NACES, Inc. or AACRAO affiliated member agencies.

Last Revised: July 2, 2014
Executive MBA Application for Admission
Prairie View A&M University
College of Business, Executive MBA Program
9449 Grant Rd.
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, "May 8, 2005" should be "05/08/05." Once complete, sign the application and submit it along with all other application materials to the Executive MBA Program Office.

1. Name

2. Gender [ ] M [ ] F

3. Date of Birth

4. SSN*

| *In accordance with the Right to Privacy Act of 1974, Public Law 93-X579, 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

6. Mailing Address

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____

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

Last Revised: July 2, 2014
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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<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 Northwest Houston Center-Executive MBA Program office and 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>
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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.