



**EMORY**

**GOIZUETA  
BUSINESS  
SCHOOL**

# **GOIZUETA BUSINESS SCHOOL**

## **BACHELOR OF BUSINESS ADMINISTRATION PROGRAM**

### **APPLICATION FOR ADMISSION**

**BBA PROGRAM OFFICE  
GOIZUETA BUSINESS SCHOOL  
EMORY UNIVERSITY  
1300 CLIFTON ROAD, SUITE 320  
ATLANTA, GA 30322-2710**

**404-727-8106  
BBA\_PROGRAMS@BUS.EMORY.EDU  
WWW.EMORY.EDU/BUS**

# Instructions for Application

---

## **Applicant Checklist: Emory College Students**

- A completed admission application.
- A typed essay written on the topic given in the application.
- Two official passport photographs. *The EmoryCard Office, CVS, and the Decatur Post Office all offer passport photo service; pictures must be in color and on photo paper; your FULL NAME must be written on the back of each one.* (Note: you may wish to purchase 4 additional photos if you intend to apply to study abroad)
- One completed academic recommendation form from a faculty member.
- One completed service recommendation form from an advisor, group leader, employer or peer. Please limit service recommendations to no more than three letters.
- A one-page resume of collegiate and work experiences.
- Optional: additional academic recommendation may be submitted from an academic advisor. Please limit academic recommendations to no more than two letters.
- 64 (for fall admission) or 60 (for spring admission) semester hours of college credit for Fall Admission, exclusive of PE, PACE or internship credits.
- Significant progress towards completion of Emory University's General Education Requirements.

## **Applicant Checklist: Oxford College Students**

- A completed admission application.
- A typed essay written on the topic given in the application.
- Two official passport photographs. *The EmoryCard Office, CVS, and the Decatur Post Office all offer passport photo service; pictures must be in color and on photo paper; your FULL NAME must be written on the back of each one.* (Note: you may wish to purchase 4 additional photos if you intend to apply to study abroad)
- One completed academic recommendation form from a faculty member.
- One completed service recommendation form from an advisor, group leader, employer or peer. Please limit service recommendations to no more than three letters.
- A one-page resume of collegiate and work experiences.
- Optional: additional academic recommendation may be submitted from an academic advisor. Please limit academic recommendations to no more than two letters.
- 64 semester hours of college credit for Fall Admission, exclusive of PE, Oxford Studies, and internship credits.
- Associate of Arts degree from Oxford College (to be completed before enrolling the Business School). Graduation from Oxford College is equivalent to the completion of the General Education Requirements.

## **Applicant Checklist: Applicants from Other Colleges**

- A completed admission application.
- A typed essay written on the topic given in the application.
- Two official passport photographs. *Pictures must be in color and on photo paper; your FULL NAME must be written on the back of each one.*
- A typed statement explaining your reasons for applying to the Goizueta Business School.
- Two completed recommendation forms from a faculty member, academic advisor, or employer. At least one recommendation must come from a faculty member. Please limit recommendations to no more than three.
- One completed service recommendation form from an advisor, group leader, employer or peer. Please limit service recommendations to no more than three letters.
- 64 semester hours or 90-quarter hours of college credit, exclusive of Physical Education credits.
- Completion of a course of study similar to that outlined by Emory University's General Education Requirements.
- Completion of the Goizueta Business School's pre-admission requirements.
- Current resume of collegiate and work experiences.
- An official transcript from *every* college or university at which you have taken courses. *See transcript note on the following page.*
- A \$40 check or postal money order made payable to **Emory University**. This application fee is non-refundable.

**Additional Checklist: International Transfer Students (this does NOT apply to currently enrolled Emory or Oxford students)**

- All applicants whose native language is not English must submit a score on the Test of English as a Foreign Language (TOEFL). Scores should be sent to **location number 5187, department 02**. In general, a minimum TOEFL of 600 (or a score of 250 on the new scaling system) is expected. Registration materials may be requested through the website [www.toefl.org](http://www.toefl.org) or by writing Educational Testing Service, Box 6151, Princeton, New Jersey 08541-6151. USA.
- All international applicants must compose an essay detailing the following: reasons behind the decision to transfer to the Goizueta Business School, academic and career goals, involvement in extracurricular activities, and any additional information that would be of assistance to the admissions committee.
- All international applicants must provide the name and email address of a dean or director of academic affairs from the college or university from which they are transferring. This should be an administrator who speaks English and can assist with the review of transcripts and academic policies.

**Transcripts**

An official transcript is required from every college or university at which you have taken courses that you would like to use for credit towards Emory University Distribution Requirements, General Education Requirements, or Business Pre-Admission Requirements. If these courses with a grade are already posted on your Emory transcript, you do not need to submit additional material. However, if the grades are not shown on your Emory transcript, you will need to submit additional transcripts from the institution where you took the course. These include summer sessions and night school classes. Transcripts are to be sent directly to the BBA Programs Office by the institution you attended. ***Please note: high school transcripts are not evaluated in the admission process.***

**Interviews**

All interviews are scheduled through invitation only, after an application has been submitted. Business school interviews may be required for all transfer students, and the BBA Program Office will contact the applicant individually to schedule the interview. Interviews for Emory College and Oxford College students will be by invitation if the Admissions Committee need additional information from the student to make the final admissions decision. In this case, the student will be contacted directly to schedule the interview.

**Financial Aid**

Applicants who wish to be considered for scholarship aid, loans, or work/study should contact the Financial Aid Office, Emory University, Atlanta, Georgia, 30322 for the necessary forms and further information. They can also be reached at 1-800-727-6039 and on the web at [www.emory.edu/FINANCIAL\\_AID/homepage.html](http://www.emory.edu/FINANCIAL_AID/homepage.html). The Goizueta Business School will continue to fund Emory scholarships held by continuing Emory students.

Completed application and all supporting documents should be turned in or mailed to:

**BBA Program Office  
Goizueta Business School - Emory University  
1300 Clifton Road  
Suite 320  
Atlanta, GA 30322-2710  
404.727.8106**

**Application Deadlines:  
For Spring enrollment: September 30  
For Fall enrollment: February 15**

# Bachelor of Business Administration Curriculum

---

## Pre-admission Requirements

- Calculus with Business Applications (Math 119) **OR** Math 111 **and** Math 112 **OR** AP Calculus Credit for AB or BC
- Microeconomics (Econ 101) **OR** Business Economics (BUS 201)\*
- Macroeconomics (Econ 112)
- Decision Science (Bus 350) **OR** AP Credit for Statistics
- Financial Accounting (Bus 210)
- 64 hours of college credit for summer/fall admission (90 quarter hours); 60 hours of college credit for Spring admission\*\*

\*Takes the place of Econ 101 and 112 for Pre-BBAs. BUS 201 satisfies one class in Area III for students who earn a BBA

\*\*Exclusive of PE, PACE, Oxford Studies, or internship credits

## Recommended: Managerial Accounting (Bus 211)

Required for students planning to take the Certified Public Accountant (CPA) Exam.

- Students who do not complete the Goizueta Business School pre-admission requirements prior to entering the Business School will be required to complete those courses by the end of the first semester in the Business School. Students who do not complete the General Education Requirements prior to entering the Business School will be required to complete those courses prior to graduation.
- All students: Financial Accounting (BUS 210) and Managerial Accounting (BUS 211) must be completed at Emory. Waiver is by exam only.
- Emory College and Oxford College students: Financial Accounting (BUS 210) must be taken through Emory University (either at the Atlanta campus or at Oxford College); transfer classes will not be accepted.
- Transfer students: If you are transferring directly into the Business School from a school other than Emory or Oxford and have taken accounting, you must provide a syllabus for the accounting class(es) you completed. The Goizueta Business School Accounting Department will decide if these classes are adequate for transfer, and you will be required to sit for the waiver exam.

## Business Core Courses

### Junior Level:

BUS 211	Managerial Accounting
<small>(if not taken as a pre-admission requirement)</small>	
BUS 320	Corporate Finance
BUS 330	Organization and Management
BUS 331	Strategic Management
BUS 340	Marketing
BUS 351	Operations Management
BUS 365	Business Communications (2 hours)
BUS 380	Junior Seminar (2 hours total)

### Senior Level:

BUS 410	Legal Environment
BUS 480	Senior Seminar (2 hours total)

## Electives

### Elective Distribution:

Area Depth in business or business related function	3
Other Business Electives	2
Non-business Electives	2
Free Electives (either business or non-business)	3

---

Total number of elective courses	10
----------------------------------	----

*Note: One elective must be an approved international course.*

<b>Total number of hours to complete BBA Program</b>	<b>74</b>
--	-----------

*All courses are 4 hours unless otherwise indicated.*

<b>Total number of hours to complete the BBA degree</b>	<b>138</b>
---	------------

# Application for Admission to the BBA Program

Please type or print clearly in ink. No pencil please.

**Applying for enrollment in:** Fall 20\_\_\_\_ Spring 20\_\_\_\_

Please note that students who are enrolling in Summer classes must be admitted to the program by April 1<sup>st</sup> in order to count summer coursework towards their BBA Program.

Full Legal Name:

\_\_\_\_\_  
Last First Middle Suffix (Jr., III, etc.)

Please list any other name under which we may receive documents: \_\_\_\_\_

Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Emory ID Number, if applicable: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

## Address Information

Temporary Address (Emory or Oxford P.O. Box, if applicable): EFFECTIVE UNTIL: \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
Street City State Zip

Temporary Phone Number: \_\_\_\_\_

Permanent Home Address:

\_\_\_\_\_  
Street City State Zip

Permanent Phone Number: \_\_\_\_\_

## Personal Information

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Place of Birth: \_\_\_\_\_  
Month Day Year

Country of Citizenship: \_\_\_\_\_

If not a U.S. citizen, specify type of visa: \_\_\_\_\_

If permanent resident, give alien registration no.: \_\_\_\_\_ Years living in the US: \_\_\_\_

Are you eligible for Veterans benefits? Yes  No

Recommendation written by: \_\_\_\_\_

Additional recommendation written by: \_\_\_\_\_

*(Optional for Emory College and Oxford College students. Mandatory for transfer students.)*

**The information requested below is voluntary and refusal to provide it will not subject you to any adverse treatment. It will be kept confidential and will be used only in accordance with Title IV of the Civil Rights Act of 1964.**

Sex: Male  Female  Religious Affiliation: \_\_\_\_\_

Race/Ethnic Category:

- American Indian or Alaskan Native  
 Black, not of Hispanic Origin  
 White, not of Hispanic Origin

- Asian or Pacific Islander  
 Hispanic  
 Other: \_\_\_\_\_

**Parent 1** living  deceased   
Gender female  male

**Parent 2** living  deceased   
Gender female  male

Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Universities Attended  
& Degrees Awarded \_\_\_\_\_  
State of Residence: \_\_\_\_\_

Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Universities Attended  
& Degrees Awarded \_\_\_\_\_  
State of Residence: \_\_\_\_\_

Siblings who have earned a BBA degree from Emory:  
Name(s): \_\_\_\_\_ Graduation Year(s): \_\_\_\_\_

**Educational Experience**

High School Location Dates Attended (Mo/Yr - Mo/Yr) Degree (earned/expected)

College/University Location Dates Attended (Mo/Yr - Mo/Yr) Degree (earned/expected)

Collegiate distinctions, honors, awards (Attach a separate sheet if necessary.)

Scores on your college entrance exam: **SAT** Verbal (*highest*) \_\_\_\_\_ Math (*highest*) \_\_\_\_\_ TOTAL M+V: \_\_\_\_\_  
**ACT** Total (*highest*) \_\_\_\_\_

International students: TOEFL Scores: Listening \_\_\_\_\_ Structure/Writing \_\_\_\_\_ Reading \_\_\_\_\_ TOTAL: \_\_\_\_\_

Transfer students only: Have you previously applied for admission to Emory University?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_

**Essay**

Goizueta Business School's mission is to educate principled leaders for global enterprise. Leadership can move as many as an entire generation or as few as a single individual. On a separate sheet, in 500 words or less typed, please describe a situation in which you exhibited leadership.

**Resume**

Students are required to submit a resume. If you do not already have a resume, please see the attached information about how to format a basic resume. Resumes should only include collegiate level experiences.

If the information listed under Educational Experience does not account for all of the time since graduation from high school, give additional details on an attached sheet, with dates, including service in the armed forces.

# General Education Requirements Form

---

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

Please complete this form to the best of your ability by filling in the name and number of the courses you have taken to fill each of Emory College's General Education Requirements. For a detailed list of General Education Requirements, refer to the Emory College catalog or visit [www.emory.edu/COLLEGE/ATLAS/ger.html](http://www.emory.edu/COLLEGE/ATLAS/ger.html). Indicate courses in which you are *currently* enrolled by writing "this semester" next to the course name and number. Also, indicate courses taken at a school other than Emory or Oxford by writing the name of the institution next to the course name and number. **Oxford College students: Do not complete this form. Write "Oxford College" in the margin and indicate the semester you anticipate graduating with your AA degree.**

**Area I. First Year Seminar (FSM)** (Must be taken at Emory College in the first two semesters)

\_\_\_\_\_

**Area II. Freshman English/Writing Requirement (FWR)** (One course)

Check one:    ENG 101     ENG 181     LIT 110     AP ENGLISH

**Area III. Continuing Writing Requirements (CWR)** (Three courses, grade of C or better)

- 1 CWR-designated course in Emory College \_\_\_\_\_
- BUS 365 Business Communications (*BBA Core writing and speaking course*)
- One business elective (*designated with a writing intensive component*)

**Area IV. Mathematical and Quantitative Reasoning (MQR)** (One course)

\_\_\_\_\_

Please note: Math 112 or Math 119 fulfills one course in this area

**Area V. Science, Nature and Technology (SNT)** (Two courses, one of which must have a lab)

\_\_\_\_\_

- BUS 351 Process and Systems Management (*BBA Core*)

**Area VI. History, Society, Cultures (HSC)** (Two courses)

\_\_\_\_\_

- Please note: ECON 101, ECON112 or BUS 201 all fulfill one course in this area
- BUS 330 Organization and Management (*BBA Core*)

**Area VII. Humanities, Arts, Performance (HAP)** (Four courses or 16 credit hours; must include 8 hours coursework in a single foreign language with possible exemption of 4 such hours by AP credit)

\_\_\_\_\_ (Language)  
\_\_\_\_\_ (Language)

\_\_\_\_\_

\_\_\_\_\_

**Area VIII. Personal Health** (One course, one credit hour) *May be exempted through examination*

\_\_\_\_\_

**Area IX. Physical Education and Dance** (two one-hour courses, may be taken as satisfactory/unsatisfactory)

\_\_\_\_\_ (Principles of Physical Fitness)

\_\_\_\_\_

\_\_\_\_\_

# Business School Prerequisite Courses

---

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

Please indicate the semester in which you completed these Business School Prerequisite Courses and the grades you received in these classes.

Course	Semester Taken	Grade
<i>Check one of the following:</i>		
<input type="checkbox"/> MATH 119 (Business Calculus)	_____	_____
<input type="checkbox"/> MATH 112 (Calculus II)	_____	_____
<input type="checkbox"/> AP Calculus credit	_____	_____
<hr/>		
<i>Check one of the following:</i>		
<input type="checkbox"/> BUS 201 (Business Economics)	_____	_____
<input type="checkbox"/> ECON 101 (Microeconomics) or AP Micro credit	_____	_____
<b>AND</b>		
ECON 112 (Macroeconomics) or AP Macro credit	_____	_____
<hr/>		
BUS 210 (Financial Accounting)	_____	_____
<hr/>		
<i>Check one of the following:</i>		
<input type="checkbox"/> MATH 107* (Probability & Statistics)	_____	_____
<i>*Oxford Students or students with AP credit only.</i>		
<input type="checkbox"/> BUS 350** (Decision Science I)	_____	_____
<i>** Emory College Students will not be awarded credit for completion of Math 107 unless it is through AP credit.</i>		
<hr/>		
BUS 211 (Managerial Accounting)	_____	_____
<i>Note: Suggested for students interested in Accounting.</i>		

# Course Schedule Update

---

Please list below all course work currently in progress. Also list any courses you plan to take prior to entering the Goizueta Business School. We urge you to review the requirements for admission to Goizueta Business School and to plan your schedule accordingly. The admissions committee understands that this may be a tentative schedule and is subject to change.

Please label the courses below as semester or quarter hour courses.

Course Number and Name	Term/Year	Credit Hours	School
------------------------	-----------	--------------	--------

---

---

---

---

---

---

---

---

## Emory and Oxford Students:

If you have completed course work at institutions other than Emory or Oxford, please list the courses below, along with the term each course was taken and the grade you received. An official transcript for this credit must be submitted to the Business School in a sealed, stamped envelope. They can be mailed separately from the school, but we also accept unopened official transcripts when submitted with the application.

Institution	Course Number and Name	Term/Year	Grade
-------------	------------------------	-----------	-------

---

---

---

---

---

---

---

---

Please indicate the institutions from which you have requested transcripts and the date your request was made. Please note that you do not need to request an official transcript from Emory College or Oxford College.

Institution:	_____	Date of Request:	_____
Institution:	_____	Date of Request:	_____

- Check here if you are not attending school at the present time.\*
- Check here if your education has been interrupted for any reason.\*
- Check here if you have any court convictions other than parking violations.\*
- Check here if you have ever been subject to any school-related disciplinary action for violation of school rules, misconduct, conduct infraction, academic dishonesty or otherwise.\*

*\*Please attach a separate sheet to explain.*

# FACULTY RECOMMENDATION FORM

Bachelor of Business Administration Program, Goizueta Business School,  
Emory University, Atlanta, GA 30322. USA

## TO BE COMPLETED BY STUDENT

Please fill in your name and address below, sign, and give this form to the faculty member you have chosen to write on your behalf. The recommender should complete this form and return it to you in a sealed envelope signed across the flap. At least one faculty recommendation must come from a faculty member who taught the student in a college-level course.

## APPLICANT'S WAIVER OF RIGHT TO ACCESS TO CONFIDENTIAL STATEMENT

Name of Applicant: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_

I hereby freely and voluntarily waive my right to any information contained in this recommendation and agree that the statement shall remain confidential.

\_\_\_\_\_  
Date Signature of Applicant

## TO THE RECOMMENDER

The information that you are providing concerning the above named applicant is considered an important part of the application process. Your time and thoughtfulness in furnishing this information are greatly appreciated.

Recommendations are used for admissions purposes only and do not become part of the permanent record file upon a student's matriculation. Therefore, recommendations are not subject to the provisions of the Family Educational Rights and Privacy Act of 1974.

After completing this form, please sign it and place it in an envelope. Seal the envelope, sign it across the flap, and then return it to the applicant who will submit the sealed envelope along with his/her complete application package to the Goizueta Business School. Please type or print neatly.

How long have you known the applicant and in what capacity?

---

---

---

---

---

---

---

---

---

---

*Turn sheet over*

Please give us your appraisal of the applicant relative to his or her peer group across the following criteria; provide comments as appropriate.

<b>Analytical ability</b>	<b>Exceptional</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Unable to Assess</b>
---------------------------	--------------------	----------------------	----------------	----------------------	-------------------------

**Comments:**

<b>Quantitative ability</b>	<b>Exceptional</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Unable to Assess</b>
-----------------------------	--------------------	----------------------	----------------	----------------------	-------------------------

**Comments:**

<b>Oral Communication</b>	<b>Exceptional</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Unable to Assess</b>
---------------------------	--------------------	----------------------	----------------	----------------------	-------------------------

**Comments:**

<b>Written communication</b>	<b>Exceptional</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Unable to Assess</b>
------------------------------	--------------------	----------------------	----------------	----------------------	-------------------------

**Comments:**

<b>Class contribution</b>	<b>Exceptional</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Unable to Assess</b>
---------------------------	--------------------	----------------------	----------------	----------------------	-------------------------

**Comments:**

<b>Maturity</b>	<b>Exceptional</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Unable to Assess</b>
-----------------	--------------------	----------------------	----------------	----------------------	-------------------------

**Comments:**

<b>Motivation</b>	<b>Exceptional</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Unable to Assess</b>
-------------------	--------------------	----------------------	----------------	----------------------	-------------------------

**Comments:**

<b>Ability to work with others</b>	<b>Exceptional</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Unable to Assess</b>
------------------------------------	--------------------	----------------------	----------------	----------------------	-------------------------

**Comments:**

Overall assessment of candidate's academic and professional fit for the BBA program:

\_\_\_ Strongly recommend \_\_\_ Recommend \_\_\_ Recommend with reservations \_\_\_ Do not recommend

If you would like to make additional comments about the applicant, please attach a separate sheet.

**Please print**

Name and title of recommender \_\_\_\_\_ Institution \_\_\_\_\_

Address: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Thank you for your time.

*Emory University is committed to a policy of nondiscrimination on the basis of race, color, gender identity or gender expression, national origin, religion, sex, sexual orientation, age, handicap, or veteran status.*

# SERVICE RECOMMENDATION FORM

Bachelor of Business Administration Program, Goizueta Business School,  
Emory University, Atlanta, GA 30322. USA

## TO BE COMPLETED BY STUDENT

Please fill in your name and address below, sign, and give this form to the individual you have chosen to write on your behalf. The recommender should complete this form and return it to you in a sealed envelope signed across the flap. This form may be completed by an advisor, group leader, employer or peer.

## APPLICANT'S WAIVER OF RIGHT TO ACCESS TO CONFIDENTIAL STATEMENT

Name of Applicant: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_

I hereby freely and voluntarily waive my right to any information contained in this recommendation and agree that the statement shall remain confidential.

\_\_\_\_\_  
Date Signature of Applicant

## TO THE RECOMMENDER

The information that you are providing concerning the above named applicant is considered an important part of the application process. Your time and thoughtfulness in furnishing this information are greatly appreciated.

Recommendations are used for admissions purposes only and do not become part of the permanent record file upon a student's matriculation. Therefore, recommendations are not subject to the provisions of the Family Educational Rights and Privacy Act of 1974.

After completing this form, please sign it and place it in an envelope. Seal the envelope, sign it across the flap, and then return it to the applicant who will submit the sealed envelope along with his/her complete application package to the Goizueta Business School. Please type or print neatly.

What is your relationship to the student? (check one)

Advisor \_\_\_\_\_ Group Leader \_\_\_\_\_ Employer \_\_\_\_\_ Peer \_\_\_\_\_

How long have you known the applicant and in what capacity?

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

*Turn sheet over*

Please give us your appraisal of the applicant relative to his or her peer group across the following criteria; provide comments as appropriate.

<b>Leadership ability</b>	<b>Exceptional</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Unable to Assess</b>
---------------------------	--------------------	----------------------	----------------	----------------------	-------------------------

**Comments:**

<b>Organizational ability</b>	<b>Exceptional</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Unable to Assess</b>
-------------------------------	--------------------	----------------------	----------------	----------------------	-------------------------

**Comments:**

<b>Reliability</b>	<b>Exceptional</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Unable to Assess</b>
--------------------	--------------------	----------------------	----------------	----------------------	-------------------------

**Comments:**

<b>Ability to motivate others</b>	<b>Exceptional</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Unable to Assess</b>
-----------------------------------	--------------------	----------------------	----------------	----------------------	-------------------------

**Comments:**

<b>Contribution to organization</b>	<b>Exceptional</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Unable to Assess</b>
-------------------------------------	--------------------	----------------------	----------------	----------------------	-------------------------

**Comments:**

<b>Time Management Skills</b>	<b>Exceptional</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Unable to Assess</b>
-------------------------------	--------------------	----------------------	----------------	----------------------	-------------------------

**Comments:**

<b>Ability to move projects forward</b>	<b>Exceptional</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Unable to Assess</b>
---	--------------------	----------------------	----------------	----------------------	-------------------------

**Comments:**

<b>Ability to work with others</b>	<b>Exceptional</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Unable to Assess</b>
------------------------------------	--------------------	----------------------	----------------	----------------------	-------------------------

**Comments:**

Overall assessment of candidate's fit for the BBA program:

\_\_\_ Strongly recommend \_\_\_ Recommend \_\_\_ Recommend with reservations \_\_\_ Do not recommend

If you would like to make additional comments about the applicant, please attach a separate sheet.

\_\_\_\_\_  
Name and title of recommender \_\_\_\_\_ Institution \_\_\_\_\_

Address: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Thank you for your time.

*Emory University is committed to a policy of nondiscrimination on the basis of race, color, gender identity or gender expression, national origin, religion, sex, sexual orientation, age, handicap, or veteran status.*

# The BBA Orientation Retreat

---

All newly admitted BBAs must attend an overnight orientation retreat as part of their program requirements. This retreat will occur on January 19 and 20, 2012 for students admitted to the program for Spring 2012. Please take this opportunity to mark your calendar, inform your families, and make appropriate travel arrangements.

## Commitment to Attend Orientation Retreat

---

By signing below, I certify that I understand that I must return to campus by **TUESDAY, JANUARY 17, 2012** in order to begin classes on Wednesday, January 18, 2012 and to participate in the overnight orientation retreat taking place Thursday and Friday, January 19 & 20.

---

**Signature of Applicant**

**Date**

# The Honor Code

---

The Goizueta Business School upholds the Honor Code, a commitment within its community which ensures academic conscience and freedom. All applicants for admission to the BBA program should be aware that, upon acceptance, students agree to abide by the Honor Code.

The Honor Code at the Goizueta Business School provides many benefits for students. The Code establishes a level playing field where no one student can take unfair advantage over other students. It is essential that students understand their role in the honor system. Each student is charged with the responsibilities of neither committing academic misconduct nor tolerating it. This is a high standard but one that is necessary for any student-run organization.

The Honor Code gives the specifics of the honor system such as defining academic misconduct and informing students how to handle a suspected honor violation. It is the basis of a community of mutual trust where a student's word is accepted at face value by both classmates and faculty.

The Honor Code was written to provide students with a guideline they may use to conduct themselves and to insure that the sense of academic freedom we enjoy here at the Goizueta Business School continues. For a copy of the Goizueta Business School Honor Code, please call the BBA Program Office at 404.727.8106.

## Statement of Ethics and Integrity

---

By signing below, I certify that the information provided in this application is complete and accurate. I acknowledge and agree that misrepresentation of credentials, including submission of inaccurate, falsified, or plagiarized information is sufficient cause for termination of enrollment. Furthermore, I authorize all persons or entities to provide any relevant information to Emory University for the use in evaluating my application for admission and waive any required notice to me. I understand and agree that all submitted application materials are the property of Emory University and will not be returned and that the application fee is not refundable under any circumstances. During such time as I may be enrolled as a student, I will abide by the Goizueta Business School Honor Code and Code of Conduct and all relevant rules, regulations, practices, and policies of Emory University as they may be at the time of admission or as they may be changed during my continuance as a student.

---

**Signature of Applicant**

**Date**

## RESUME PLANNER

*This is a rough guide on formatting a resume. Please remember for the purposes of your application to the BBA Program, you should not include high school activities.*

### **Name**

**Address**

**Phone**

**E-mail**

### **Education**

Anticipated Degree, City, State

Year

Honors

### **Collegiate Extracurricular Activities**

Organization Name, Positions held, Accomplishments, Number of hours per week, Leadership positions

### **Professional Experience**

(This is optional, students are not expected to have professional experience at this point)

Organization, Location, Dates, Accomplishments

Personal

Participation in outside organizations (community, civic, charitable)

Scholarships/Awards, Honors, Hobbies

For a more detailed overview of how to structure a resume, please go to

[http://www.goizueta.emory.edu/degree/bba/downloads/BBA\\_Resume\\_Guide.pdf](http://www.goizueta.emory.edu/degree/bba/downloads/BBA_Resume_Guide.pdf)