# Application Deadlines & Decision Schedule

<table>
<thead>
<tr>
<th>Completed application submitted/postmarked by:</th>
<th>GMAT and TOEFL taken on or before deadline:</th>
<th>Decisions beginning:</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 1, 2002</td>
<td>November 1, 2002</td>
<td>February 3, 2003</td>
</tr>
<tr>
<td>December 13, 2002</td>
<td>December 13, 2002</td>
<td>March 17, 2003</td>
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</tbody>
</table>

**PLEASE NOTE:**

1. The Application Deadlines and Decision Schedule apply to applicants to the Full-Time MBA Program only. Applicants to the MBA/MA in Asian Studies must apply by the December 13 deadline. Applicants to any other concurrent programs may meet any of these deadlines, but may receive later notification depending on the decision schedule of the other program.

2. Online applications must be submitted no later than 11:59 p.m. PST on the deadline listed above. All supplemental materials, such as academic transcripts and letters of recommendation, must be postmarked by this deadline.

3. **Computer-adaptive GMAT and TOEFL tests must be completed by the deadline for which you are applying.** Paper-based tests should be scheduled at least eight weeks prior to the deadline you intend to meet.

4. Applicants who plan to apply via the Consortium for Graduate Study in Management must complete and submit the Berkeley MBA application by December 13, 2002. In addition, you must file a Consortium application by their deadline and complete a Consortium interview (preferably with an admission officer at a CGSM member school).

5. Our admitted student weekends, known as *Days at Haas*, will be held April 10-12 and May 8-10, 2003.
Dear Applicant,

We have an exciting and dynamic community here at the Berkeley MBA Program. We are committed to shaping the next generation of management talent and industry leaders, and we look for individuals who aspire to be managers who drive change, challenge convention, create opportunity, and exceed expectations. If you are interested in such an environment, we welcome your application.

Our application for admission has been carefully designed to capture the varied and unique qualities of applicants such as you. We are interested in getting to know you as a person and as a professional and in understanding your desire to earn an MBA. Completing this application is challenging, engaging, and rewarding. We encourage you to take the time to reflect and carefully consider your personal and professional goals, and we urge you to be as candid with us as possible.

We strongly prefer that you apply to Berkeley online at www.haas.berkeley.edu. It is also possible to download a PDF version of our application from our website and then submit the paper form directly to our office. Regardless of how you apply, we urge you to carefully review the application instructions prior to completing and submitting your application.

We hope that you enjoy sharing your story with us. We look forward to getting to know you.

Sincerely,

Peter E. Johnson
Director of International Admissions
Full-time MBA program

Jett Pihakis
Director of Domestic Admissions
Full-time MBA program

University of California
Berkeley
Haas School of Business
MBA Program
Haas School of Business
University of California, Berkeley
430 Student Services Building #1902
Berkeley, CA 94720–1902
GENERAL INFORMATION AND GUIDELINES

Before you begin, please note the following:

- Read all instructions carefully and refer to the Admission and Financial Assistance sections in the current MBA program guide. It is your responsibility to follow all instructions and submit all required materials by the deadline you choose.

- Use this form to apply only to the full-time MBA Program, the MBA/MPH, the MBA/MA in Asian Studies, or the MBA portion of the JD/MBA program. Applications to the Evening & Weekend (part-time) MBA, MFE, Berkeley-Columbia Executive MBA, and Ph.D. programs differ significantly from that of the full-time MBA program.

- Applicants interested in the Evening & Weekend MBA program should request an application from the Evening & Weekend MBA Program Office, Haas School of Business, Berkeley, CA 94720–1906. Applicants interested in the MFE program should request an application from the MFE Program Office, Haas School of Business, Berkeley, CA 94720–1907. Applicants interested in the Berkeley-Columbia program should request an application from the Berkeley-Columbia Executive MBA Program Office, Haas School of Business, Berkeley, CA 94720–1910. Applicants interested in the Ph.D. program should request an application from the Ph.D. Program Office, Haas School of Business, Berkeley, CA 94720–1910.

- All application materials become the property of the University of California and cannot be returned or forwarded elsewhere at your request. We urge you to 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 institution of higher learning.

- The full-time MBA program requires two years in-residence at UC Berkeley. We are unable to accommodate applications for a one-year degree or distance learning.

- If you apply to the MBA Program, do not file applications with other Berkeley graduate departments (with the exception of those interested in the JD/MBA program). The Berkeley Graduate Division will suspend application processing if you submit applications to more than one graduate program at Berkeley at the same time.

- Send only the materials requested in this application. Additional materials may be seen as detrimental to your application.

- Eligibility for admission cannot be determined in advance of the submission of a complete application.

- We are unable to accept transfer units from any other university.

- Release of Information: 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 field designated for that purpose. 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).

I. METHOD OF APPLICATION

We strongly prefer that you apply online using the application linked to the Haas School web site (www.haas.berkeley.edu/MBA). Instructions for the online application are provided at the Haas School web site. You may also apply to our program by printing out a PDF version of the application from our web site. If you are unable to download the file, contact our office and we will e-mail the PDF file to you.

II. APPLICATION INSTRUCTIONS

Application for admission to the MBA program is open to all who have received a bachelor’s degree from an accredited institution in the United States or one of its possessions, or an equivalent degree from a university-level institution in a foreign country. For details on degree equivalency for specific countries, please refer to section VIII of these guidelines. If you were educated outside the US, you may be required to take the TOEFL. See section III of these guidelines for details.

To be considered for admission, the following application materials must be submitted to the Haas School as a complete packet in one envelope:

- $150 application fee (check or money order payable to “UC Regents”)
- Personal Data Form, including responses to all short-answer and essay questions.
- Applicant statement with signature.
- One official transcript (or academic records) for each institution you have attended (two for MBA/MA in Asian Studies applicants) issued in the original language. These must arrive in envelopes sealed by the issuing institution. English translations are required if the transcript is not in English. Graduates of non-U.S. institutions that issue degree certificates as well as transcripts must also provide one official degree certificate in the original language, along with a certified English translation.
- MBA/MA in Asian Studies application supplement (MBA/MA in Asian Studies applicants only)
- No more than two letters of recommendation (three are required for MBA/MA in Asian Studies applicants) with the letter writers’ signatures across the seal of the envelope
- Current resume
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
• Official TOEFL Score Report (where applicable)
• The Institution Code to have GMAT scores sent to the Full-Time
   MBA Admissions Office is 4833. The Institution Code for TOEFL
   scores is 4833-02.

Submit your application and all supplemental application materials to:
MBA Admissions
Haas School of Business
University of California, Berkeley
430 Student Services Building #1902
Berkeley, CA 94720–1902

Application Fees Please send one check or money
order in the amount of $150 made payable to “UC Regents” along
with your supplemental materials.

Applicants from outside the United States must remit the fee either by
international money order or by a check drawn on a U.S. bank. If a
check is written for you by someone else, please make sure your
name appears on the front of the check. Do not submit credit card
numbers, UNESCO coupons, traveler’s checks, international postal
money orders, Eurocheques, or cash. Do not transfer funds elec-
tronically.

Note: The application fee and fee policies are determined by the
Regents of the University of California and are subject to change with-
out notice. Application fees are not refundable.

Transcripts You must submit one official transcript from
each college and graduate institution you have attended since com-
pleting secondary (high) school. These must arrive in a sealed enve-
lope as issued by the school. This includes transcripts from junior
college, lower division, summer sessions, extension courses, transfer
units from abroad, and graduate work. Submit a transcript from every
college-level institution you have attended that is listed in your
Educational History; a summary of credits transferred from an institu-
tion previously attended that is recorded on the transcript of the
degree-granting institution is not acceptable. Do not list or send tran-
scripts for seminars, ESL classes, professional development courses,
computer certifications, etc.

Applicants to the MBA/MA in Asian Studies program must submit two
official transcripts.

Those who have attended Berkeley must obtain their transcripts in the
regular fashion. You may request these from the Office of the
Registrar, 120 Sproul Hall, Berkeley, CA 94720–5404.

For schools outside the US, see “Required Academic Records.”

GPA Calculations
US Degrees
List the overall cumulative GPA for your degree as reported by the issu-
ing institution. In addition, using the scale below, calculate the cumu-
lative GPA for all courses taken after the final term of your second year
of study through the award of your undergraduate degree.

International Degrees
Calculate and list only one figure: your GPA for the entire period of
study. Please do not “interpret” grading scales on our behalf by attempt-
ing to convert your school or country’s system into the US 4.0 scale.

Please report your GPA using the scale employed at your school(s). For
traditional British-style system (e.g., UK, India, Pakistan), list final classi-
ification of honors conferred. For schools on numerical or percentage
systems (other than the 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
final examination average. For schools using A-F letter grade scale
(e.g., Japan, Korea), calculate a four-year average using the 4.0 scale
below. For other non-numeric systems, (e.g., Spain or Spanish-style
systems), enter “NA.”

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<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
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<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A+</td>
<td>4.3</td>
</tr>
<tr>
<td>A+</td>
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<tr>
<td>A</td>
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<td>0.7</td>
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Letters of Recommendation Give careful
thought to selecting who will furnish the two letters of recommendation
we require. We strongly prefer that both letters come from a current or
former employer. Select individuals with whom you have had consider-
able professional interaction, such as your supervisor or a major client.
The title or status of those you select is not important. What does mat-
ter is how closely your letter writers have worked with you and whether
they can attest to your value as an employee, your professional accom-
plishments, and your personal qualities and interpersonal skills in an
organizational context. For this reason, we discourage academic refer-
cences and find them appropriate only from applicants completing their
undergraduate degree at the time of application. Letters of recommen-
dation from co-workers, someone you have supervised, or personal and
family friends are inappropriate and can be detrimental to the review of
your application. Applicants to the MBA/MA in Asian Studies are
required to submit one academic recommendation.

Standard recommendation forms are included at the end of this packet.
Write your name at the top of the recommendation forms and complete
the waiver section. Give the forms to your recommenders and ask that
they enclose the completed form in an envelope, seal the envelope, and
sign across the seal. The envelopes should be sent back to you for
inclusion with the rest of your application materials. Please check that
your letter writers have signed across the seal of the envelopes.

If you choose to submit a paper application, you must use the PDF/hard-
copy version of the recommendation form. Please do not submit online recommendations.

Confidential letters of recommendation on file with your university’s evaluation service that are sent directly to the MBA admissions office will be considered official.

Please do not submit more than two letters of recommendation unless you are applying for the MBA/MA in Asian Studies.

Graduate Management Admission Test (GMAT) Official GMAT results are required of all applicants. All applicants must also provide self-reported scores. We will accept official scores from GMAT tests taken as early as October 1997. The Haas School keeps GMAT score reports on file for two years only.

Applicants must make arrangements directly with the Educational Testing Service to sit for the GMAT or to have results of previous tests forwarded to the Haas School. The computer-adaptive GMAT (GMAT CAT) must be taken by the deadline for the application round you intend to meet, and you must provide self-reported scores when you complete our application.

Those who intend to apply from outside the United States should notify ETS as early as possible to ensure a scheduling test date by their desired deadline for application submission.

Applicants registering for the paper-based GMAT or other non-standard administrations should schedule their GMAT at least eight weeks before the application deadline they are meeting to permit timely receipt of official score reports.

MBA/MA in Asian Studies applicants must take the GMAT by December 13, 2002. Applicants to that program must also take the Graduate Record Examination (GRE). An October 2002 GRE test date is the latest acceptable date for the MBA/MA in Asian Studies application.

To obtain applications and information regarding the GMAT administration dates, applicants should write directly to the Educational Testing Service (GMAT), CN6103, Princeton, New Jersey 08541–6103; call 1-800-GMAT-NOW or visit http://www.mba.com. The Haas School’s institution code for full-time MBA admissions is 4833.

Acknowledgments If you submit a paper application, you will be notified by e-mail within three to six weeks of the deadline for which you are applying. At that time, you will be assigned a user name and password, so that you can check your application status online. Applicants who submit online applications will receive an immediate notification that their application has been submitted. If your application is incomplete, you will be notified by e-mail of missing documentation within approximately eight weeks after the application deadline. Please do not call the MBA admissions office about the status of your application unless the above time frames have passed and you have not received notification.

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. However, many applicants will be admitted without an interview, so you should not be concerned if you are not invited to interview.

III. INTERNATIONAL APPLICANTS

International applicants are those who, at the time they submit their application, are not US citizens or permanent residents. International applicants should follow the same procedures detailed thus far. In addition, however, all applicants who received their degrees in countries in which the official language is not English are required to take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) assessment.

Eligibility We are unable to determine whether a degree is equivalent to a US 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 US to determine whether the academic credentials presented for a foreign institution are comparable to the US bachelor’s degree. Furthermore, the Graduate Division decides whether the TOEFL or other English proficiency exam is required in the case of each applicant.

The MBA Admissions Office will notify all international applicants that their applications have been received and are considered ready for review. However, the Graduate Division reserves the right to make all final decisions on foreign academic records and English proficiency.

Graduates of recognized academic institutions outside the United States should ordinarily have completed degree programs representing a minimum of 16 years of schooling with at least 12 years at the elementary and secondary levels. Applicants holding only professional diplomas or higher certificates in accounting or business should not apply. Minimum academic qualifications for most countries are described in section VIII of these guidelines.

Required Academic Records Applicants are required to submit official transcripts or mark sheets from each academic institution attended after secondary 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.
Full-time MBA Program 2003 Haas School of Business
University of California, Berkeley

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.

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 on our behalf by attempting to convert your school’s or country’s system into the US 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 diploma certificate in the original language, translations prepared by the American Translator’s Association are acceptable. For more information and the directory of members, consult the ATE website (http://www.atanet.org). Credential evaluations prepared by other schools or private agencies cannot be submitted in place of original academic records and diploma certificates.

You must also submit official evidence of the conferral of all degrees, diplomas, or professional titles which indicates the month and year of the formal conferral. These 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 US terms.

If you are applying before the end of your final year of study, send a supplementary record showing completion of all remaining course work and evidence of the degree as soon as it is available.

Records submitted to Berkeley may not be borrowed, returned to you, or sent elsewhere.

English Proficiency The Graduate Division requires that all applicants who received their degrees in 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, the 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 course work with grades of B or better at an accredited US university, you do not need to take a standardized English proficiency test. Instead, you must submit an official transcript from the US university. 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 nonacademic nature.

There are two standardized tests you may take: the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) assessment. Unless you are exempt from the standardized test requirement based on attendance at a US institution, you must take the TOEFL or IELTS. No waivers will be granted.

Test of English as a Foreign Language (TOEFL) The Test of English as a Foreign Language is administered by the Educational Testing Service. You can obtain detailed information from the TOEFL Web site (http://www.toefl.org/) or by contacting TOEFL Services, Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541-6151, or by telephone at 1-609-771-7100. ETS will report the official scores, as well as any previous scores recorded for you within the last two years. Tests taken before June 2001 will not be accepted even if your score was previously reported to Berkeley. Register to take the TOEFL early; space at most test centers is limited.

Since we must receive an official score report sent by the TOEFL office, remember to order a score report when you apply to take the test. Use institution code 4833. Be sure to list department code 02 in addition to institution code 4833 when ordering TOEFL scores sent to Berkeley.

The TOEFL is now administered in two formats, paper-and-pencil and computer-based.

Paper-and-Pencil Test Your most recent total score for the paper-and-pencil version of the test must be at least 570 out of 677.

If you plan to take the paper-and-pencil version of the TOEFL in a country where the TOEFL is administered by an agent, you must use the TOEFL Bulletin of Information and Registration form distributed by that agent. Contact the main office of TOEFL at P.O. Box 6151, Princeton, NJ 08541-6151 for the address of your local agent or consult the TOEFL Web site.

Copies of the TOEFL Bulletin are also available at US educational commissions and foundations, including the offices of the US Information Service (USIS), binational centers, and private organizations such as the Institute of International Education (IIE).

Computer-based Test (CBT) Your most recent total score on the CBT must be at least 230 out of a total of 300. TOEFL’s CBT is offered worldwide, year-round, at specified university test centers and mobile units. Appointments may be scheduled a week in advance of the desired test date. To schedule an appointment for the CBT in the United States or Canada, call 1-800-GO-TOEFL.

To schedule an appointment outside the United States, complete the International Test Scheduling Form available from your Regional Registration Center and submit it by phone, fax, or mail. A list of the
Regional Registration Centers is available on the TOEFL Web site. Immediately following the CBT, you have the option to view your scores on the computer screen. You may not substitute an institutional administration of the TOEFL for an international administration of the CBT.

**International English Language Testing System (IELTS)** As an exception, you may submit test 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.

To be considered, the test must have been taken after June 2001 and 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 (http://www.ielts.org) or contact the British Council, IELTS Enquiries, Medlock Street, Manchester, M15 4AA, United Kingdom.

If you are currently residing in Iran, you must take the Academic Modules of the IELTS.

**IV. APPLICATION BY CURRENT OR FORMER BERKELEY CAMPUS GRADUATE STUDENTS**

Students currently enrolled in graduate study at any department on the Berkeley campus must file a petition to change or add a major in order to apply to the MBA program. There is no fee charged for this petition.

If there has been a break in registration, students must also file a petition for readmission along with the petition to change or add a major. A $60 fee is charged for readmission petitions in lieu of the application fee.

Both petitions (for readmission and for add/drop/change of major) are available from the Degrees Unit of the Graduate Division, 302 Sproul Hall, Berkeley, CA 94720–5900, (510) 642–7330, and on the web at http://registrar.berkeley.edu/GeneralInfo/elecforms.html.

Students from both categories must file a complete MBA application packet, in addition to the petition, within the appropriate deadlines. If admitted, they will be expected to complete the program within the same period of time as students entering the program from outside the Berkeley campus. Petitions are accepted for the fall semester only.

**V. REACTIVATION**

If you have submitted an application to the program within the past two years, but were not admitted or did not register, you are required to complete and submit the following portions of the application: Personal Data Form; Test Scores section; Employment section and Education section. In addition, you must send the following supplemental materials in one envelope: a current resume, an applicant statement with signature, and a current transcript for any new coursework. Be sure that your test scores meet current test date requirements. Applicants to the concurrent degree programs should contact the admissions office to determine their requirements for reactivation. Assuming that an application was complete at the time of submission, 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. In addition, you should feel free to submit one or two new letters of recommendation. If you are applying online, you may use either the online or PDF recommendation form. If you are applying by using the PDF application, your recommender must use the PDF recommendation form. If you have a new recommender, be sure to add this information to the “Recommendations” section of the online application. Please use recommendation forms from this application.

If you have taken the GMAT or TOEFL again, ask the Educational Testing Service to forward the new official scores to the Haas School (school code 4833) and note your new score on the Test Score section of the application.

For the fall 2003 application, the first reactivation of a previous application (within two years) does not require payment of an additional application fee. Applicants who filed an application more than two years ago must complete the entire application process again and pay the application fee.

Starting next year with the fall 2004 application, reactivations will no longer be free and will require a complete application fee payment.

**VI. APPLICATION TO CONCURRENT PROGRAMS—JD/MBA, MBA/MPH, & MBA/MA (ASIAN STUDIES)**

Applicants to the JD/MBA program must have been admitted to Boalt or Hastings for Fall 2003 or must secure and complete a separate application for admission to one or both of these schools. Admission decisions are made separately by the Haas School and the law schools. MBA applications for the JD/MBA program may be submitted for any of the application rounds. Applicants to the JD/MBA should complete all materials in the MBA packet and contact the law school(s) for their application materials. Where appropriate on the MBA forms, JD/MBA applicants should indicate whether they are already enrolled in the first year of a law program (and at which school) or to which law school(s) application is being made. For more information about the joint program with Boalt, contact admissions@boalt.berkeley.edu or (510) 642-2274. For more information about the joint program with Hastings, contact admiss@uchastings.edu or (415) 565-4623.

Applicants to the MBA/MPH program need not complete any application materials separate from the MBA application. MBA/MPH applications must be submitted by the final MBA deadline, although we suggest that application be made earlier. Applicants will receive one joint decision. In
other words, applicants will either be admitted to both programs or denied from both programs. It is not possible to be admitted to only one. For more information about this program, contact raube@haas.berkeley.edu or call (510) 643-1399.

Applicants to the MBA/MA in Asian Studies program must complete the MBA/MA in Asian Studies “Prerequisite Information” included with this application. Applicants to this concurrent degree program must submit three letters of recommendation and two official sets of transcripts from all college-level institutions attended. Applicants to the MBA/MA in Asian Studies program must meet the December 13 deadline in order to apply. Admissions decisions are made separately by review committees in each program, although the same application materials are used. For more information about this program, contact asianst@uclink.berkeley.edu or (510) 642-0333.

VII. FINANCIAL ASSISTANCE

All applicants are routinely considered for merit scholarships at the time of admission review, and awards are based on exceptional merit and career potential as demonstrated in the admission application. No separate scholarship application is required.

MBA program resources for financial aid are limited; therefore, most non-scholarship aid is derived from the US federal government. Federal financial aid is available only to US citizens and US permanent residents. Refer to http://www.haas.berkeley.edu/MBA/finaid/index.html for details.

Financial Assistance for International Students:
For international applicants, available financial resources are extremely limited. These limited funds necessitate adequate financial planning on your part prior to enrolling, as Haas is unable to fully fund any student for the cost of her/his education. Refer to http://www.haas.berkeley.edu/MBA/finaid/prvtmba.html for private loan options.

Consortium for Graduate Study in Management: If you apply to the Haas School of Business MBA Program through the Consortium, you must complete two applications. In addition to the Consortium’s application and application fee, you need to submit a Haas School of Business application and fee. Please send the Consortium application to CGSM and send the Haas School of Business application to the Haas School’s MBA Admissions office. Be sure to schedule your Consortium interview, preferably with an admission officer at a CGSM member school. The Haas School application and supplemental materials must be submitted/postmarked by December 13, 2002.

VIII. MINIMUM ACADEMIC REQUIREMENTS FOR INTERNATIONAL APPLICANTS

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 Europe States: A Diplom, Inzenyr, Magister, or Oklevél diploma.

Bangladesh, Burma, India, Nepal, Pakistan: A bachelor’s degree that represents four or more years of course work such as the B. Engineering, the B. Technology, and the B. Architecture, or a master’s degree in a nonengineering field.

Central and Latin America, Mexico, Portugal, Spain: A Licenciado or Titulo.

French/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 schools employing the British system: An honour’s bachelor’s degree.

Required Records. Submit official records, transcripts, or mark sheets for each year of post-secondary (college or university) education. If your school issues only grades on comprehensive examinations, the academic records must include a complete description of the school’s grading scheme or other standard of evaluation and show the maximum and minimum marks available. Academic records must show the dates of your enrollment, all subjects or courses, units, credits or hours, and grades. If your records do not list the courses or subjects studied, you can prepare course descriptions to help the faculty in their review of your academic preparation for the major.

You must also submit official evidence of the conferral of all degrees, diplomas, or professional titles showing the date of the conferral (month and year). If your university is composed of affiliated or constituent colleges, the award of the degree must be issued by the university itself, not the college.

To be official, documents must be issued by the school directly. They must bear the original stamp or raised embossed seal of the institution and the signature or signature stamp of the appropriate official. We do not accept documents that are certified by a US notary public or a commissioner of oaths. The Graduate Division may verify the authenticity of academic records or letters of recommendation.

Records or transcripts must be issued in the original language and accompanied by official English translations prepared by the institution’s authorized official, such as a registrar or recorder. Specially pre-
pared English versions are not acceptable in place of records or transcripts issued in the original language. Translations must be literal (word for word) and complete versions of the original records; they should not be interpretive, and grades must not be converted to the US scale. The actual names of all degrees, diplomas, and certificates as they are known in the country of origin must appear in the translation. If you are in the United States and have only an official copy of your academic records or diploma certificate in the original language, translations prepared by the American Translator’s Association (ATA) are acceptable. For more information and a directory of members, consult the ATA WEb site (www.atanet.org).

Credentials evaluations prepared by other schools or private agencies cannot be submitted in place of original copies of your academic records and diploma certificates.

If you have attended a university in the United States, please have the registrar send us an official transcript.

IX. BERKELEY CAMPUS POLICIES

Student Records Each student is entitled by law and university policy to examine and challenge most of the records maintained by the university on that student. These records are confidential and in most circumstances, may be released to third parties only with the prior consent of the student. Such matters are detailed in the Berkeley Campus Policy Governing Disclosure of Information from Student Records, available in the Office of the Director of Student Activities, 103 Sproul Hall, # 5230, University of California, Berkeley, CA 94720–5230.

Information Practices Act The State of California Information Practices Act of 1977 requires the university to provide the following information to applicants for admission who are asked to supply information about themselves. The principal purpose for requesting information is to process your application for admission. Maintenance of this information is authorized by university policy.

Furnishing information that is not designated voluntary or optional is mandatory. Failure to provide such information will delay or may even prevent completion of the admissions process. Information furnished may be used by various university departments for admissions and other student-related purposes, such as housing and financial aid. This information will be transmitted to the state and federal governments if required by law. Individuals have the right of access to this record as it pertains to themselves. The official responsible for maintaining the information is the dean of the Graduate Division.

Use of Social Security Numbers Pursuant to Section 7 of the Privacy Act of 1974, applicants for a fellowship or graduate scholarship and other Graduate Division financial aid or benefits, including Graduate Opportunity Program awards, are hereby notified that disclosure of their Social Security numbers is mandatory. Social Security numbers are required by the Graduate Division to verify the identity of each applicant. Social Security numbers are used to link admission files with financial aid office data, to link application data with Graduate Management Admissions Test scores from the Educational Testing Service, to link to payroll to verify amounts paid to students receiving teaching assistantships and research assistantships, and to link financial award and admission data to registration histories and student records. This record-keeping system was established before January 1, 1975, pursuant to the authority of the Regents of the University of California under Article IX, Section 9, of the Constitution of the State of California.

The University is required by federal law to report your Social Security number and other pertinent information to the Internal Revenue Service pursuant to the reporting requirements imposed by the Taxpayer Relief Act of 1997.

Campus Safety In accordance with the Jeanne Cleary Act, the University maintains a reference guide of safety information and procedures, annual campus crime statistics, and emergency-disaster preparedness information. For a copy of this report, “Safety Counts,” call (510) 643-6442, e-mail ucpolice@uclink.berkeley.edu, or write the Police Department Campus Safety Programs, University of California, Berkeley, Police Department, 1 Sproul Hall #1199, Berkeley, CA 94720-1199. The report is also posted on the UC Berkeley Police Department web site at http://public-safety.berkeley.edu/police.

Ethnic Survey The Graduate Division is required to provide reports to various federal and state agencies on the ethnic composition of the applicant population. Therefore, we ask that you answer the question about your ethnic identity on the application form. The university holds such information on individuals confidential and uses it only for statistical purposes. You may decline to state your ethnic identity.

Nondiscrimination Statement The University of California, in accordance with applicable federal and state law and University policy, prohibits discrimination, including harassment, on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized). This nondiscrimination policy covers admission, access, and treatment in University programs and activities.

Inquiries may be directed as follows: Sex discrimination and sexual harassment: Carmen C. McKines, Title IX Compliance Officer, (510) 643-7985. Disability discrimination and access: Ward Newmeyer, A.D.A./504 Compliance Officer, (510) 643-5116 (voice or TTY/TDD). Age discrimination: Alan T. Kolling, Age Discrimination Act Coordinator, (510) 642-6392. Other inquiries may be directed to the Academic Compliance Office, 200 California Hall, # 1500, University of California, Berkeley, CA 94720–1500, (510) 642-2795.
East Indian/Pakistani
Polynesian/Pacific Islander
African American
Filipino/Filipino American
Chinese/Chinese American
Japanese/Japanese American
Korean/Korean American
Puerto Rican
Mexican American (Chicano)
Latino/Latin American
American Indian/Native American
White/Caucasian
Vietnamese/Vietnamese American
Thai/other Asian
Other (please specify):

Ethnic Survey:

Gender: □ Male □ Female

Date of birth: MONTH/DAY/YEAR

Birthplace: CITY STATE OR COUNTRY

Current address: USE UNTIL

No. and street

Daytime telephone (_______)

City and state

Evening telephone (_______)

Zip (or country, if not USA)

Fax number (_______)

E-mail address

Optional: Name, address, e-mail and phone number of an alternate contact person to whom you authorize the release of information about your application.

Country of primary citizenship:

Country of residence: ____________________________

U.S. state of legal permanent residence, if applicable:

Do you expect to be classified as a legal resident of California for the purposes of the assessment of nonresident tuition by the beginning of the Fall semester? □ NO □ YES □ UNSURE (International applicants should check NO.)

Were you ever a Berkeley student? □ NO □ YES

If yes, you must submit a change of major petition and may be required to submit a readmission petition in addition to these forms. Refer to page 7 of this application for guidelines.

Have you previously submitted a graduate application to Berkeley? □ NO □ YES

If yes, indicate which term ____________ and which degree program ________________

Were you accepted? □ NO □ YES

You may apply to only one graduate program on the Berkeley campus with the exception of the concurrent programs listed here. To which graduate program are you applying? □ MBA program only □ MBA/MPH □ MBA/MA-Asian Studies □ JD/MBA program

If applying to the JD/MBA program, please indicate whether you are: □ applying to □ enrolled in □ Boalt (Berkeley) □ Hastings

If not admitted to a concurrent degree program, do you wish to be considered for the MBA program alone? □ YES □ NO

Graduate Financial Awards

Check here if you:

□ Are a Muskie, Fulbright or Clinton Scholar.

□ Authorize use of your application materials for consideration of any awards and scholarships for which the Haas School believes you may be eligible.

□ Would like to be considered for scholarships earmarked for (check all that apply):

□ individuals who have overcome significant economic, social and/or educational obstacles □ gays and lesbians

(USE YOUR OPTIONAL ESSAY TO EXPLAIN THESE OBSTACLES)
ADDITIONAL INFORMATION

OPTIONAL: Parent(s) or guardian(s):

I. First parent or guardian: Occupation ___________________________ Highest grade/degree attained ___________________________

II. Second parent or guardian: Occupation ___________________________ Highest grade/degree attained ___________________________

Which of the following prompted you to apply to Haas? (check up to 3)

[ ] MBA Forum  [ ] Campus visit  [ ] Contact with students

[ ] Input from friends and relatives  [ ] Input from employer  [ ] Contact with alumni

[ ] Consortium  [ ] World Wide Web  [ ] Contact with faculty

[ ] MBA viewbook/application  [ ] Admissions reception in my area

[ ] Do you have close ties to UC Berkeley or Haas? If so, please specify.

[ ] Admissions presentation at my company

[ ] Magazines/books

[ ] Please list all institutions to which you are applying for MBA study: ____________________________________________________________

________________________________________________________

Total number of institutions (including Haas): __________

Which of the following Haas clubs and organizations interest you? (check all that apply)

1 [ ] Black Business Students Association  19 [ ] Investment Club
2 [ ] Berkeley Real Estate Club  20 [ ] Latin American Business Club
3 [ ] Challenge for Charity (benefits Special Olympics)  21 [ ] Leaders@Haas
4 [ ] Emerging Markets  22 [ ] Marketing Club
5 [ ] Entrepreneurs Association  23 [ ] MBA Association (student government)
6 [ ] European Business Club  24 [ ] National Social Venture Business Plan Competition
7 [ ] Finance Club  25 [ ] Net Impact (socially responsible business)
8 [ ] Haas Asia Business Conference  26 [ ] Non-Profit & Public Management Club
9 [ ] Haas Biotech Club  27 [ ] Pacific Rim Club
10 [ ] Haas Consulting Club  28 [ ] q@haas (gay, lesbian, bisexual club)
11 [ ] Haas Education Management Club  29 [ ] Redwoods@Haas (outdoor adventure club)
12 [ ] Haas Entertainment Management Association  30 [ ] South Asia Club
13 [ ] Haas Partners Club  31 [ ] UC Berkeley Business Plan Competition
14 [ ] Haas Soccer Club  32 [ ] Ultimate Club
15 [ ] Haas Technology Club  33 [ ] Wine Industry Club
16 [ ] Haas Volleyball Club  34 [ ] Women in Leadership
17 [ ] Haas Week (student newspaper)  35 [ ] Young Entrepreneurs at Haas (entrepreneurial training program for disadvantaged teens)
EDUCATIONAL HISTORY

List in chronological order all college level institutions attended since high school, including Berkeley or any other campus of the University of California, regardless of the length of attendance. If additional space is needed, submit a supplementary sheet. Do not abbreviate or use initials of institutions. Do not include seminars, ESL classes, professional development courses, computer certifications, etc. If you list a school, please provide transcripts.

Highest academic degree attained:  ❑ Bachelor’s  ❑ Master’s  ❑ Law degree  ❑ Ph.D.  ❑ M.D.  ❑ Other: __________________________________________________________

Holders of U.S. undergraduate degrees (see instructions on page 4):

Overall cumulative GPA ___________  Cumulative GPA for all courses taken after the final term of your second year of study through the award of your undergraduate degree ___________

Holders of international undergraduate degrees (see instructions on page 4):

International GPA ___________  Degree Name __________________________________________

GMAT

TEST DATE (MM/DD/YY)       VERBAL QUANTITATIVE TOTAL (200–800) VERBAL % QUANTITATIVE % TOTAL %

Analytical Writing Assessment ____________________  Do you plan to take a future GMAT?  ❑ no  ❑ yes (date ____________)

TOEFL

TEST DATE (MM/DD/YY)       SCORE

Do you plan to take a future TOEFL?  ❑ no  ❑ yes (date ____________)

List languages other than English in which you are proficient: __________________________________________________________

Have you ❑ lived  ❑ worked  ❑ studied or  ❑ traveled extensively outside your home country?

EMPLOYMENT HISTORY

Months of full-time work experience (from completion of undergraduate studies through July 2003): __________________________________________________________

Do not include work experience obtained prior to completion of undergraduate studies.

Following the format shown below, please indicate each full-time position you have held since earning your undergraduate degree. List your most recent position first, and include military, Peace Corps service, etc. Please indicate any promotions or changes in positions or title along with the corresponding dates and salary information. (Complete the form below for every position you have held, even if it was in the same company.) Do not include internships, summer jobs, or part-time employment during undergraduate or graduate school. Please select Industry and Job categories from list on page 10 that most closely describes your position.

<table>
<thead>
<tr>
<th>Firm/employer</th>
<th>City, State, Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industry category</td>
<td>Job category</td>
</tr>
<tr>
<td>Start date</td>
<td>End date</td>
</tr>
<tr>
<td>Job title</td>
<td>Responsibilities</td>
</tr>
<tr>
<td>Annual Sales</td>
<td># of employees</td>
</tr>
<tr>
<td>Annual salary (including commission and bonus, in U.S.$): Beginning</td>
<td>Current/Ending</td>
</tr>
<tr>
<td>Number of hours per week</td>
<td>Reason for leaving</td>
</tr>
</tbody>
</table>

Future Job Category ____________________  Future Industry Category ____________________

MATHEMATICS PROFICIENCY

Prior to enrollment in the fall, all students must provide evidence of proficiency in mathematics adequate to master the quantitative materials in the MBA curriculum. Ideally, students should possess a solid background in analytical geometry and understand the basic tools of differential calculus (through partial derivatives) and integral calculus. At a minimum, students should have successfully completed a college-level course in mathematics, probability, or statistics, with a grade of B or better. Although applicants may apply without having met the mathematics proficiency requirement, they should plan on satisfying the requirement prior to beginning the program. Many students who have fulfilled the mathematics requirement may still find it helpful to attend the Summer Quantitative Methods Workshop.

Please identify the course(s) you have taken or intend to take to meet this requirement. Provide the course number, date, grade if any, and institution at which the course was or will be taken, or explain why you are exempt from this requirement. OPTIONAL: Feel free to discuss how you believe you have demonstrated strong quantitative abilities.
The following questions give you the opportunity to provide information about yourself, your interests, and your ambitions. Short-answer questions 4 – 10 are meant to elicit brief, yet thoughtful responses (1 sentence to 2 paragraphs in length). Questions 1 – 3 and 11 – 13 address additional aspects of your application and should be answered as succinctly as possible. Question 14 is our principal essay question and should be equivalent to 500 words or less. Question 15 (optional) allows you to share aspects of your background that have not been reflected in the main application. We hope that these questions will provoke responses that will help us get to know you both as a person and as an individual who can contribute to the Haas School. In addition to substance, essays are evaluated for writing ability, skill in organizing and presenting thoughts, and the relevance of your answers to the questions posed.

1. List courses in progress and courses you expect to take before enrolling at Berkeley. Indicate the institution, department, course number, number of units, expected date of completion, and a brief description. Do not include courses already listed on transcripts.

2. List academic honors, prizes, fellowships, or scholarships you have received as well as any honor societies to which you have been elected. Briefly indicate the basis for selection.

3. List in order of importance to you all college, community, and professional organizations in which you have been involved. Indicate the nature of the activity or organization, dates of involvement, offices held, and average number of hours spent per month.

4. Describe something you feel passionate about.

5. What is your most valued tangible possession? What is your most valued intangible possession?

6. If you could have dinner with one individual, past or present, who would it be? What would you order?

7. Briefly state what you view as your most significant accomplishment (3 sentences or less).

8. If you could change one characteristic about yourself, what would it be?

9. If you had 4 extra hours each day (i.e., a 28-hour day), what would you do with them?

10. Do you feel that your academic record (i.e., grades, course load, etc.) is an accurate reflection of your ability and potential? In comparison to your college friends and classmates, do you feel that you were particularly advantaged or disadvantaged? Please explain.

11. Please provide an account of any gaps in your employment since your undergraduate degree.

12. List the name, title, organization, address, e-mail address, and telephone number of the two individuals from whom you have requested letters of recommendation. Briefly state the nature of your professional relationship with each (1 or 2 sentences). If you have not provided a letter from your current supervisor, please explain.

13. List full-time and part-time jobs held during undergraduate or graduate studies, indicating the employer, job title, employment dates, location, and the number of hours worked per week for each position. Please include a copy of your resume or c.v. We recommend that your resume not exceed one page (10- to 12-point font).

14. What are your professional goals? How do your past and present experiences relate to those goals? (1–2 pages, double-spaced, not to exceed 500 words)

15. OPTIONAL: Please feel free to provide a statement concerning any information you would like to add to your application that you haven’t addressed elsewhere.
### Undergraduate Major Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Major</th>
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<tbody>
<tr>
<td>BU</td>
<td>BUSINESS, COMMERCE</td>
</tr>
<tr>
<td>CS</td>
<td>COMPUTER SCIENCES</td>
</tr>
<tr>
<td>EC</td>
<td>ECONOMICS</td>
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<tr>
<td>ED</td>
<td>EDUCATION</td>
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<tr>
<td>EG</td>
<td>ENGINEERING</td>
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<tr>
<td>HU</td>
<td>HUMANITIES</td>
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<td>LA</td>
<td>LAW</td>
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<tr>
<td>MA</td>
<td>MATH</td>
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<tr>
<td>NS</td>
<td>NATURAL SCIENCES</td>
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<td>OT</td>
<td>OTHER</td>
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<tr>
<td>SS</td>
<td>SOCIAL SCIENCES</td>
</tr>
</tbody>
</table>

### Industry Categories

- ACCOUNTING
- ACCOUNTING/Public Relations
- AEROSPACE
- AGRICULTURE
- ARCHITECTURAL SERVICES
- AUTOMOTIVE
- BANKING-Commercial/Retail
- BANKING-INVESTMENT
- BIOTECHNOLOGY
- CHEMICALS
- COMPUTER-RELATED Services
- CONSULTING
- CONSTRUCTION
- CONSUMER PRODUCTS
- EDUCATION
- ENERGY
- ENTERTAINMENT
- ENVIRONMENTAL SERVICES
- FINANCIAL SERVICES
- GOVERNMENT
- HEALTH SERVICES
- HIGH TECHNOLOGY/ELECTRONICS
- HOSPITALITY
- IMPORT/EXPORT/INTERNATIONAL Trade
- INDUSTRIAL PRODUCTS
- INSURANCE
- LAW
- MEDICAL PRODUCTS/DEVICES
- MILITARY
- MONEY MANAGEMENT
- NOT-FOR-PROFIT
- PHARMACEUTICALS
- PRINTING/PUBLISHING/MEDIA
- REAL ESTATE
- RECREATION/SPORTS
- RETAIL
- TELECOMMUNICATIONS
- TRANSPORTATION
- UTILITIES
- OTHER

### Job Categories

- ACCOUNTING/AUDITING
- COMMERCIAL LENDING
- CONSULTING/Management Services
- ENGINEERING
- FINANCE
- GENERAL MANAGEMENT
- INFORMATION SYSTEMS
- LEGAL
- MARKETING/Sales
- MEDICAL PRACTITIONER
- OPERATIONS
- PERSONNEL/INDUSTRIAL RELATIONS
- PLANNING/CORPORATE STRATEGY
- PROJECT MANAGEMENT
- RESEARCH/DEVELOPMENT
- VENTURE CAPITAL
- OTHER
NAME OF APPLICANT (PRINT)

NOTE TO APPLICANT

Please complete both the top and the waiver sections of this form even if you do not waive access. Deliver or mail this form to the person who will write your recommendation together with an unsealed envelope addressed to yourself. Ask your recommender to enclose the completed form, seal the envelope, sign across the seal, and mail the envelope back to you. You should then send the envelope with its seal unbroken to the MBA program with the rest of your application materials.

NOTE TO RECOMMENDER

The person whose name appears above is applying for admission to the MBA program at the Haas School of Business and has requested that your evaluation be included as part of the information on which we will base our admission decision. We would greatly appreciate your candid assessment of the applicant, and we thank you for the time and effort you take to complete this form.

We prefer that the applicant gather all documents including the recommendations and submit a complete set of materials with the application. After completing this form, please enclose it in an envelope, seal the envelope, and sign across the seal. Your signature across the sealed flap of the envelope insures the confidentiality of your assessment. Return the envelope to the applicant who will submit it to us unopened with the remaining application materials. Although our preference is to receive all application materials in one package from the applicant, if you wish to send your letter directly to the school, we will certainly accept it.

RECOMMENDATION

I hereby ❑ waive ❑ do not waive my right of access to this letter of recommendation.

Applicant’s name (print) ___________________________ Date ___________________________

Recommender’s name (print) ___________________________

NOTE TO RECOMMENDER

The person whose name appears above is applying for admission to the MBA program at the Haas School of Business and has requested that your evaluation be included as part of the information on which we will base our admission decision. We would greatly appreciate your candid assessment of the applicant, and we thank you for the time and effort you take to complete this form.

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Recommender’s name (print) ___________________________ Date ___________________________

Position/title ___________________________ Firm/School ___________________________

Address ___________________________ Telephone number ___________________________

E-mail address (work) ___________________________

I ❑ strongly recommend ❑ recommend ❑ recommend with reservations ❑ do not recommend that this applicant be admitted to the Haas School of Business.

2. I ❑ authorize ❑ do not authorize the Haas MBA program to use this letter of recommendation in support of any award or scholarship program for which the applicant may be considered eligible.

3. You ❑ may ❑ may not contact me at work regarding this applicant.

Mr. Ms.
We are particularly interested in the answers to the following questions, but welcome any information you think appropriate. We encourage you to provide specific examples wherever possible. **Please provide your responses on your company letterhead or stationery**, but use this form to mark your responses to questions 1, 2, 3, and 11 (see grid below).

4. How long have you known the applicant and under what circumstances? How frequent is (was) your interaction with the applicant?

5. What are the applicant’s colleagues like and how does the applicant compare?

6. How effective are the applicant’s interpersonal skills in working with peers, supervisors, and subordinates?

7. What are the applicant’s strengths and special talents?

8. What significant contribution has the applicant made to your organization?

9. What are the applicant’s weaknesses or areas in need of improvement?

10. Does the applicant have the potential to become a senior manager?

11. Please give us your appraisal of the applicant in terms of the traits listed below. Please compare the applicant with others whom you know have applied to graduate school or with individuals who are being groomed for positions in senior management.

<table>
<thead>
<tr>
<th>Trait</th>
<th>Exceptional (top 2%)</th>
<th>Outstanding (top 10%)</th>
<th>Very Good (top 20%)</th>
<th>Good (top third)</th>
<th>Average (middle third)</th>
<th>Below Average (bottom third)</th>
<th>No Opportunity to Observe</th>
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<tbody>
<tr>
<td>Intellectual ability</td>
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<td>Analytical ability</td>
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<td>Quantitative ability</td>
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<td>Maturity</td>
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<td>Motivation</td>
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<td>Personal integrity/ethics</td>
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<td>Professionalism</td>
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<td>Interpersonal skills/</td>
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<td>ability to work well with others</td>
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<td>Sense of humor</td>
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<td>Ability in oral expression</td>
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<td>Ability in written expression</td>
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<td>Creativity and resourcefulness</td>
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<td>Self-confidence</td>
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<tr>
<td>Leadership ability</td>
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</tbody>
</table>
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Waiver Section: Applicant to Complete

I understand that federal legislation provides me with a right of access to this recommendation, which may be waived, and that no school or person can require that I waive this right.

I hereby [ ] waive [ ] do not waive my right of access to this letter of recommendation.

Applicant’s signature ________________________________
Applicant’s name (print) ________________________________ Date ____________________
Recommender’s name (print) ________________________________

NOTE TO RECOMMENDER

The person whose name appears above is applying for admission to the MBA program at the Haas School of Business and has requested that your evaluation be included as part of the information on which we will base our admission decision. We would greatly appreciate your candid assessment of the applicant, and we thank you for the time and effort you take to complete this form.

We prefer that the applicant gather all documents including the recommendations and submit a complete set of materials with the application. After completing this form, please enclose it in an envelope, seal the envelope, and sign across the seal. Your signature across the sealed flap of the envelope insures the confidentiality of your assessment. Return the envelope to the applicant who will submit it to us unopened with the remaining application materials. Although our preference is to receive all application materials in one package from the applicant, if you wish to send your letter directly to the school, we will certainly accept it.

Recommender’s signature ________________________________
Recommender’s name (print) ________________________________ Date ____________________
Position/title ________________________________ Firm/School ________________________________
Address ________________________________ Telephone number ________________________________
E-mail address (work) ________________________________

1. I [ ] strongly recommend [ ] recommend [ ] recommend with reservations [ ] do not recommend that this applicant be admitted to the Haas School of Business.

2. I [ ] authorize [ ] do not authorize the Haas MBA program to use this letter of recommendation in support of any award or scholarship program for which the applicant may be considered eligible.

3. You [ ] may [ ] may not contact me at work regarding this applicant.
We are particularly interested in the answers to the following questions, but welcome any information you think appropriate. We encourage you to provide specific examples wherever possible. Please provide your responses on your company letterhead or stationery; but use this form to mark your responses to questions 1, 2, 3, and 11 (see grid below).

4. How long have you known the applicant and under what circumstances? How frequent is (was) your interaction with the applicant?
5. What are the applicant's colleagues like and how does the applicant compare?
6. How effective are the applicant's interpersonal skills in working with peers, supervisors, and subordinates?
7. What are the applicant's strengths and special talents?
8. What significant contribution has the applicant made to your organization?
9. What are the applicant's weaknesses or areas in need of improvement?
10. Does the applicant have the potential to become a senior manager?
11. Please give us your appraisal of the applicant in terms of the traits listed below. Please compare the applicant with others whom you know have applied to graduate school or with individuals who are being groomed for positions in senior management.

<table>
<thead>
<tr>
<th>Trait</th>
<th>Exceptional (top 2%)</th>
<th>Outstanding (top 10%)</th>
<th>Very Good (top 20%)</th>
<th>Good (top third)</th>
<th>Average (middle third)</th>
<th>Below Average (bottom third)</th>
<th>No Opportunity to Observe</th>
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<td>Intellectual ability</td>
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<td>Quantitative ability</td>
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<td>Maturity</td>
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<td>Motivation</td>
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<td>Personal integrity/ethics</td>
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<td>Professionalism</td>
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<td>Interpersonal skills/ability to work well with others</td>
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<td>Sense of humor</td>
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<td>Ability in oral expression</td>
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<td>Ability in written expression</td>
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<td>Creativity and resourcefulness</td>
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<td>Self-confidence</td>
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<td>Leadership ability</td>
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I. REQUIREMENTS

Prospective MBA students who cannot meet the December 13 deadline for the concurrent degree program should apply to the MBA program only and, if accepted, petition to change to the concurrent degree program during their first year of study as an MBA student. Questions regarding change of major petitions may be addressed to the admissions staff of both the Haas School and the Group in Asian Studies.

Please make sure your full name is clearly marked on all attachments.

1. Submit an academic statement of purpose addressing your specific academic interest in Asian studies, as well as the applicability of interdisciplinary studies and the concurrent program to your goals.

2. Submit a three- to five-page sample of academic writing (in English), such as an essay or book review.

3. Submit THREE letters of recommendation in sealed envelopes with the recommender's signature across the flap. Please note that the third recommendation need not be on the standard form included in this application package; however, feel free to photocopy this form. Your third letter of recommendation should be an academic reference.

4. Attach TWO official copies of transcripts from all colleges or universities attended in sealed envelopes with the Registrar's seal imprinted across the flap.

5. All applicants must take both the GMAT and the GRE, and international applicants must take the TOEFL (if required). For GRE score reports, use Institution Code R4833 and Department Code 2201. For GMAT score reports use the Institution Code 4833. For TOEFL score reports use Institution Code 4833 and Department Code 02. All test scores must be received by January 10.

6. MBA/MA applications must be submitted by December 13, 2002 and sent to the Full-time MBA Program Admissions office at 430 Student Services Bldg. #1902, Berkeley, CA 94720-1902.

II. PREREQUISITE INFORMATION

Prior to completing this information, you should read the Asian Studies Graduate Program brochure available from the Group in Asian Studies, 2223 Fulton Street, Room 524, Berkeley, CA 94720–2318, (510) 642–0333, asianst@uclink.berkeley.edu. The minimum language requirement to be admitted to the program is the equivalent of one academic year of an Asian language. The minimum total language requirement for completion of the program is three academic years of an Asian language.

On a separate sheet of paper marked with your full name, please answer the following questions:

1. Geographic area of interest refers to one of four areas offered by the Group in Asian Studies. These areas are East Asia (China), Northeast Asia (Japan and/or Korea), Southeast Asia, and South Asia. The geographic area should correspond with your Asian language. Please list geographic area of interest and language.

2. List Asian area courses as they appear on your transcript (course title/no., institution, term/year).

3. List Asian language study (course title/no., institution, term/year).

4. If you did not attain your Asian language proficiency through coursework, how did you attain it?

5. List Asia-related employment with locations and dates.

6. Have you lived in Asia? If so, where, when, and under what circumstances?

7. GRE Score: Verbal _____ / _____ Quantitative _____ / _____ Analytical _____ / _____ Test Date ______________

8. Please list a daytime telephone number, fax number, and e-mail address where you can be reached.
Please print, sign and mail this form to the MBA Admissions office with your transcripts and application fee.

**Application Statement**

All information in this application is true, accurate and complete. I have formulated and written all narrative responses without assistance of any kind. I understand and agree that any misrepresentation or omission of facts in my application will justify the denial of admission, the cancellation of admission, or expulsion, I hereby authorize the Admissions Committee to verify any information I submit.

________________________  __________
Signature             Date

________________________  __________
Print Name             Date of Birth

____________________________________
Social Security Number
The Full-Time MBA Program 2003

The Berkeley MBA

Important Contact Information

<table>
<thead>
<tr>
<th>Haas MBA Admissions Office</th>
<th>1-510-642-1405</th>
<th><a href="http://www.haas.berkeley.edu/MBA/prospective.html">http://www.haas.berkeley.edu/MBA/prospective.html</a></th>
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<tbody>
<tr>
<td>Haas Student Ambassadors</td>
<td>1-510-642-5610</td>
<td><a href="mailto:haas@haas.berkeley.edu">haas@haas.berkeley.edu</a></td>
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<tr>
<td>Financial Aid for MBA Programs</td>
<td>1-510-643-0183</td>
<td><a href="mailto:finaid@haas.berkeley.edu">finaid@haas.berkeley.edu</a></td>
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<tr>
<td>Bakar Computer Center</td>
<td>1-510-643-0433</td>
<td><a href="http://haas.berkeley.edu/HCS/">http://haas.berkeley.edu/HCS/</a></td>
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<tr>
<td>Chetkovich Career Center</td>
<td>1-510-642-8124</td>
<td><a href="http://haas.berkeley.edu/careercenter/">http://haas.berkeley.edu/careercenter/</a></td>
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<tr>
<td>Long Business &amp; Economics Library</td>
<td>1-510-642-0370</td>
<td><a href="http://www.lib.berkeley.edu/BUSI/">http://www.lib.berkeley.edu/BUSI/</a></td>
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<tbody>
<tr>
<td>Certificate in Corporate Environmental Management</td>
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<td>Certificate in Entrepreneurship</td>
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<td>Certificate in Global Management</td>
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<td>Certificate in Management of Technology</td>
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<th>Haas Concurrent Degree Programs</th>
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<tbody>
<tr>
<td>JD/MBA – Boalt Hall School of Law</td>
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<td>JD/MBA – Hastings College of the Law</td>
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<tr>
<td>MBA/MA in Asian Studies</td>
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<td>MBA/MIAS in International and Area Studies</td>
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<td>MBA/MPH in Health Management</td>
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<th>Other Haas Educational Programs</th>
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<tr>
<td>Undergraduate Program</td>
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<tr>
<td>Evening &amp; Weekend MBA Program</td>
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<td>MFE Program</td>
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<tr>
<td>Berkeley-Columbia Executive MBA Program</td>
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<td>Ph. D. Program</td>
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<td>Executive Development</td>
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<td>Financial Aid Office</td>
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<td>Graduate Division Admissions</td>
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<td>Housing and Child Care</td>
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<td>International House</td>
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<td>International Student Services</td>
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<td>The Scholar’s Workstation (computer store)</td>
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<td>Early Childhood Education Program</td>
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<td>Consortium for Graduate Study in Management</td>
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<td>Electronic Application – PDF files</td>
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<td>Federal Direct Loan Program</td>
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<td>Free Application for Federal Student Aid (FAFSA)</td>
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<td>Graduate Management Admissions Test (GMAT)</td>
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<td>Test of English as a Foreign Language (TOEFL)</td>
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