

**Special Guidelines for Completing the Application Form
–Job Corps Executive Management Program–**

TIMELINES:

- Two complete copies of the application package are due at each applicant's respective Job Corps Regional Office by June 30, 2009.
- Application package will be forwarded to Ms. Pat Rivers in the Dallas Regional Office and MSU by July 15, 2009.
- National Office of Job Corps and Regional Directors will be notified of the outcome/selection of the applications by August 10, 2009.
- Notifications of acceptance will be forwarded to students by August 10, 2009.
- The start date for the Job Corps Executive Management Program is August 24, 2009.

NOTES:

- On the second page of the Graduate School Application form, for the first item, check the box for “**Master of Science in Management**” or **Master of Science in Information Systems.**”
- For the year write in “**2009,**” and check the box for **fall.**
- You will be attending school full time.
- Applicants for the Job Corps Executive Management Program are **exempt** from the \$35.00 application fee.
- Applicants for the MSM **MUST** complete the GRE or GMAT. Information regarding the GRE can be found at www.ets.org and information regarding the GMAT can be found at www.gmac.com.
- Applicants chosen for admission in the MSM who do not possess an undergraduate degree in business will be required to take the ETS major field – business test before they can begin classes. This test will be initiated and paid for by the College of Business. Information regarding the test can be found in Attachment J.

Make sure that all colleges and universities you have attended are listed in the appropriate section.