

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

TIMELINES:

- **Three** complete copies of the application package are due at each applicant's respective Job Corps regional office by November 7, 2003.
- The regional offices will forward one copy of the complete package to Mr. Gerard O'Hare in the Denver Regional Office and one complete package to MSU, by November 17, 2003.
- The National Office of Job Corps and regional directors will be notified of the outcome/selection of the applications by December 8, 2003.
- Notifications of Acceptance will be forwarded to students by December 9, 2003.
- The start date for the Job Corps Executive Management Program is January 13, 2004.

NOTES:

- On the second page of the Graduate School Application form, for the first item, check the box for "MS Management."
- For the line "When do you plan to enroll yr.", write in "2004", and check the box for spring.
- Applicants for the Job Corps Executive Management Program are exempt from the \$35.00 application fee.
- Make sure that all colleges and universities you have attended are listed in the appropriate section.