

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

Timeline:

- Two complete copies of the application package are due at each applicant's respective Job Corps Regional Office by *May 1, 2008*.
- Application package will be forwarded to Ms. Pat Rivers in the Dallas Regional Office and MSU by *May 15, 2008*.
- National Office of Job Corps and Regional Directors will be notified of the outcome/selection of the applications by **June 15, 2008**.
- Notifications of acceptance will be forwarded to students by *June 30, 2008*.
- The start date for the Job Corps Executive Management Program is *August 17, 2008*.

Application Form:

- On the second page of the Graduate School Application form, for the first item, check the box for “**Master of Science in Management**” (MSM) or “**Master of Science in Information Systems**” (MSIS).
- For the year write in “**2008**,” 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.

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