

JD/MBA Application Supplement

NYU Stern requires JD/MBA applicants to complete the JD/MBA Application Supplement, **in addition to completing the NYU School of Law application or providing a copy of current NYU School of Law records.** Please read the following detailed instructions on how to complete the JD/MBA Application Supplement. Please note that the JD/MBA Application Supplement Forms are included in this document, following the instructions. The Stern Recommendation Form is included in this PDF package.

JD/MBA Application Supplement Instructions

I. How to Submit Your JD/MBA Application Supplement

Prior to submitting your materials, use the checklist below to ensure you have completed all of the required JD/MBA Application Supplement components.

JD/MBA Application Supplement Checklist	
✓	Component
	A. Application Supplement Forms
	B. Current Résumé
	C. Essay(s)
	D. Professional Recommendation for NYU Stern
	E. Release Form for School of Law Records (required only if you are a current student at NYU School of Law) or Submission of Complete Application for Admission to NYU School of Law

JD/MBA Application Deadline: February 15, 2015

Initial Notification Date: April 30, 2015

If you are not a current student at the NYU School of Law, please send all JD/MBA Application Supplement materials to the NYU School of Law Office of Admissions in one envelope/package. All materials must be received by the deadline date. The Office of Admissions will forward your documents to NYU Stern.

Mail materials to:

NYU School of Law
Office of Admissions
139 MacDougal Street, Suite C-20
New York, NY 10012
Attn: JD/MBA Program
Phone (if required for mailing): 212-998-6060

If you are a current student at the NYU School of Law, you must submit all JD/MBA Application Supplement materials to the NYU School of Law Office of Academic Services in one envelope/package. All materials must be submitted by the deadline date.

Submit materials to:

NYU School of Law
Office of Academic Services
Furman Hall, 4th Floor
Attn: JD/MBA Program

The Office of Academic Services will forward your documents to NYU Stern. **You must also sign and submit a request that the NYU School of Law Office of Academic Services release and send your file and current law school transcript to the NYU Stern Office of MBA Admissions.** The Release Consent and Signature form can be found on the School of Law website.

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II. Selection Criteria

NYU Stern evaluates each candidate holistically based on his or her academic profile, professional achievements and aspirations, and personal and professional characteristics.

- **Academic Profile** - We seek students who will flourish in our academic program. Your academic profile is assessed through: quality of and performance in your prior academic program(s), as evidenced in your transcripts; general aptitude as measured by standardized test scores; and performance in the law school (if applicable).

The TOEFL is not required for JD/MBA applicants.

The GMAT or GRE is not required for JD/MBA applicants

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If you have already taken the GMAT or GRE, you must report your scores to NYU Stern by the application deadline. Stern's GMAT reporting code is 5TF-HW-35. Stern's GRE reporting code is 4455.

- **Professional Achievements and Aspirations** - We seek students with a proven track record of success, a high potential for future leadership and a well-articulated plan to achieve their career aspirations. We also look for students who can think broadly about how to reach their goals in a business environment of increased ambiguity.
- **Personal Characteristics** - We value students with both intellectual and interpersonal strengths. We seek students who embody Stern's values of mutual support and collaboration and who will be passionate, engaged participants in the Stern community.

III. JD/MBA Application Supplement Components

The required components of the JD/MBA Application Supplement are: completed JD/MBA Application Supplement Forms, a professional résumé, Essay 1 (Essay 2 is optional), and an additional professional recommendation addressing your potential for success in Stern's MBA program and in your future career.

A. Application Supplement Forms

Please type your responses to the Application Supplement Forms in this document and print a copy for submission to the appropriate office. When filling out the forms, please consider the following:

Telephone/Mobile Numbers - We primarily use email to contact you regarding your application, but we may need to contact you via phone. Please list these numbers only if we may use them to contact you. Please include a country code ONLY if you are residing outside of the United States.

Citizenship - Please indicate your citizenship status: U.S. citizen, U.S. Permanent Resident, citizen of another country or dual citizen. If you are a U.S. Permanent Resident, please indicate your country of citizenship.

Racial/Ethnic Background (optional) - Federal and state laws require New York University to report on the gender, race, and ethnic composition of its student enrollment. To assist us in meeting this requirement, please indicate your background. Your responses to these questions are entirely voluntary.

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International Student Supplement - The International Student Supplement section must be completed **in full** by all non-U.S. citizens, including non-resident aliens (those holding F, J or trainee visas) and foreign government officials. U.S. Permanent Residents are not required to complete the International Student Supplement. The information contained in this section does not affect your admission to NYU Stern.

B. Current Résumé

Please provide us with your most up-to-date résumé on a separate piece of paper. Your résumé should include educational and professional information. If any information on your résumé changes after you have applied, you must send an updated résumé to admchair@stern.nyu.edu.

C. Essay*s+

You are required to complete Essay 1. Essay 2 is optional. Please see the essay questions and instructions on page F6 of the JD/MBA Application Supplement Forms.

D. Professional Recommendation

In addition to the NYU School of Law's recommendation requirements, NYU Stern requires an additional, professional recommendation addressing your candidacy for Stern's MBA program. **A recommendation from your School of Law application will not meet this requirement.** We encourage you to submit a recommendation from a current supervisor. If you are unable to submit a recommendation from a current supervisor, please explain the reason in optional Essay 2. Recommendations should come from individuals who can objectively assess your professional performance and your potential for success in NYU Stern's MBA program and in your future career. **Recommendations should be supplied by individuals who can assess your professional performance, and should not include letters of recommendation from friends or family members. Professional recommendations are preferred over academic recommendations.**

Provide your recommender with a hard copy of the recommendation form included in this document. Ask the recommender to follow the instructions on the form and return the recommendation to you in a sealed envelope with his/her signature over the seal. The recommendation should be mailed or submitted with your other application supplement materials to be received on or before the application deadline.

IV. NYU Stern's Review Process

Check the Status of Your Application

NYU Stern will automatically send you an email confirmation when your application has been received and processed. This may take several weeks from the time we receive your application. Please note that confirmation emails will not be sent prior to the application deadline (February 15). This email will contain your password to access the Application Status Check Website (<https://applicant.stern.nyu.edu/statuscheck>). The website is directly linked to our database and indicates the current status of your application in real time. Any additional information submitted may take up to ten business days after we receive it to be reflected on the Application Status Check Website.

After reviewing your complete application, the Committee will provide you with an initial notification.

If your entire JD/MBA application was complete and submitted by the deadline, you will receive an initial notification from NYU Stern no later than the initial notification date (April 30). You will be emailed when your status has changed on the Application Status Check website. We do not release initial notifications via telephone, fax, or mail. Initial notification possibilities are as follows:

- **Interview invitation**
- **Waitlist offer**
- **Denial of admission**

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The admissions interview plays an important role in ensuring that the Stern community is comprised of exceptional individuals. Therefore, an offer of admission is never made prior to an interview.

Interviews

After reviewing your application, the Admissions Committee may request an interview. If the Admissions Committee invites you to interview, you will receive the invitation and scheduling information via email.

Interviews are available by invitation only.

Interviews are conducted in person on our campus in New York City. If invited to interview, you should plan on traveling to New York City to interview.

Post-Interview Decision

After the interview, it will typically take up to three weeks to receive a decision. Once the Admissions Committee has issued your decision, you will receive an email indicating your status has changed. You can review your new status on the Application Status Check Website. There are three possible post-interview decisions:

- **Offer of admission**
- **Waitlist offer**
- **Denial of admission**

All decisions of the Admissions Committee are final.

Incomplete Applications

If your JD/MBA Application Supplement is not complete (for example, missing essay, missing NYU Stern letter of recommendation or other items), you will be informed via email. If any portion of your application to the NYU School of Law is incomplete, you will be notified by the NYU School of Law. **If you do not provide a complete JD/MBA application by the February 15 deadline, we cannot guarantee notification by the initial notification date.**

V. Application Policies

Applying to Other NYU Stern MBA Programs

You may apply to **only one** NYU Stern MBA program per start term (Full-time, Part-time, Executive or TRIUM Executive). If not admitted, you may apply to any NYU Stern MBA program for any subsequent start term.

Applying to the JD/MBA Program as a School of Law Transfer Applicant

If you are currently attending another law school and are applying to NYU School of Law as a transfer student, you are strongly encouraged to apply for admission to the JD/MBA program **after** you enroll at the NYU School of Law. Transfer students are eligible to apply for admission to the JD/MBA program as second year students at the NYU School of Law.

Transferring Credits

NYU Stern does not accept transfer credits.

Applying Prior to Completing your Undergraduate Degree

If you submit your application prior to the conferral of your bachelor's degree or equivalent, we will accept and evaluate your application. If an offer of admission is made, it will be contingent upon receiving your degree conferral prior to enrollment. **An undergraduate degree is required to enroll in the MBA program.**

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Change of Contact Information

It is the applicant's responsibility to update NYU Stern immediately with any new contact information. It is also the applicant's responsibility to verify that any changes made to his or her contact information are properly reflected on the Application Status Check Website.

Changes to your contact information will be accepted only through the Application Status Check Website. Failure to update your contact information may result in you missing key information, which could jeopardize your admission and/or place in the class.

NYU Stern is not responsible for any technological issues (including email filters, etc.) that prevent applicants from receiving our communications.

Statement of Certification

Before submitting an application, all applicants are required to read and manually sign the Statement of Certification provided in the JD/MBA Application Supplement Forms. NYU Stern reserves the right to contact appropriate sources to ensure the accuracy of all the information you have provided. NYU Stern validates the accuracy of application information with the appropriate sources. You must promptly inform NYU Stern if any information changes. NYU Stern may revoke your admission and/or scholarship(s) if we learn you have misrepresented and/or omitted information during or after the admissions process, or that you have engaged in behavior showing a serious lack of judgment or integrity prior to or after admission. If your admission is revoked, you will not be eligible to re-apply to any NYU Stern MBA program.

Any items submitted to NYU Stern in conjunction with your application become the sole property of NYU Stern and will not be returned, duplicated, or transferred.

Verification Process

NYU Stern or its agent will verify the information included in the applications of all admitted MBA and dual degree applicants who plan to enroll at Stern. We do this to deter fraudulent applications and preserve the integrity of the NYU Stern community. If you are admitted, you will be provided with instructions on how to initiate the verification process. You will be responsible for the fee for this service.

Additional Questions?

Should you have any questions regarding the NYU Stern admissions process or the JD/MBA Application Supplement instructions, please:

- Visit the NYU Stern Admissions website at <http://www.stern.nyu.edu/programs-admissions/full-time-mba/index.htm> or
- Email NYU Stern MBA Admissions at sternmba@stern.nyu.edu.

We look forward to receiving your application!

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☐ Mr. ☐ Ms. ☐ Other _____
First Middle Initial Last Date of Birth (Month/Day/Year)

Preferred Name: _____ Previous Name: _____
(if applicable)

Intended Specialization(s)

(optional)

Primary Area of Specialization:

Additional Specializations:

- ☐ Accounting
- ☐ Banking
- ☐ Business Analytics
- ☐ Corporate Finance
- ☐ Digital Marketing
- ☐ Economics
- ☐ Entertainment, Media and Technology
- ☐ Entrepreneurship and Innovation
- ☐ Finance
- ☐ Financial Instruments and Markets
- ☐ Financial Systems and Analytics
- ☐ Global Business
- ☐ Law and Business
- ☐ Leadership and Change Management
- ☐ Luxury Marketing
- ☐ Management
- ☐ Management of Technology and Operations
- ☐ Marketing
- ☐ Product Management
- ☐ Quantitative Finance
- ☐ Real Estate
- ☐ Social Innovation and Impact
- ☐ Strategy
- ☐ Supply Chain Management and Global Sourcing

Please indicate if you would be interested in any of the following NYU Stern affinity clubs:

- ☐ Asian Business Society
- ☐ Association of Hispanic and Black Business Students
- ☐ European Business Society
- ☐ Japan Business Association
- ☐ Jewish Students Association
- ☐ Latin American Business Association
- ☐ Military Veterans Club
- ☐ Outclass (Lesbian, Gay, Bisexual, Transgender, Queer club)
- ☐ South Asian Business Association at Stern
- ☐ Stern in Africa
- ☐ Stern Partners Committee (Spouses and Partners club)
- ☐ Stern Women in Business

Biographical Information

Have you previously applied to Stern's MBA Program?

☐ Yes ☐ No

If yes, designate term and year: Fall _____ Spring _____

Were you admitted? ☐ Yes ☐ No Did you enroll? ☐ Yes ☐ No

Name previously applied under: _____

Gender: ☐ Male ☐ Female

I identify as lesbian, gay, bisexual, transgender, and/or queer (LGBTQ) (optional): ☐ Yes ☐ No

Racial or Ethnic Background (optional, for government reporting purposes):

Do you consider yourself Hispanic or Latino? ☐ Yes ☐ No

Please select any other group that applies to you:

- ☐ African American/Black ☐ White ☐ Asian ☐ Other
- ☐ Native American/Alaska Native ☐ Hawaiian Native/Pacific Islander

Applicant Citizenship: ☐ U.S. Citizen ☐ Non-U.S. Citizen:

Primary Country of Citizenship

☐ U.S. Permanent Resident ☐ Dual Citizen:

Additional Country of Citizenship

High School Location:

City

State

Country

Are you currently enrolled at the NYU School of Law?

☐ Yes ☐ No

If yes, please indicate whether you are a first year or second year student:

☐ 1L ☐ 2L

Address Information:

Mailing Address: _____
Number and Street

City

State

Country

Postal Code

Email: _____

Primary Phone: _____ Work Phone: _____

Other Phone: _____

Languages in which you are fluent:

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☐ Mr. ☐ Ms. ☐ Other _____
First Middle Initial Last Date of Birth (Month/Day/Year)

Are you submitting GMAT scores with this application? ☐ Yes ☐ No

If yes, please indicate test date: _____
Date GMAT Taken (MM/YYYY)

Are you submitting GRE scores with this application? ☐ Yes ☐ No

If yes, please indicate test date: _____
Date GRE Taken (MM/YYYY)

Employment Information

Most recent Employer: _____
Name

City State Postal Code

Country

Job Title: _____ Salary: _____
(without bonus, U.S. dollars)

Are you currently employed by this organization? ☐ Yes ☐ No

Months of full-time work experience*: _____

*Calculate the months of full-time work between your graduation from undergraduate/graduate school and the anticipated start of the JD/MBA degree program at NYU. If you attended undergraduate/graduate school part-time and worked full-time, include that in your calculation.

Most Recent Previous Employer: _____
Name

City State Postal Code

Country

Job Title: _____ Ending Salary: _____
(Without bonus, U.S. dollars)

Are you an active duty/veteran/reserve member of the U.S. Armed Forces?

☐ Yes ☐ No

Professional Recommendation Information

Indicate below the first and last name of the recommender who will submit a professional recommendation supporting your application.

Is this recommender a current supervisor? ☐ Yes ☐ No

Please list any family members, significant others or domestic partners who attended or are now attending the MBA Program at NYU Stern.

Full name Relationship to you Year of graduation or period of attendance

Full name Relationship to you Year of graduation or period of attendance

Please list any family members, significant others or domestic partners also applying to NYU:

Please specify which school/program/term

Please check the box next to the industry in which you are currently employed.

- ☐ Accounting
- ☐ Advertising
- ☐ Architecture
- ☐ Arts
- ☐ Athletics
- ☐ Building/Construction Trades
- ☐ Chemicals
- ☐ Consulting
- ☐ Consumer Goods/Products
- ☐ Education – Administration
- ☐ Education – Teaching
- ☐ Energy/Utilities
- ☐ Engineering
- ☐ Entertainment
- ☐ Financial Services – Commercial Banking
- ☐ Financial Services – Investment Banking
- ☐ Financial Services – Investments
- ☐ Financial Services – Other
- ☐ Government/Military
- ☐ Health Care Services
- ☐ High Tech – Hardware
- ☐ High Tech – Internet Services
- ☐ High Tech – Multimedia
- ☐ High Tech – Software
- ☐ Hospitality/Leisure
- ☐ Human Resources
- ☐ Import/Export/Trading
- ☐ Insurance
- ☐ Law
- ☐ Manufacturing
- ☐ Marketing
- ☐ Media
- ☐ Pharmaceuticals/Biotechnology
- ☐ Public Relations
- ☐ Publishing
- ☐ Real Estate
- ☐ Retail/Fashion
- ☐ Social Enterprise/Nonprofit
- ☐ Telecommunications
- ☐ Transportation/Aerospace
- ☐ Other _____

Please check the box next to the best description of your current job function.

- ☐ Accounting/Controller
- ☐ Accounting/Public
- ☐ Administration
- ☐ Advertising
- ☐ Architect
- ☐ Consulting
- ☐ Education
- ☐ Engineering
- ☐ Entrepreneur/Owner
- ☐ Finance – Commercial Banking
- ☐ Finance – Corporate Finance
- ☐ Finance – Investment Banking
- ☐ Finance – Sales & Trading
- ☐ Finance – Other
- ☐ General Management
- ☐ Government
- ☐ Health Care Provider
- ☐ Human Resources/Personnel
- ☐ Information Systems
- ☐ Insurance
- ☐ Legal Services
- ☐ Marketing
- ☐ Military
- ☐ Operations/Production
- ☐ Performing Arts
- ☐ Public Relations
- ☐ Publishing
- ☐ Real Estate
- ☐ Research & Development
- ☐ Sales/Business Development
- ☐ Strategic Planning
- ☐ Other _____

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☐ Mr. ☐ Ms. ☐ Other _____
First Middle Initial Last Date of Birth (Month/Day/Year)

International Student Information

This section must be completed by international applicants, i.e., all non-U.S. citizens, including nonresident aliens (those holding F, J or trainee visas) and foreign government officials. U.S. Permanent Residents are not required to complete this section. The information contained in this section does not affect your admission to NYU Stern.

If you are in the U.S., indicate the type of visa you currently hold: _____ Sponsor: _____

To obtain a student visa, the U.S. Federal Government requires you to declare the availability of funds for tuition and expenses for your first year. You will also be required to indicate the source(s) of funding for your second year. Failure to do so may result in the denial of a student visa.

For visa purposes, you should not include potential merit-based scholarships or loans as sources of funding to cover your business school expenses. However, international students at NYU Stern are considered for merit scholarships and are eligible to apply for private loans.

Can you completely support your first year of study at NYU Stern estimated at US \$325.7: : for tuition, fees, and living expenses?

☐ Yes ☐ No

As required by U.S. Federal Government regulations, please indicate below your source(s) of funding for your tuition and expenses for your first year. Even if you cannot fully support your first year, indicate your sources of partial funding. For visa purposes, funding sources cannot include loans.

Required:

	Name	Amount	Relationship to You
<input type="checkbox"/> Self/Family	_____	_____	_____
<input type="checkbox"/> Employer Scholarship/Sponsorship	_____	_____	_____
<input type="checkbox"/> Other Funding Agency (i.e., government scholarship)	_____	_____	_____

All universities in the U.S. must comply with the SEVIS database created by the U.S. Federal Government. All non-U.S. citizens must provide a permanent international address below. If the mailing address you provided on your law school application is a U.S. address, you must also provide a permanent, foreign address in your country of citizenship below.

Permanent Foreign Address (Please do not list a Post Office Box)

Number and Street

City State Country Postal Code

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☐ Mr. ☐ Ms. ☐ Other _____

First

Middle Initial

Last

Date of Birth (Month/Day/Year)

Stern Policy of Nondiscrimination New York University is committed to a policy of equal treatment and opportunity in every aspect of its relations with its faculty, students and staff members without regard to age, citizenship status, color, disability, marital or parental status, national origin, race, religion, gender, sexual orientation, or any other legally protected status.

Notice of Right to Change Information at Any Time The policies, requirements, course offerings, schedules, activities, tuition, fees and calendar of the School and its departments and programs set forth in this publication are subject to change without notice at any time at the sole discretion of the administration. Such changes may be of any nature, including, but not limited to, the elimination of the School, programs, classes or activities; the relocation or modification of the content of any of the aforementioned; and the cancellation of scheduled classes or other academic activities. Payment of tuition or attendance at any classes shall constitute a student's acceptance of the administration's rights set forth in this paragraph.

Notice of Intent This publication does not form a contract of any kind.

Statements of Interest

Please indicate your interest in the following opportunities and programs:

- ☐ I would like to be considered for merit-based scholarships.
- ☐ I authorize NYU Stern to share my name and email address with members of the Stern community (MBA student clubs, alumni, administrators, etc.)
- ☐ I authorize NYU Stern to share my information with its corporate partners and other relevant organizations that offer scholarship, fellowship, and/or career development programs.
- ☐ I am eligible for the Yellow Ribbon Program (http://www.benefits.va.gov/gibill/yellow_ribbon.asp)

Summer Start

All Full-time applicants will also be considered for the NYU Stern Summer Start program. For more information on Summer Start, please visit: www.stern.nyu.edu/admissions.

Please select your primary area of career interest:

This selection is not binding and will not impact your admission decision.

- ☐ Consulting/Strategy/Management
- ☐ Energy
- ☐ Entertainment/Media/Arts/Sports
- ☐ Entrepreneurship/Family Business
- ☐ Financial Services
- ☐ Healthcare/Pharma/Biotech
- ☐ Luxury/Retail
- ☐ Marketing
- ☐ Operations
- ☐ Real Estate
- ☐ Social Enterprise/Nonprofit/Government
- ☐ Technology
- ☐ Other (please specify): _____

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Statement of Certification and Signature

The NYU Stern community believes that honesty and integrity are qualities necessary for rewarding academic and professional experiences. These qualities form the basis for the strong trust among all members of the academic community, which is essential for excellence in education.

Your signature below indicates your agreement to the terms of this application and to the spirit of the Stern Honor Code. It certifies that all statements made in this application are true, that the information supplied is complete, that the application and essays have been written by you, and that your letters of recommendation have been written by your recommenders.

NYU Stern reserves the right to contact appropriate sources to ensure the accuracy of all information you have provided. NYU Stern validates the accuracy of application information with the appropriate sources. You must promptly inform NYU Stern if any of this information changes. NYU Stern may revoke your admission and/or scholarship(s) if we learn that you have misrepresented and/or omitted information during or after the admissions process, or that you have engaged in behavior showing a serious lack of judgment or integrity prior to or after admission. If your admission is revoked, you will not be eligible to re-apply to NYU Stern MBA programs.

Any items submitted to NYU Stern in conjunction with this application become the sole property of NYU Stern and will not be returned, duplicated, or transferred.

- ☐ I certify that I have read and understand all of the application instructions and policies prior to submitting my application. I understand that if I accept admission into the NYU Stern MBA program that the School or its agent will conduct a background check on my credentials, and I understand that I will be responsible for the fee for this service.
- ☐ I understand that if invited to interview that interviews are conducted in person and in New York City (typically Monday through Thursday). Limited off-site interviews are typically available in March in London, India and China, but are on a space available basis and are not guaranteed.
- ☐ I understand that if admitted I will be required to pay a non-refundable deposit to hold my place in the class by the deadline stated in my admissions letter. The deposit is \$2,000 for Fall Start students and \$4,600 for Summer Start students.
- ☐ I understand that LAUNCH in its entirety is a pre-requisite for enrollment into the Full-time MBA program. Therefore, attendance for the entire schedule of LAUNCH is mandatory, and I will hold the tentative dates of August 10, 2015 through August 48, 2015.

Signature: _____ **Date:** _____
Please print and manually sign before submitting

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Essays and Current Résumé

Essays

You are required to complete Essay 1. Essay 2 is optional. Our Stern essay questions give you the opportunity to more fully present yourself to the Admissions Committee and to provide insight into your experiences, goals and thought processes. Your essay(s) should be written entirely by you. An offer of admission will be withdrawn if it is discovered you did not write your essay(s). Please note the following:

- Essay(s) must be typed and submitted using the standard U.S. 8 ½" x 11" format, double-spaced, in 12-point font.
- Please adhere to the essay word limit provided.
- ~~A~~The word limit applies to the total question. For example, your response to Essay 1 should answer part (a) and part (b) with a total maximum of 500 words.
- Label the top of each essay with the following: Name, Date of Birth (month, day, year), Essay Number and Page Number (e.g.: Joe Applicant, January 1, 1986, Essay 1, Page 1).

Essay 1. Professional Aspirations (500 word maximum, double spaced, 12-point font):

- (a) Why pursue a JD/MBA dual degree at NYU at this point in your life?
- (b) What do you see yourself doing professionally upon graduation from the dual degree program?

Essay 4. Additional Information (optional):

Please provide any additional information that you would like to bring to the attention of the Admissions Committee. This may include current or past gaps in employment, further explanations of your undergraduate record, or any other relevant information. If you are unable to submit a recommendation from a current supervisor, please explain your reason in this essay.

Current Résumé

Please submit a current résumé on a separate sheet of paper.



**STERN SCHOOL
OF BUSINESS**

RECOMMENDATION FORM

[Paper Version]

MBA Admissions
Henry Kaufman Management Center
44 West Fourth Street, Suite 6-70
New York, NY 10012-1126
Phone: (212) 998-0600
sternmba@stern.nyu.edu

☐ Mr. ☐ Ms. ☐ Other _____
First Middle Last

TO THE APPLICANT:

- Complete the above information.
- Address a return envelope to yourself.
- Give this form and the self-addressed envelope to the recommender, specifying that the form must be enclosed in the envelope with the recommender's signature across the seal.

•Do not open the envelope when it is returned to you by the recommender.

In order to allow the recommender to provide an objective and candid impression, you are encouraged to sign the following statement. Please be assured that the signing of this statement is optional and that refusal to sign the statement cannot be used negatively in the admissions process.

I hereby waive my right of access, under the Family Educational Rights and Privacy Act of 1974, to this letter of recommendation.

Signature: _____ Date: _____

TO THE RECOMMENDER:

Candid comments from those who can evaluate the applicant's performance and motivation through direct experience are extremely valuable. We appreciate the time you are taking to provide the information. If you have any questions about the recommendation or the application process, please feel free to contact us at sternmba@stern.nyu.edu.

- Please complete the form on the next page.
- On a separate sheet(s) of paper, please respond to the questions found at the top of the page.
- When you have completed both the form and the separate sheet(s), kindly enclose these items in the envelope provided by the applicant.
- Please seal the envelope and sign across the envelope seal to ensure confidentiality.
- Return the sealed envelope to the applicant, who will submit it unopened to MBA Admissions.

We greatly appreciate your participation in this process.

NYU Stern MBA Admissions

RECOMMENDATION FORM

Please make your overall recommendation regarding the applicant's admission to NYU Stern.

OVERALL RECOMMENDATION

- ☐ I strongly recommend
- ☐ I recommend
- ☐ I recommend with some reservations
- ☐ I do not recommend that this applicant be admitted to NYU Stern

I am the applicant's ☐ Current Supervisor ☐ Past Supervisor ☐ other _____

Is the applicant currently employed by your organization? ☐ Yes ☐ No

Are you an alumna/alumnus of NYU Stern? ☐ Yes ☐ No Year _____ Degree _____

TO THE RECOMMENDER:

Please use a separate sheet(s) of paper to respond to each of the questions below. Kindly attach separate sheet(s) to this form.

- How long have you known the applicant and in what capacity?
- How do the candidate's performance, potential, background, or personal qualities compare to those of other well-qualified individuals in similar roles? Please provide specific examples.
- Please describe the most important piece of constructive feedback you have given the applicant. Please detail the circumstances and the applicant's response.
- How would you describe the applicant's interpersonal skills?

Please use this scale to rate the applicant in relation to his or her peers.

	OUTSTANDING Top 5%	EXCELLENT Top 15%	GOOD Top 1/3	AVERAGE Middle 1/3	BELOW AVERAGE Bottom 1/3	UNABLE TO JUDGE
Analytical/Quantitative ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name

Address (Business Preferred)

Position/Title

City, State

Organization

Country, Postal Code

Email Address (Business Preferred)

Telephone Number (Business Preferred)

Signature of Recommender

Date

Contact Information above is ☐ Business ☐ Personal

By signing this recommendation, I acknowledge that the information provided herein is an accurate and true reflection of my assessment of this applicant, and that this recommendation was written entirely by me.

New York University is an affirmative action/equal opportunity institution.