Application Instructions

Thank you for your interest in The Consortium. This application will allow you to apply to up to six member schools with a single set of materials. Please read the instructions carefully, and contact The Consortium using the information below if you have any questions.

Monday – Friday, 8:30 a.m. – 5:00 p.m. (Central Standard Time)
(888) 658-6814 (toll free within the United States)
314-877-5500
Recruiting@cgsm.org

We wish you good luck in the application process.

Sincerely,
The Consortium

The Consortium's Mission

The mission of the Consortium for Graduate Study in Management, an alliance of leading American business schools and some of our country's top corporations, is to enhance diversity in business education and leadership by helping to reduce the serious underrepresentation of African Americans, Hispanic Americans and Native Americans in both our member schools' enrollments and the ranks of management. We believe this mission can be achieved by recruiting for graduate business education qualified U.S. citizens and U.S. permanent residents who can demonstrate a commitment to the Consortium's mission and can best assist the Consortium in pursuing this mission.

Consortium Schools

It is strongly recommended that you get to know all The Consortium schools you are interested in thoroughly before you apply. Each school has a Consortium contact that would be happy to assist you in this process.

Benefits of Applying Through The Consortium

There are four key benefits to applying through The Consortium's common application:

1. **Consortium Membership**
   Consortium members gain many benefits, including access to over 80 corporate partners, a mandatory Orientation Program (OP) prior to beginning their MBAs, and access to over 6,000 Consortium alumni across member schools.

2. **The Consortium Fellowship**
   In academic year 2010-2011, Consortium schools offered more than 340 fellowships covering tuition and mandatory fees for two years of full-time study. Applicants who are admitted through The Consortium process and become Consortium members are considered for these prestigious fellowships. Individual schools may also award other merit based scholarships and financial aid, so completing the FAFSA http://www.fafsa.ed.gov/ is important.

3. **Common Application**
   One application allows you to apply to up to six Consortium schools.

4. **Tiered Application Fee**
   Using The Consortium common application significantly reduces your application fee costs. You may apply to up to two member schools for $150, three schools for $200, four schools for $240, five for $275, and six for $300.

Applicant Eligibility

Prospective applicants who meet all of the following requirements are eligible to apply through The Consortium:

1. U.S. citizens or U.S. permanent residents of any race or ethnicity.
2. Demonstrate a commitment to The Consortium's mission of helping to reduce the serious underrepresentation of African Americans, Hispanic Americans and Native Americans in both our member schools' enrollments and the ranks of management
3. Hold a four-year bachelor's degree from an accredited college or university in the U.S. or an equivalent degree from a college or university outside the U.S.

The Consortium Application Process

You may apply for admission to up to 6 of the 17 Consortium business schools using the common application. You will be asked to rank the schools to which you are applying in order of your preference (i.e. the school you rank #1 is your top choice school). The Consortium forwards completed applications to the schools ranked in your application.

There are three key decisions that are made during The Consortium process:

1. **Admission**
   Admission decisions are based on academic ability (GMAT ®and/or GRE, academic transcripts), professional potential (career essay, résumé, recommendations, and interview), and personal characteristics (all application components). Admission decisions are made solely by the admissions committees at the member schools. Admission decisions are communicated to applicants by the schools. All admission decisions are final.

2. **Membership**
   All admitted candidates will be considered for membership in The Consortium. Members gain many benefits, including access to over 80 corporate partners, a mandatory Orientation Program (OP) prior to beginning their MBAs, and access to over 6,000 Consortium alumni across member schools.

   It is important to note that being admitted to a member school does not automatically guarantee membership in The Consortium. Membership will be granted to those admitted applicants who demonstrate a commitment to The Consortium's mission of helping reduce the serious underrepresentation of African Americans, Hispanic Americans and Native Americans in both our member schools' enrollments and the ranks of management. If you are admitted and

granted membership, you must enroll in a member school program to enjoy the benefits of Consortium membership. Membership is not transferrable to non-Consortium schools.

Your admission to a particular school is not affected by the membership decision. Membership decisions are communicated by The Consortium. All membership decisions are final.

Individual schools may offer admitted applicants school-specific merit-based scholarships regardless of membership and fellowship decisions.

3. **Fellowship (and School Rankings)**
   All Consortium members will be considered for the two-year fellowship covering tuition and required fees. Applicants who are admitted but not granted membership to The Consortium will not be considered for The Consortium Fellowship.

   Your school ranking determines the order in which schools may consider you for The Fellowship. You are first considered for The Fellowship by your highest ranked school to which you were admitted. If that school does not choose to award you The Fellowship, the option passes to your next highest ranked school to which you were admitted and so on. While many Consortium schools may admit you, only one Consortium school may offer you The Fellowship. After your application is submitted to The Consortium, you cannot change your school ranking.

   Fellowships are determined through a holistic review of the overall merit of the applicant. Fellowship decisions are made solely by the admissions and scholarship committees at each of the member schools. Fellowship decisions are communicated by The Consortium in mid-March; and additional details regarding your fellowship will follow from the school. All fellowship decisions are final. You will be required to accept or decline your fellowship offer by April 15.

   Important notes regarding The Fellowship:

   - You can only be awarded The Consortium Fellowship by one school.
   - Your school ranking determines the order in which admitting schools have the option to award you The Consortium Fellowship.
   - The Consortium provides funding for full-time MBA study at member schools only.
   - Although some schools offer deferred admission, The Fellowship may not be deferred. If you defer your admission, you must reapply for The Fellowship.
   - Consortium Fellowships are awarded for a course of study beginning in the fall only.

2011-2012 Application Cycle

Application Deadline	November 15	January 5
GMAT® and/or GRE Taken by	November 1	December 20
Admission Decision	Varies by school	Varies by school
Fellowship Notification	Mid-March	Mid-March

Applications and all supporting materials (résumé, essays, GMAT® and/or GRE, transcript, recommendations and fee) must be submitted no later than midnight (PST) on the deadline date.

While late applications will be accepted, this may significantly reduce your chances of being awarded a fellowship.

Your GMAT® score may not be more than 5 years older than the application deadline. GRE scores are reportable for five years after the testing year in which you tested (July 1 – June 30).

Interview

Many of our member schools have interview policies and may require or invite applicants to complete a school-specific interview. Interviews will be handled by member schools, per interview policy.

To learn more about each member school's interview policy click here to access our member schools' websites.

GMAT® and GRE

The Consortium must receive an official copy of your GMAT® score from Pearson VUE. The Consortium's code is number **9X4-6J-59**. Pearson VUE will forward your GMAT® results to The Consortium. You do not need to forward your GMAT® scores to Consortium member schools.

If you did not use The Consortium's code when you registered, contact Pearson VUE and request that your official GMAT® results be forwarded to The Consortium. To aid in processing your application, you may submit your unofficial score report pending receipt of the official score.

Visit http://www.mba.com for current GMAT® preparation information offered by the Graduate Management Admissions Council (GMAC). GMAT® preparation software is available to download at no cost.

Some Consortium member schools may accept the GRE in addition to or in lieu of the GMAT®. Please contact each school directly to confirm its test requirements. The Consortium's GRE code is **0483**.

Transcripts

Unofficial and Official

When completing the application, you will be asked to upload a scanned copy of your original hard copy transcript(s). A screen shot of your grades/transcripts is unacceptable. While schools will begin their review process using the scanned uploaded unofficial transcript(s), offers of admission are not binding until official transcripts are received and verified. You will be required to submit an official transcript to your school prior to matriculation.

When requesting official transcripts to send to your member school prior to matriculation, provide the university with your full name, any previous names used, student number, present address, dates of enrollment, the degree awarded, and year the degree was received.

For transcripts from universities outside the United States, an original-language transcript is required, along with a document that shows conferral of degree (i.e. a copy of your diploma) and an official English translation from your university.

It is important to note that uploading an unofficial transcript does not eliminate the official transcript requirement noted above.

Résumé

Please provide your most current résumé (limit two pages) in standard format with employment history. Each position should include the following: Dates of Employment, Employer Name, Employer Location, Job Title, and Job Responsibilities. Please also include post-secondary education history, nonacademic interests and activities, and awards received. The résumé will be uploaded directly into the application system.

Professional and Membership Recommendations

There are two required professional recommendations and one required mission support recommendation (*see section below regarding Demonstration of Commitment to The Consortium's mission*).

Your professional recommendations should come from individuals who can comment meaningfully, yet objectively, on your performance in a work environment - preferably your current position. Ideally, one of your professional recommendations should come from your current supervisor.

As professional recommendations should be from an objective third party, recommendations from peers, family, and social acquaintances are discouraged.

The membership recommendation should be from an objective third party who can comment on your demonstrated support of The Consortium's Mission.

You must submit the reference request forms to your recommenders through the online application. Upon receiving the request, your recommenders should follow the automatically generated instructions and submit the completed reference forms online.

Admission and Mission Support Essays

There are two required essays for all candidates, one optional essay for any additional information, and required school specific essays for each school you have ranked on your application. The essay questions are listed below:

1. Please describe your short and long term goals post-MBA. How has your professional experience shaped these goals and influenced your decision to pursue an MBA degree?

2. Optional additional essay: Is there any other information you would like to share with us that is not presented elsewhere in your application?

3. The mission of The Consortium is to enhance diversity in business education and leadership by helping the serious underrepresentation of African American, Hispanic Americans and Native Americans in both our member schools' enrollments and the ranks of management.
    a) What have you done pre-MBA in your business, academic or personal life to demonstrate commitment to this mission?
    b) What will you do while enrolled in your MBA program to demonstrate your commitment to the mission?
    c) What will you do post-MBA with respect to community service and leadership involvement to demonstrate your continued commitment to The Consortium's mission of diversity and inclusion?

When responding to essay questions, please provide specific examples of your involvement, actions and results.

Essay #1 is required and used for admission purposes only; this essay question provides an opportunity to express your strengths, unique attributes, experiences, and any other traits and abilities you consider relevant to your educational goals and career objectives.

Essay #2 is optional and gives you the chance to provide any additional information you wish to bring to the attention of the admissions committee. These may include gaps in employment, your undergraduate record, plans to retake the GMAT® or other relevant information. An explanation **must** be provided if you have answered "yes" to any of the questions in the Personal Certification/Signature section (see Verification and Signature section). If there is no space allotted to provide an explanation near the question, you may use Essay #2 to explain.

Essay #3 is required and used to assess your commitment to The Consortium's mission and will be used in the determination of membership. Please navigate to the Membership section within the core application to view essay #3. (See below regarding Demonstration of Commitment to The Consortium's Mission below). Note: You should emphasize your pre-MBA experience.

Please note: For each school to which you intend to apply, you will be required to write a school specific essay(s). Schools are only allowed to view essay(s) for their program. They will not see essay responses you have written for other schools. Please navigate to the school's supplemental page within the core application to view the school specific essay(s).

Please follow the guidelines below with essays #1 and #2:

- Include your full name and date of birth (mm/dd/yyyy) on each page.
- Include the essay number, page number and number of pages in the footer for each essay (Example: Essay #1-- Page 1 of 2)
- Limit each essay to no more than two double-spaced pages.

- Please use 12 point font.
- Must be a Microsoft Word document.

Textboxes with specified word limitations will be provided for essay 3 and all school specific essay(s).

Demonstration of Commitment to The Consortium's Mission

The Consortium's mission is to enhance diversity in business education and leadership by helping to reduce the serious underrepresentation of African Americans, Hispanic Americans and Native Americans in both our member schools' enrollments and the ranks of management.

While you may be granted admission to member schools without an adequate demonstration of commitment to The Consortium's mission, you are expected to demonstrate adequate commitment to The Consortium's mission in order to be granted membership to The Consortium and be considered for The Consortium Fellowship.

There are two key components of The Consortium application that are used to assess your commitment to The Consortium's mission. The first component is **Essay #3** in which you have the opportunity to provide key examples as to how your actions pre-MBA, during enrollment and post-MBA supported or will support The Consortium's mission. The second component is the **membership recommendation** from an objective third party that will also be used to support your commitment to The Consortium's mission.

Should you have questions about membership eligibility, please contact The Consortium at recruiting@cgsm.org or 314-877-5500.

Application Fee

Your application must be accompanied by the appropriate nonrefundable application fee. You may make a secure online credit card payment.

The fee must be paid in order for the application to be processed and distributed to member schools.

Fee Schedule

1-2 Schools	$150
3 Schools	$200
4 Schools	$240
5 Schools	$275
6 Schools	$300

PLEASE NOTE: The Consortium does not grant application fee waivers or refunds.

Verification and Signature

You must verify that you have read and understand The Consortium application instructions and application policies as well as each of the member school's application policies.

In addition, in this document, you must answer “yes” or “no” to the following questions:

- Have you ever been convicted of a felony?
- Have you ever been disciplined for misconduct, suspended, expelled, or required to withdraw from any college, university or military?
- If you are no longer serving in the military, were you honorably discharged?

  Answering “yes” to one or more of these questions will not necessarily preclude your being admitted. However, your failure to provide complete, accurate and truthful information will be grounds to deny or withdraw your admission, dismiss you after enrollment, or rescind your degree after graduation. For the purposes of these questions, “crime” or “criminal charge” refers to any crime other than a traffic-related misdemeanor or infraction. You must, however, include all alcohol or drug offenses whether or not they are traffic related. If you answer “yes” to any of these questions and there is no space allotted to provide an explanation, you **must** provide an explanation in Essay #2.

You must sign the following certification statement:

All statements made in the application are accurate and complete, the essays were written by me, and my letters of recommendation were written by my designated recommenders. I understand that The Consortium and its member schools reserve the right to contact appropriate sources to verify the accuracy of all information I have provided. I understand that if I accept admission into any of the member schools, they or their agents may conduct a background check on my credentials, and I may be responsible for any fees associated with this service. I must promptly notify The Consortium and all member schools to which I am applying if any of my information changes, including but not limited to, my résumé and contact information. I understand that member schools may revoke my admission and /or scholarship(s) if they learn that I have misrepresented and/or omitted information during or after the admissions processes or that I have engaged in behavior showing a serious lack of judgment or integrity prior to or after admission. I understand that The Consortium may release my relevant information to member schools and partner/external organizations to be considered for admission, relevant school-specific scholarships and programs, as well as relevant partner/external organization scholarships and programs. I understand that materials received by The Consortium in connection with this application are not returnable and that the application fee is not refundable. I certify that I have read, understand and agree to all of the application instructions and policies prior to submitting my application.

Please make certain that you provide your full name and date on the signature page. Unsigned applications may incur processing delays which could reduce your chances for admission and/or a fellowship.

Change of Contact Information

It is the applicant’s responsibility to update The Consortium and member schools 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 with The Consortium and the member schools. Failure to update your contact information may result in your missing key information, which could jeopardize your membership to The Consortium, receipt of The Consortium Fellowship, admission to member

schools and /or your place in the class at member schools. The Consortium and its member schools are not responsible for any technological issues (including email filters, etc.) that prevent applicants from receiving their communications.

Procedure for Re-Applying

The Consortium keeps application materials from the previous two application cycles. If you applied earlier than two years ago, you will have to submit an entirely new application.

Re-applicants who applied in the last two years must submit a new application that includes all required data forms and essays, an updated résumé, one mission support recommendation, a new Consortium interview and the application fee. You may re-use the following items: GMAT®/GRE score if not expired, professional recommendations, and transcripts.

If you wish to have new recommendations submitted, you may follow the regular instructions for requesting a recommendation. If you would like to re-use a professional recommendation, please email recruiting@cgsm.org with your name, the recommender's name, and the date of your last application.

If you have re-taken the GMAT®/GRE since your last application, you should have the updated scores sent to The Consortium. If you have taken additional coursework since your last application, please have those transcripts sent to The Consortium.

Consortium Policies

The policies, requirements, offerings, timelines, activities and fees of The Consortium and its member schools, departments and programs set forth in this publication do not form a contract of any kind and 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 content of any of the aforementioned.

Notice of Right to Change Information at Any Time

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Verify You Have Read the Application Instructions

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