



University of San Diego Summer Business Institute Application Instructions and Form

School of Business and Professional and Continuing Education

Please use this packet to apply to the **University of San Diego's Summer Business Institute**. In order to apply to the program please complete items 1 through 6 listed below.

Once the materials have been gathered please send them in one package to:

University of San Diego
Summer Business Institute
Office of Professional and Continuing Studies
Manchester Conference Center
5998 Alcalá Park
San Diego, California
92110

Only complete applications will be evaluated. Do not send the application in parts. The priority application is **Monday, April 29, 2013**. However, applications received after this deadlines will be considered on a space available basis only. Placement decisions will be mailed Monday, May 13, 2013 with the Notification of Acceptance. Acceptance must be confirmed and returned to SBI by **Monday, May 20, 2013**.

Please use the following checklist to ensure you have provided all the documents requested in the following pages.

Application Checklist

- | | |
|--|--|
| 1. <input type="checkbox"/> Application Form and Statement of Commitment printed and signed | 4. <input type="checkbox"/> Inventory of Activities OR Resume |
| 2. <input type="checkbox"/> Sealed and signed envelope containing your letter of recommendation (may be sent under separate cover) | 5. <input type="checkbox"/> Short Essay - Why you want to be part of SBI? |
| 3. <input type="checkbox"/> Transcript (may be unofficial) | 6. <input type="checkbox"/> Processing fee (\$100 check, payable to University of San Diego) |

SBI Application Instructions

Professional and Continuing Studies

1. Application Information Form:

- Please complete the online application form at www.sandiego.edu/sbi.
- Once you have completed the form, print and sign the **Statement of Commitment** and mail it with the rest of your application documents.

2. Recommendation Letter:

- Please obtain one recommendation letter from a faculty member who is familiar with your academic work.
- The letter should be signed by the faculty member and sealed in an envelope.
- May be sent under separate cover.

3. Transcript

- Submit a transcript from the institution you obtained or will obtain your undergraduate degree.
- Transcripts may be unofficial.

4. Inventory of Activities or Resume

- On a separate sheet of paper, list all activities in which you have participated in the following areas:
 - + Employment
 - + School and academic activities
 - + Athletic activities
 - + Community Activities
 - + Visual and performing arts
- For each activity listed, please indicate:
 - + How many years you participated in the activity
 - + Any leadership positions you have held

**Please do not send any certificates or awards*

5. Short Essay

- On a separate sheet of paper, please tell us about yourself and what you hope to gain from participating in this program. (1 page maximum)

6. Processing Fee

- **Include a processing fee of \$100, payable by check or money order. This fee is non-refundable.**
- Make check or money order payable to University of San Diego.



SBI Application Form

Professional and Continuing Studies

PERSONAL INFORMATION

First Name

Last Name

Middle Name

Male Female

Mailing Address

Street

City

State

Zip/Postal Code

Permanent Address

Street

City

State

Zip/Postal Code

Country of Citizenship

Date of Birth (MM/D/YYYY) Age

Class Level (for recent graduates enter number of years work experience)

Name of School City/State

Emergency Contact Information

Name E-mail

Daytime Phone Alternate Phone

How did your hear about SBI?

- Parents or family member
- Friends
- Online - SBI Website
- Newsletter
- Print Ad
- USD Communication

Other

SBI Application Instructions CONT'D

Professional and Continuing Studies

STATISTICAL INFORMATION

This information will not be used in, or in any way affect, the admission decision. Your voluntary provision of this data is most appreciated. Colleges and universities are asked by many organizations, including federal government, accrediting associations, college guides, newspapers and our college guides, newspaper and our own college/university communities to describe the racial/ethnic backgrounds of our students and employees. Your responses to the following questions will be used for statistical reporting purposes only.

Ethnic Background

Do you consider yourself to be hispanic? Yes No

Please select one or more of the following groups or subgroups to describe yourself:

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Other

In what country were you born?

If you were born in another country, in what year did you come to the United States?

Approximate household income:

Occupation of parent/guardian:

Parent/guardian Education:

Occupation of parent/guardian:

Parent/guardian Education:

STATEMENT OF COMMITMENT

SBI students must comply with all regulations regarding fees, refund and program changes available on the SBI website and application documents. If you have questions, please call (619) 260-4585.

I understand that students may be dismissed from the Program without refund because of two or more absences, failure to complete assignments, or behavior involving academic dishonesty or interpersonal interactions that is unfitting to the purpose of the program.

I understand that SBI Students are not eligible for any form of USD financial aid.

I certify that the information on this application is true to the best of my knowledge. I have read all the instructions and limitations. I understand that refusal of admission or cancellation of registration will result from misrepresentation in any portion of this application form.

I will abide by and adhere to campus policies for student conduct and academic integrity while participating in USD's SBI program.

Student Signature

Parent Signature

Date

Print Name of parent or guardian

Remember: Your application is not complete without items 1 - 6.

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