

APPLICATION FOR ADMISSION

The Office of International and Graduate Admissions is committed to providing superior service to graduate applicants, giving all an opportunity to achieve their dreams through an avenue of education. All members of this department strive to uphold the ideals of integrity, honesty and trust, with individual attention to each student being of the highest importance.

Although you may apply for admission any time before the deadline, we urge you to do so early.

All applicants must submit the following items to the Graduate Admissions Office prior to the application deadline:

Fall Semester Deadline: July 1
Spring Semester Deadline: November 1
Summer Semester Deadline: March 1

■ Completed Application Form and the Application Fee

(\$50 application fee)

* Please note: Permanent residents must provide a photocopy of their ARC (Alien Registration Card).

■ Transcripts

- Official sealed transcripts for all college coursework, both undergraduate and graduate, from all colleges and universities attended. (minimum of a bachelor's degree required).
- Course descriptions for all graduate coursework to be considered for transfer.

■ Statement of Objectives

The statement of objectives is an important part of your application. You should give your reasons for wishing to do graduate work in the field you have chosen, incorporating your interests and your background as well as your long-term professional goals, defining how Embry-Riddle's programs support these interests and goals. This should be at least three or four paragraphs.

■ Three References (recommendations)

Please submit two academic and one professional reference. A sample form is included in the application booklet. Additional forms are available at: www.embryriddle.edu/graduate

■ Resume

A current resume outlining your education, work experience, special activities and awards.

■ Test Scores

- **GMAT** — All applicants to the MBA program at Embry-Riddle must submit GMAT scores (Graduate Management Admission Test) to the Office of International and Graduate Admissions. Please contact our office to obtain minimum test requirement. Requirement is waived only if student holds another graduate level degree.

For further information about GMAT, visit www.mba.com

■ GRE

The GRE (Graduate Records Examination) is a requirement for applicants to the Master of Science in Human Factors and Systems program. The GRE is strongly suggested for other graduate programs as well. Please refer to the graduate catalog at: www.embryriddle.edu/graduate

For further information about GRE, visit www.gre.org

ESTIMATED STUDENT BUDGET FOR 2007–2008

Tuition (18 credits)	\$19,080
Books	\$1,000
Fees: Health	\$200
Technology	\$420
Student Government Association	\$176
Facilities	\$300
Living Expenses (Food, Rent, Misc.)	\$11,000
Total Estimated Expenses	*\$32,176

*Living expense estimates are for 12 months. Tuition and fee estimates do not include optional summer semester.

FINANCIAL ASSISTANCE

Please contact Financial Aid to learn about loan eligibility for graduate students.

Financial Aid Contact Information

Daytona Beach, FL:

1-800-943-6279 (U.S. & Canada) or
1-386-226-6300 (Worldwide)
Fax: 1-386-226-6307
E-mail: finaid@erau.edu

Prescott, AZ:

1-800-888-3728 (U.S. & Canada) or
1-928-777-3765 (Worldwide)
Fax: 1-928-777-3893
E-mail: prfinaid@erau.edu

FINANCIAL OPPORTUNITIES FOR GRADUATE STUDENTS

■ Graduate Scholarships

Embry-Riddle awards scholarships each Fall semester to outstanding applicants who meet the criteria set by the University. Applicants with conditional status or who have not submitted required test scores are not eligible for these scholarships. Scholarship decisions are made after a student is fully accepted into an Embry-Riddle graduate program. Students are selected on the basis of their academic performance, personal and professional accomplishments, and career goals as evidenced in their transcripts, resume, and statement of objectives. This scholarship award is divided equally between the Fall and Spring semester of each academic year. Funds are credited toward the student's tuition for the appropriate semester.

■ Assistantships

Assistantships are open to accepted graduate students with full graduate status who have a 3.0 undergraduate cumulative grade point average. A graduate assistantship is a contract between the student and the department sponsoring the assistantship position. Candidates will perform teaching, administrative or research duties in exchange for a tuition waiver and/or stipend.

■ Fellowship Research Opportunities

Embry-Riddle's programs offer a variety of opportunities for students to work with industry leaders like Boeing, Guidant, Lockheed Martin, NASA, Veritas, and Raytheon. The university's laboratories and research-oriented faculty allow students to develop their research skills within their area of study. See our graduate catalog at www.embryriddle.edu/graduate for further information about laboratory facilities.

■ Internships

Graduate students are eligible for internship opportunities with various companies that are leaders in their field. Graduate students must have cumulative grade point average of 3.0 or higher to be eligible for the internship program. Students must have completed six semester hours at the time of application and nine semester hours before the internship begins. Further information about graduate student opportunities is available through the Office of Career Services at either campus.

■ Veterans' Educational Benefits

If you plan to use Veterans Administration educational benefits while enrolled at Embry-Riddle, please contact the office of Veteran's Affairs.

Veterans' Affairs Contact Information

Daytona Beach, FL: 1-386-226-6350

E-mail: deborah.butts@erau.edu

Prescott, AZ: 1-928-777-3762

E-mail: daniel.lupin@erau.edu

■ Army ROTC

The Army Reserve Officer Training Corps (ROTC) two-year program provides graduate students the opportunity to become an Army Officer and obtain a full scholarship to the University. This graduate student program has one of the highest selection rates to the Army career field of choice, either on active duty or in the national guard. The ERAU Army ROTC program is recognized as being in the top 4% nationally and has enjoyed 100% selection of qualified applicants into flight slots for three straight years.
Army

Army ROTC Contact Information

Daytona Beach, FL: 1-386-226-6437

E-mail: daniel.mettling@erau.edu

Prescott, AZ: 1-928-777-3870

E-mail: darlean.pope@erau.edu

■ Air Force ROTC

The one-year Air Force Reserve Officer Training Corps program is open to all U.S. citizen graduate students, regardless of major. If you are selected for the one-year program you will attend a seven-week Air Force ROTC field-training encampment during the summer before entering the first year of your Professional Officer Course as a contract cadet. Although scholarships and subsistence allowances are available, there are no flight slots available through this program. For complete details, please contact the campus office where you intend to apply.

Air Force ROTC Contact Information

Daytona Beach, FL: 1-386-226-6869

E-mail: michelle.whitfield@erau.edu

Prescott, AZ: 1-928-777-3865

E-mail: lori.harguess@erau.edu

■ Navy ROTC

Students already possessing a baccalaureate degree should contact their local Navy Recruiting District to inquire about commissioning opportunities. Navy ROTC does not accept civilian graduate students. For active duty military pursuing a graduate degree, visit <https://www.navycollege.navy.mil/> to learn about financial assistance available.

REAPPLICATION

Your application will remain open for one year from the date it is received. After one year, if your application remains incomplete, you will be required to reapply and resubmit all required documentation.

Please note: All materials submitted become the property of Embry-Riddle Aeronautical University and cannot be reproduced, returned, or forwarded.

APPLICATION FOR GRADUATE ADMISSION

Non-refundable application fee of \$50 must accompany application.

DEGREE PROGRAMS

Daytona Beach, FL Campus Degree Program Selection

- Master of Business Administration
MBA (Technology - Mediated)
- Master of Business Administration
MBA (Resident Instruction)
- Master of Science in Aerospace Engineering
- Master of Aerospace Engineering
- Master of Software Engineering
- Master of Science in Engineering Physics
(Space Science)
- Master of Science in Aeronautics
(check specialization)
 - Aviation/Aerospace Operations
 - Aviation/Aerospace Management
 - Aviation/Aerospace Safety
 - Air Traffic Management
 - Education Training
- Master of Science in Human Factors
(check specialization) (Fall admittance only)
 - Human Factors Track
 - Systems Track

Prescott, AZ Campus Degree Program Selection

- Master of Science in Safety Science

** Please note that the Master of Safety Science degree materials **MUST** be submitted to the Prescott, AZ campus:*

Graduate Admissions, Embry-Riddle Aeronautical University
 3700 Willow Creek Road, Prescott, AZ 86301
 Fax: 928-777-6958

DATE YOU WOULD LIKE TO BEGIN PROGRAM

- FALL (Late August)
 SPRING (January)
 SUMMER A (May)
 SUMMER B (June)
 Year _____

STUDENT INFORMATION

Social Security # _____ - _____ - _____
 Date of Birth _____ / _____ / _____
 Gender Male Female
Month/Day/Year

Name _____
Last/Surname First/Given Middle

Phone Number _____
Home (include area/city code) Work (include area/city code)

Fax Number _____ E-mail Address _____
Home (include area/city code)

Current Mailing Address _____
Street Apt.#

_____ _____ _____ _____
City State Zip Country

Permanent Address _____
Street Apt.#

_____ _____ _____ _____
City State Zip Country

Ethnicity White/Non-Hispanic
 Asian or Pacific Islander
 American Indian or Alaskan Native
(for the U.S. Office of Education Report only)
 Black/Non-Hispanic
 Hispanic
 Other

U.S. Citizen Citizen of _____

Permanent resident of the U.S. Alien Registration # _____

EDUCATIONAL BACKGROUND

List all post-secondary schools at which courses were attempted.

Name of college or university	Self-reported CGPA	
City/State	Dates attended (from-to)	Degree earned or anticipated
Name of college or university	Self-reported CGPA	
City/State	Dates attended (from-to)	Degree earned or anticipated
Name of college or university	Self-reported CGPA	
Dates attended (from-to)		

ACADEMIC TESTING INFORMATION

Have you taken:

GMAT	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Score
	Date

GRE	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Score Verbal _____
	Quantitative _____
	Analytical _____
	Date

TOEFL	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Score
	Date

I declare that the information given on this application is true and complete to the best of my knowledge.
I understand that any unanswered questions will delay the processing of my application and may require its return.

Signature of Applicant

Date

CREDIT CARD INFORMATION

\$50 Application Fee

Credit Card: VISA MasterCard American Express Discover

Card Number _____ Exp. Date _____ / _____
mm/yy

Name on Card _____

Signature _____ Date _____ / _____ / _____
mm/dd/yy

For questions or additional information, please contact:

Daytona Beach, FL

Office of International and Graduate Admissions • Embry-Riddle Aeronautical University
600 S. Clyde Morris Blvd. • Daytona Beach, FL 32114-3900

Or call: 1-800-388-3728 • 1-386-226-6103 • FAX: 1-386-226-7070 • E-mail: graduate.admissions@erau.edu

Prescott, AZ

Graduate Admissions • Embry-Riddle Aeronautical University • 3700 Willow Creek Road • Prescott, AZ 86301
1-928-777-6993 • FAX: 1-928-777-6958 • E-mail: msss@pr.erau.edu

APPLICATION FOR GRADUATE ASSISTANTSHIP

You must complete this form and submit a current resumé if you wish to be considered for a graduate teaching, research, or administrative assistantship at Embry-Riddle Aeronautical University. You must have at least a 3.0 grade point average in your undergraduate degree (or in the previous semester of graduate coursework) and have full graduate status. Additional departmental restrictions and test scores are required for some assistantship positions. Please consult with the appropriate academic departments.

Name: _____

Address: _____

Telephone: _____

Degree program: MBA MSHFS MSE MSAE MAE MSA MSEP MSSS

**POST-SECONDARY
EDUCATION**

Institution _____

Degree _____

Date Attended _____

TEST SCORES
(if applicable)

GMAT _____

GRE Verbal _____ **Quantitative** _____ **Analytical** _____

TOEFL _____

Relevant Experience

Please submit a statement describing as fully as possible the qualifications you would bring to this position and declaring your interest in the research, teaching, or administrative fields. Indicate any special skills that qualify you for an assistantship

REFERENCE FORM



Submit to: Office of International and Graduate Admissions,
Embry-Riddle Aeronautical University
600 S. Clyde Morris Blvd. • Daytona Beach, FL 32114-3900
Fax: 386-226-7070

**Please note that the Master of Science in Safety Science degree materials must be submitted to the Prescott, AZ campus:
Graduate Admissions, Embry-Riddle Aeronautical University
3700 Willow Creek Road, Prescott, AZ 86301
Fax: 928-777-6958*

TO THE APPLICANT

Please complete the top portion of this form

Applicant's Full Name _____
Last/Surname First/Given Middle

Degree Program _____

Current Mailing Address _____
Street Apt. #

City State Zip Country

Under the Federal Family Educational Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. It is your option to waive your right to review these recommendations or to decline to do so. Please mark the appropriate box below and sign your name.

I waive my right to review this recommendation I do not waive my right to review this recommendation

Applicant's Signature _____ **Date** _____

TO THE PERSON PROVIDING THE RECOMMENDATION:

Please complete this section and the narrative on the reverse side and return to the address shown at the top of this form.

I have known the applicant for _____ years in my capacity as _____

1. Please rate the applicant on each characteristic in comparison to other graduate candidates you know by circling the appropriate number:

	No Basis for Judgement	Weak	Below Average	Average	Above Average	Exceptional
A. Motivation for Graduate Work	0	1 2	3 4	5 6	7 8	9 10
B. Intellectual Ability for Graduate Work	0	1 2	3 4	5 6	7 8	9 10
C. Breadth of General Knowledge	0	1 2	3 4	5 6	7 8	9 10
D. Ability to Analyze Ideas	0	1 2	3 4	5 6	7 8	9 10
E. Oral English Expression Skills	0	1 2	3 4	5 6	7 8	9 10
F. Written English Expression Skills	0	1 2	3 4	5 6	7 8	9 10
G. I would expect the applicant's graduate work to be:	0	1 2	3 4	5 6	7 8	9 10

2. On the back of this sheet, please provide your candid assessment of the applicant's strengths and weaknesses. In your opinion, does the applicant possess the intellectual and personal qualifications necessary for success in graduate work? If the applicant were to apply to your department, would you support admission?

Respondent's Signature _____ **Date** _____ **Phone Number** _____

Type or Print Name _____ **Title or Position** _____

Institution or Affiliation _____

Address _____
Street Apt. #

City State Zip Country

REFERENCE FORM

NARRATIVE EVALUATION

We appreciate the difficulty of evaluating a student only on the basis of rankings on a grid. Please use this side of the form for a narrative evaluation.

We are particularly interested in information that will help us understand those intangible qualities that so often contribute to academic and professional excellence.

If you prefer, feel free to attach a letter to this form.

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REFERENCE FORM

EMBRY-RIDDLE AERONAUTICAL UNIVERSITY

Submit to: Office of International and Graduate Admissions,
Embry-Riddle Aeronautical University
600 S. Clyde Morris Blvd. • Daytona Beach, FL 32114-3900
Fax: 386-226-7070

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Graduate Admissions, Embry-Riddle Aeronautical University
3700 Willow Creek Road, Prescott, AZ 86301
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Degree Program _____

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Street Apt. #

City State Zip Country

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EMBRY-RIDDLE
AERONAUTICAL UNIVERSITY

- Completed **application form** with signature
- Application fee**
- Resumé**
- Statement of Objectives**
- Three References**
- Official sealed transcripts** for all college coursework, both undergraduate and graduate, from all colleges and universities attended (minimum of a bachelor's degree required)
- Application for Graduate Assistantship** (optional)
- Remember to have your **GMAT or GRE scores** sent to us, if applicable.

HELPFUL CONTACT INFORMATION

EMBRY-RIDDLE

AERONAUTICAL UNIVERSITY

INTERNATIONAL & GRADUATE ADMISSIONS

Thomas M. Shea, University Director
1-386-226-6176
thomas.shea@erau.edu

Kim Clary
Associate Director, Daytona Beach
1-386-226-6176
kim.clary@erau.edu

Keith Deaton
Assistant Director, Daytona Beach
1-386-226-6176
keith.deaton@erau.edu

Deborah Pflingston
Graduate Coordinator, Prescott
1-928-777-6993
deborah.pflingston@erau.edu

PROGRAM COORDINATORS

MSA - Dr. Marvin Smith
1-386-226-6448
COA 319
marvin.smith@erau.edu

MBA (Residential) - Dr. Dawna Rhoades
1-386-226-7756
E-605
dawna.rhoades@erau.edu

MBA (Online) - Dr. Blaise Waguespack
1-386-226-7235
Academic Annex
blaise.waguespack@erau.edu

MSHFS - Dr. Shawn Doherty
1-386-226-6249
Lehman Building 354
shawn.doherty@erau.edu

MSE - Dr. Massood Towhidnejad
Prof. Farahzad Behi
1-386-226-6454
Lehman Building 146
behif@erau.edu

MAE/MSASE - Dr. Yi Zhao
1-386-226-6746
Lehman Building 221
yi.zhao@erau.edu

MSSPS - Dr. Peter Erdman
1-386-226-6712
Lehman Building 323
peter.erdman@erau.edu

MSSS - Dr. Gary Northam
1-928-777-3964
Robertson Safety Science Building
gary.northam@erau.edu

OTHER IMPORTANT CONTACTS

■ Career Services

Daytona Beach:
1-386-226-6054
careers@erau.edu

Prescott:
1-928-777-3821
prcareer@erau.edu

■ Financial Aid

Daytona Beach:
1-800-943-6279 - U.S. and Canada
1-386-226-6300 - Worldwide
1-386-226-6307 - Fax
finaid@erau.edu

Prescott:
1-800-888-3728 - U.S. and Canada
1-928-777-3765 - Worldwide
1-928-777-3893 - Fax

■ Health Services

Daytona Beach:
1-386-226-7917

Prescott:
1-928-777-6653

■ International Student Services

Daytona Beach:
1-386-226-6579
judith.assad@erau.edu

Prescott:
1-928-777-3774
andrew.fraher@erau.edu

