

Babson College Fund

2010-11 Application Instructions

Instructions for Hardcopy Delivery:

All application materials delivered by the candidate to the BCF program coordinator must be stapled (with no binding or cover) in the following order: 1) this cover page, 2) resume, 3) essay 4) list of finance, accounting, economics, and mathematics courses, 5) computer skills note, 6) note authorizing review of Babson transcript, 7) transcript(s) or a note that transcripts have been submitted separately. The applicant is responsible for ensuring that recommendation letters and transcripts are received on time. Recommendation letters must include the BCF recommendation form.

Instructions for Electronic Delivery:

All files must be in PDF format. No Word, JPG, GIF, or TIFF formatted files will be accepted.

Each application item must be contained in a separate file. That is, the essay file should be kept separate from the resume file, etc. File names MUST conform to the following naming convention:

- Cover page (the next page of this document, completed) file name: LastName_FirstName_BcfCover.PDF.
- Resume file name: LastName_FirstName_Resume.PDF.
- Essay file name: LastName_FirstName_Essay.PDF.
- If you yourself are delivering transcripts, rather than having them sent by the issuing institution, the file name should be: LastName_FirstName_Transcript_InstitutionName.PDF.
- Transcript verification letter (i.e. "I authorize the BCF program staff to verify the accuracy of the transcripts I have submitted with my BCF application. I promise to provide an official transcript from Yale University should I be accepted to the BCF program."): LastName_FirstName_TranscriptVerification.PDF.
- List of finance, accounting, economics, and mathematics courses taken: LastName_FirstName_Courses.PDF.
- Computer skills note: LastName_FirstName_ComputerSkills.PDF.
- Your recommenders may choose to send us their letters of recommendation via email. Instructions for email submissions are included on the recommendation form.

Completed applications must be delivered by 2pm on **Thursday, April 1, 2010** to:

Ms. Julie Bentley
Telephone: 781-239-5518
email: JBentley@Babson.edu

If you have any questions about the program or the application process, please contact:

Professor Rick Spillane
Program Director
Babson College Fund
Tomasso Hall 201
email: rspillane@babson.edu

If you need clarification about the application process please contact the Cutler Center Program Coordinator Julie Bentley. Electronic submission is preferred and your cooperation is appreciated.

Babson College Fund
Cover Page for Academic Year 2010-11 Application

Name _____

Address _____

Home telephone number _____ Cell phone number _____

Email address _____

Babson program (circle one): Undergraduate MBA 2-year program MBA Evening
Fast-Track MBA MBA 1-year program Other _____

Expected graduation date _____

Name, title, company or college, address, and telephone number of **Finance Faculty**
recommender #1:

Name, title, company or college, address, and telephone number of recommender #2:

Name, title, company or college, address, and telephone number of recommender #3 (optional):

Undergraduate major and GPA (overall GPA, not just for major) _____

Undergraduate college _____

Babson MBA program GPA (to date) _____

Other academic programs attended, and GPA achieved _____

Please rank your team preferences (1 is most preferred, 8 least): Executive _____

Consumer _____ Basic Materials/Energy _____ Industrials _____ Healthcare _____

Utilities/Telecom _____ Technology _____ Quantitative/Risk Management _____

For office use only:

Essay _____

Resume _____

List of F, A, E, & M courses _____

Computer skills note _____

Transcripts _____

Transcript auth. note _____

GPA requirement _____

Pre-requisites _____

Letter #1 _____

Letter #2 _____

All application
materials are due by
2pm on **Thursday,**
April 1, 2010