

Babson College Fund

2009-10 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. For example, Feinstein_Steven_BcfCover.PDF.
- Resume file name: LastName_FirstName_Resume.PDF. For example, Feinstein_Steven_Resume.PDF.
- Essay file name: LastName_FirstName_Essay.PDF. For example, Feinstein_Steven_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. For example, Feinstein_Steven_Transcript_YaleUniversity.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, March 26, 2009 to:

Ms. Julie Bentley
Cutler Center Program Coordinator
Babson College Fund
Tomasso 120-124
Babson Park, MA 02457
Telephone: 781-239-5518
email: JBentley@Babson.edu

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

Professor Richard A. Spillane, Jr.
Program Director
Babson College Fund
Tomasso Hall 201
email: rspillane@babson.edu

Additional information about the Babson College Fund program and portfolio can be found on the BCF website: <http://invest.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 2009-10 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 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 _____

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|------------------------------------|-----------------------------|
| For office use only: | |
| Essay _____ | Transcript auth. note _____ |
| Resume _____ | GPA requirement _____ |
| List of F, A, E, & M courses _____ | Pre-requisites _____ |
| Computer skills note _____ | Letter #1 _____ |
| Transcripts _____ | Letter #2 _____ |

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| All application materials are due by 2pm on Thursday, March 26, 2009. |
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