

## Sample Request for Corporate Sponsorship Wharton MBA Program for Executives

*Note: This document was prepared and used by a Wharton EMBA student to propose a sponsorship agreement to her employer. Once identifying information was changed, she agreed to share it as a service to other applicants. This document is presented only as an illustration and does not necessarily represent a model sponsorship request.*

**Summary:** Request for sponsorship as a Fellows candidate for the Wharton MBA for Executives program.

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### • Program Description

- The Wharton School at the University of Pennsylvania offers a two-year, alternating weekend format designed for executives. Upon completion of the program the student receives a fully accredited MBA degree, equivalent to that offered through the full-time program.
- The program begins in May, and students attend classes every other Friday and Saturday. There are 6 semesters, and no significant breaks during the summer or winter. There are a few periods over the two years where students must be in class during the week. A calendar is attached for your review.
- Classes begin at 8:30am on Friday and go through 4:30pm on Saturday. All candidates must report on time for every session, there are no permitted absences except for serious medical reasons. The students must stay overnight on the Penn campus at the residential facility on Friday night, and all meals during the weekend sessions must be taken at the facility. Classes are scheduled as late as 9pm.
- An International Seminar is part of the curriculum, students and professors choose a destination and everyone attends. It is designed as a practical application of the finance and management curriculum, and includes visits to companies and government agencies, serving as a completion of a two-year course in Competitive Strategy and Global Strategic Management. For example, one class trip was to India. The students visited Indian companies, and ended the trip with a private meeting with India's president. This trip is included within the tuition (with the exception of travel costs).
- The curriculum is demanding, and is known for being quantitative in nature. Wharton has consistently been ranked as one of (if not the) most superior programs in the world in terms of the quality of its faculty. I have

attached information from their [website](#), and I encourage you to visit the website for more information.

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- **Application Process/Admissions Requirements**

- Any candidate under the age of 30 is considered a Fellows candidate. They must meet additional requirements for admission, receive a greater level of support from their firm, and submit an exceptional application to be admitted. This is a program designed for experienced management to reach the next level, so any junior candidates must work hard to justify their admittance.
- Fellows candidates must have the full support of their firm, financially, and in terms of recommendations. The firm must write a formal letter of nomination stating that this candidate has exceptional skills, relevant experience, and is on track for a management role within the firm. The letter must acknowledge the commitment of time and money required.
- The candidate must draft a career plan to be submitted both to the firm and to the Admissions Committee outlining how participation in the program will accomplish goals and lead to greater responsibility within the firm.
- Fellows candidates are in the program as a representative of their firm. As a result, they are completely forbidden to access any of the program's Career resources. They are not permitted to speak with recruiters, use the Career consultation services, or take part in any recruitment events. Most Fellows candidates have signed employment contracts designed to promote retention with the sponsoring firm.
- The application deadline for the East Coast program is February 1. The candidate must submit a complete application, letter of nomination, transcript, resume, and GMAT score. An interview was also required, which I have completed.
- The cost of the program is \$XXX,XXX (see [Tuition Fees](#) for current costs). This includes registration for all courses, all materials, all lodging, all meals, and the equivalent for the International Seminar.

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- **Justification**

- I recognize that this program would require a substantial commitment of resources and time, and a high level of trust and dedication to the long-term development of an employee. I believe that I can apply the skills gained from

participation in this program directly to my work at THE COMPANY, and that the access to the faculty and curriculum will be a great benefit for us as a growing company.

- The financial aspect of this program is not something I could fulfill myself. The program does not permit any Fellows applicants to sponsor themselves, and there are no loan or grant programs available. As a result, I must ask for your financial support; as a loan, not a gift.
- I am willing to sign an employment contract that would forgive this loan only after a period of time of satisfactory service. I am also willing to make concessions in terms of compensation, and permitted vacation time. I encourage you to review the enclosed information for sponsors, and to contact the Admissions Office for more information about how other firms work out sponsorship.
- This is an extremely competitive program, and there is no guarantee that I will be admitted. My age and experience level will work against me, and I will have to submit an extremely strong application. The committee may recommend that I ultimately delay my candidacy, or defer my enrollment after acceptance.
- If you do approve this sponsorship, I will dedicate myself to getting the most out of my experience there. I will work to ensure that my course selection and independent work is relevant to my work here, and ultimately benefits the firm. I will draft a career plan that specifically outlines how I intend to do this as part of the application process.
- I understand that sponsorship is a privilege, and that you may ultimately decide that is not in the best interest of the firm at this time. I will accept your decision, and I thank you for the time you have spent considering this matter thus far.