

Pontifical Catholic University of Puerto Rico
College of Business Administration
Graduate School
Doctor of Business Administration (D.B.A.) Program

GUIDELINES FOR PRESENTING YOUR PORTFOLIO

Purpose

The Portfolio is a document, presented by the candidate, which helps the Admission Committee to evaluate those aspiring to enter the program leading to the degree of Doctor of Business Administration (D.B.A.).

The Portfolio may be presented in either English or Spanish, although due to the importance of English in the business community, the Admission's Committee strongly recommends the use of English in preparing and presenting the Portfolio.

The Portfolio must be presented no later than two weeks prior to the established date for the interview with Admission's Committee.

Sections of the Portfolio

The Admission Committee will use your Portfolio as one of the ways in which it receives information for the candidate. It also serves as a tool for the candidate to let the Committee members learn more about the candidate's professional and personal development, interest in pursuing a doctoral program, and future plans after completion of the D.B.A.

Personal and Professional Development

- Include an up-to-date resumé.
- Include an essay explaining how each of the academic degrees, professional organizations, professional activities, and commitment to professional, social, and other organizations has helped in developing you personally and professionally.
- Please indicate all professional and personal activities that have fostered your development.
- Include copies of certificates of attendance for continuing education, seminars, workshops, and conferences.
- Enumerate your main accomplishments in your personal and professional career.
- Indicate your proficiency in Information Technology.
- Indicate your proficiency in foreign languages.
- Enumerate your publications.
- Enumerate memberships to professional and other organizations, including leadership positions.
- Community work
- Mention any recognition received in the past five years.

Interest in Pursuing a Doctoral Program

- Essay that describes why are you interested in pursuing a Doctor of Business Administration.
- Indicate why have you selected the Pontifical Catholic University of Puerto Rico as the University from which you will like to obtain your D.B.A.
- A brief description of the area of interest for your dissertation, and its professional and societal impact.

Future Plans After the D.B.A.

- What are your professional plans after receiving the D.B.A.?
- What are your personal plans after receiving the D.B.A.?
- How will the D.B.A. program at the Pontifical Catholic University of Puerto Rico help you achieve these goals?