

GRADUATE SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION

CORNELL UNIVERSITY

ITHACA, NEW YORK

February 11, 1958

VIA AIR MAIL

Mr. Howard Waltman, Director
Participant Program
ISUG, Box 34
Navy 150, FPO
San Francisco, California

Dear Mr. Waltman:

This is in reply to your recent inquiry concerning our doctoral program in administration. As I am not entirely sure whether these are intended for yourself or for the guidance of students, I am writing this letter just as if you were a prospective student--for this will, I believe, give you the information you most need either way.

Under separate cover I am sending you the catalogs both of this School and of the Cornell Graduate School, which together will, I believe, give you most of the basic information you will want.

In addition to the catalogs describing the program, you will receive all the necessary application blanks and papers. These should be filled out and returned directly to me, regardless of instructions otherwise. I will in turn forward them to the Graduate School in accord with an arrangement we have with that School. This will save both you and us some time. The same procedure should be followed for both references and transcripts.

As you indicated interest in financial assistance, appropriate applications for this purpose are being sent to you also. The yellow fellowship blank will insure your consideration for all fellowships and scholarships awarded either by this School or by the Graduate School. The white assistantship blank will insure your consideration for all types of assistantships. Please feel free, however, to indicate your preferences for types of financial assistance, and to include such other information, besides that formally requested, as will enable us to make an appropriate decision in your case. All financial award papers should also be returned directly to me; they, too, will be forwarded to the Graduate School as appropriate.

Don't hesitate to write me again if you have further questions.

Sincerely,

Paul P. Van Riper
Professor of Administration and
Director of the Doctoral Program

PPVR:ds

Saigon, February 28, 1958

Professor Paul P. Van Riper
Graduate School of Business and
Public Administration
Cornell University
Ithaca, New York

Dear Professor Van Riper,

Thank you very much for your prompt response to my letter. The information I sought was for the guidance of Vietnamese students.

I am enclosing the application of Mr. Tran Qui Than. We, of the Michigan State University Group, are especially anxious to have Mr. Than attend Cornell University. Before granting him a three year scholarship to complete his Ph.D., we investigated his background as closely as possible. We are convinced that he will be a successful graduate student, and that he will return to Vietnam to be an excellent teacher in their National Institute of Administration.

I have taken the liberty of sending machine copies of his official academic records. He does not have transcripts and says that they are not available. I hope this fact will not cause any serious problems or delays in your selection process.

If there are any problems in connection with his admission you can either write to me, or contact our East Lansing Coordinator at the following address:

Mr. Stanley K. Sheinbaum,
Vietnam Project
Michigan State University
East Lansing, Michigan.

Thank you very much for your help in this matter.
I will be looking forward to hearing from you in the near
future.

Very sincerely yours,

Howard L. Waltman
Director of Participant Training

HLW:tdd

SENT FOR INFORMATION OF

Mr. S. K. Sheinbaum

10 March 1958

Mr. Howard L. Waltman
Participant Program
MSUG, Box 34
Navy 150, c/o FPO
San Francisco, California

Dear Mr. Waltman:

C This is to say that the admission of Mr. Tran Qui Than has been recommended to the Cornell Graduate School ^{as} of this date. This means that he will almost certainly be admitted formally with no trouble. He should be hearing before the month is out formally from the Graduate School. Meanwhile, it would, I think, be quite safe to commence planning for him in terms of a September 1958 admission.

O In the Cornell Graduate School the faculty of this School acts as a sort of sub-faculty of the Graduate School, and all of Mr. Tran's formal correspondence will be with the Graduate School, or, in some cases with the Cornell Foreign Student Adviser, Mr. David B. Williams (officially the "Counselor to Foreign Students.") However, we will be pleased to correspond as need be with regard to anything concerning which you think we might be able to help.

P Next fall the registration of new students is on Monday, September 22; but it would be desirable for Mr. Tran to be here a week or so before that if reasonably possible. Application should be made to the Office of Residential Halls for a room. This should be made sooner rather than later. Eventually he may not want to live in the dormitories, but perhaps this would be best at first. Many of our master's students will be living in Boldt Hall, and I would recommend this if available for Mr. Tran. Most of the doctoral students live out in town or with their families in the community. But a dormitory room would give him an initial place to start without all the problem of trying to find a room in a foreign country. Then if he is here a bit early he can have a little time to get acquainted and begin to shape his doctoral program in terms of majors and minors. I will not be here myself next year much as I will be on sabbatical; but there will be another faculty member in charge of the doctoral program. In any event, Professor R.V. Presthus will be in residence and will be familiar with the doctoral program, if Mr. Tran wishes to see someone in advance for directions.

Y Let me know if I can be of further assistance this spring. We are looking forward to having Mr. Tran with us.

Sincerely,

Paul P. Van Riper

Paul P. Van Riper
Professor of Administration and
Director of the Doctoral Program

P.S.: If he makes the Ph.D. in two years it will be par for the course. It is likely he will need part at least of the third year, though one never knows for sure. But the three certainly should do it, given reasonable application and success.

PVR

THE GRADUATE SCHOOL
CORNELL UNIVERSITY
125 EDMUND EZRA DAY HALL
ITHACA, NEW YORK

Office of the Dean

April 11, 1958

Mr. Tran Qui Than
108 duong Cao Thang
Saigon, Vietnam

Dear Mr. Tran:

It is a pleasure to inform you that you have been admitted to the Graduate School for the Fall Term beginning September 1958 as a Ph.D. candidate in the Field of Business & Public Administration.

Students from foreign countries whose native language is not English or whose preparation differs from that of universities in the United States should not necessarily expect to receive their degrees at the end of the minimum residence period. Such students are often recommended by the Admissions Committee to enter as provisional candidates, and they may request admission to candidacy after a period of study on campus. Usually this request is made after the first semester of study. Transfer of residence credit as a provisional candidate may not exceed one semester.

A matriculation fee of twenty-eight dollars (\$28.00) is required. This should be paid after arrival, prior to registration.

For information concerning dormitory accommodations or housing off-campus, you should write either to the Department of Residential Halls or to the Off-Campus Housing Bureau, both in Day Hall.

Please notify us by letter whether or not you intend to come. Upon arrival you should report immediately to this office and to the Counselor to Foreign Students, Mr. David Williams, 144 Day Hall.

Sincerely yours,

John W. McConnell

John W. McConnell
Dean

+ matric fee
+

CORNELL UNIVERSITY

ITHACA, NEW YORK

Office of Residential Halls

June 30, 1958

Mr. Tran Q. Than
East Lansing, Michigan

Dear Mr. Than:

We should like to welcome you to Cornell's residential halls for graduate students with the sincere wish that your year on Campus will be a comfortable and pleasant one. The following space has been reserved for you:

Single Room - 210 Boldt Hall
\$375.00 per year

If this assignment is not in complete accord with any preference you expressed, be assured we were unable to more fully comply with your request. To signify acceptance of the assignment, please sign and return the two enclosed contract cards to this office not later than the date stamped thereon.

Room contracts are binding for the full college year. Rent is payable in four equal installments. The enclosed bill, covering the first installment, is due and payable at the Treasurer's Office on or before the indicated due date. If it is more convenient, your check or money order, payable to Cornell University, may be returned to this office with your signed contract cards.

Please read carefully the enclosed booklet on dormitory rules and the terms of the contract. The policies are enforced throughout the year.

Under the terms of the room lease, your room will be available Thursday, September 18th. However, Law students or graduate students who are required to report during the week of September 15th may take possession on Sunday, September 14th, provided written request for such an arrangement is received by this office no later than September second. In such cases, a pro-rated charge will be made for occupancy prior to September 18th.

Luggage which is plainly marked with your name and room number may be expressed in advance to your dormitory. Your key will be available at the time you register at the dormitory office. The room is completely furnished, including bed linen, blankets and bedspreads. Towels and soap are not provided.

Please note the map on the reverse side of this stationery. Your dormitory is circled in red in order to simplify your orientation to the Campus.

Sincerely yours,

MRS:nj
Enclosures

M. R. Shaw, Director

July 11, 1958

Mr. M. R. Shaw, Director
Office of Residential Halls
Cornell University
Ithaca, New York

Dear Mr. Shaw:

Your letter dated June 30 to Mr. Tran Qui Than requesting payment on his single room No. 210 Boldt Hall was not received until July 10. Mr. Than's telegram to you yesterday stated that a letter would follow.

I am writing this letter to explain certain circumstances which make it impossible for the pro-rated payment to reach you in less than two weeks. First, neither Mr. Than nor the Vietnam Project was aware of the fact that he would have to pay the first quarter instalment approximately two months in advance. Secondly, since this letter, dated June 30, did not reach him until the due date, July 10, obviously there was not sufficient time to remit the money.

The \$93.75 quarterly instalment will be sent to your university as soon as we can process the necessary papers through our Business Office. It is unlikely that it will reach you in less than two or three weeks, but we request that you not cancel Mr. Than's room assignment. I am returning the signed contract card to you and have forwarded the bill for payment to our Business Office.

Sincerely yours,

Elsie Cunningham
Administrative Assistant

EC:kc

Enclosure

Than

July 16, 1958

Cashier's Office
Administration Building
Campus

Dear Sirs:

75. *CAO THAN* *COLUMBIA*
I am requesting an advance of \$93.75 for Mr. Tran Qui Than. Mr. Than has received notice that this amount is due in order to hold his room reservation for the fall term at Cornell - University. The amount will be deducted from his per diem payments.

Sincerely,

Stanley K. Sheinbaum
Coordinator

EC:kc

APPROVED:

Howard G. Grider
Contracts Administrator

August 7, 1958

Registrar
Graduate School
Cornell University
Ithaca, New York

Dear Sir:

I would very much appreciate two copies of your catalogue.

Mr. Tran Qui Than will be enrolled this fall as a graduate student in Business Administration under our sponsorship. In order to cover his tuition and similar fees it would be most convenient to us if you would bill the Project directly for these expense.

Sincerely yours,

Elsie Cunningham
Administrative Assistant

EC:kc

cc.: T.Q.Than

August 19, 1958

Mr. John W. McConnell
Dean of the Graduate School
Cornell University
125 Edmund Ezra Day Hall
Ithaca, New York

Dear Dr. McConnell:

In the information received by Mr. Tran Qui Than from the Office of Residential Halls they indicated that he will only be allowed to occupy his room prior to September 18th if notification has been received by that office. Since he is very anxious to consult with the faculty advisors, he would very much appreciate a letter from your office to the proper person in the Office of Residential Halls that would allow him to arrive on Sunday September 14th.

We, of course, are very anxious to know of Mr. Than's progress and will be pleased to hear from you or other faculty members advising directly on his program. It is hoped that from time to time some members of our staff, or Mr. David Cole, formerly of our staff, may have the opportunity to come to Cornell and speak personally to Mr. Than as well as to the faculty advisors.

Sincerely yours,

Elsie Cunningham
Administrative Assistant

EC:kc

cc.: Than

CORNELL UNIVERSITY
THE GRADUATE SCHOOL
ITHACA, NEW YORK

Than

OFFICE OF THE DEAN
EDMUND EZRA DAY HALL

August 25, 1958

Miss Elsie Cunningham
Administrative Assistant
Vietnam Project • Office of Coordinator
Michigan State University
East Lansing, Michigan

Dear Miss Cunningham:

Since Dean McConnell is our ot town, I am answering your letter of August 19 regarding Mr. Tran Qui Than.

The Office of Residential Halls said that it would be all right for him to arrive on Sunday, September 14. Since I am not sure of Mr. Than's itinerary, could you please give him this information.

As soon as Mr. Than has set up his faculty committee, I shall send your letter to the chairman for his information.

Sincerely yours,

(mrs.) Eva Poysa

(Mrs.) Eva Poysa
Admissions Secretary

September 2, 1958

Mrs. Eva Poysa
Admissions Secretary
Cornell University
The Graduate School
Ithaca, New York

Dear Mrs. Poysa:

Thank you for your letter of August 25th indicating that Mr. Than could arrive on September 14th as he requested.

Since I am uncertain as to the proper place to address correspondence regarding the fees of Mr. Than, I am writing to you in the hopes that you may be able to route this request to the proper person.

In the Dean's letter of acceptance to him is mentioned the \$28 matriculation fees payable prior to registration. If possible, I would very much appreciate receiving one billing for the fall term with the breakdown of charges assessed for the first term.

Thank you very much for your assistance.

Sincerely yours,

Elsie Cunningham
Administrative Assistant

EC:kc

cc.: Than