



# MARYHURST UNIVERSITY

## GRADUATE DEPARTMENT OF MANAGEMENT

MASTER OF BUSINESS ADMINISTRATION

APPLICATION FOR ADMISSION

# MARYLHURST UNIVERSITY

## MBA PROGRAM

### APPLICATION INSTRUCTIONS

Thank you for your interest in the Marylhurst MBA program. We appreciate the effort you will put into your application and we look forward to reading it.

The Marylhurst MBA prepares students to be responsible leaders who aspire to a career in management. The curriculum is challenging, and graduate students are held to high performance standards.

### REQUIRED MATERIALS

The Office of Admissions will acknowledge your application when it receives **ALL** the following items:

- Application and \$40 fee (\$50 for international applicants)
- Official sealed transcripts from **all** undergraduate and graduate course work.
- Two sealed letters of recommendation (including at least one from a current or a former employer). The letters should address your professional and intellectual abilities.
- Current résumé.
- Application Essay. This is a three- to five-page document to help us understand your experiences, accomplishments, goals, and your written communications skills. In a well structured essay, answer the following:
  1. Describe an important professional experience and what you learned from it.
  2. Describe your life goals.
  3. Describe how a Marylhurst MBA will help you achieve your goals.

The Application Essay is evaluated on content, organization and style. Your essay should be double-spaced and include your name on each page.

For applicants with more than five years of relevant work experience, the admission decision is based more on the application essay, business experience, the final interview, and letters of recommendation than it is on the applicant's undergraduate history. Applicants are invited (but not required) to submit GMAT test scores.

For applicants with fewer than five years of relevant work experience, the admissions decision is based more on academic achievement. In addition to completing the required application materials, applicants with fewer than five years of relevant work experience must either have an undergraduate GPA of 3.00 or higher or provide GMAT scores taken within the last two years.

After the Admissions Office receives all application materials, the MBA Admissions Committee will review your application. Qualified candidates will be invited for a personal interview either in person or by telephone. Following the interview, the Department will inform you of the Committee's decision, usually within a week of the interview. If you are accepted into the program, the Department will send you a letter of acceptance, which you need to sign and return.

### APPLICATION DEADLINES AND POLICIES

Marylhurst uses a rolling admissions policy, and applications are accepted year round. Terms begin late September, early January, late March, and late June. Applications should be completed at least six weeks prior to the beginning of the quarter in order to be considered for enrollment that term.

### INTERNATIONAL APPLICANTS

The Marylhurst MBA program welcomes international applicants. The program requires English language fluency in listening, speaking, reading, and writing. At a minimum, non-native speakers of English must score 550 or better on the written Test of English as a Foreign Language (TOEFL) or demonstrate equivalent English proficiency. In addition, they may be required to complete additional courses to increase their English language proficiency and to ensure success in the MBA program. Official foreign transcripts must include an English translation. You may be requested to provide a course-by-course credential evaluation report at your expense. Contact the International Admission Specialist at 503.699.6268 for details.

### FINANCIAL AID

Financial aid is available for those who qualify. Contact the Marylhurst Office of Financial Aid for more information (or to receive a financial aid packet) at 503.699.6253 or email [finaid@marylhurst.edu](mailto:finaid@marylhurst.edu). Financial aid is not available for international students.

### TECHNOLOGY REQUIREMENTS

MBA students are expected to be comfortable with PC technology and online learning. Students should have access to a PC with Windows XP, Microsoft Office XP and a Hewlett-Packard HP10BII Financial Calculator. Please refer to the Marylhurst University 2004-2006 Catalog for more information.

**SEND ALL MATERIALS TO:** Marylhurst University Admissions Office  
17600 Pacific Highway (Hwy. 43)  
P.O. Box 261  
Marylhurst, OR 97036-0261

MARYLHURST MBA PROGRAM APPLICATION FOR ADMISSION

APPLICATION FEE

Please include \$40 application fee (\$50 for international students)

Check attached. Make checks/bank drafts payable to Marylhurst University.

or

VISA/MasterCard Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Anticipated quarter of entry: Year \_\_\_\_\_  Fall  Winter  Spring  Summer

Name (first, middle, last) \_\_\_\_\_

Please list all names that may appear on your transcripts:

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (day) \_\_\_\_\_ Telephone (evening) \_\_\_\_\_

Email Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_ (A student identification number will be assigned to international applicants.)

US Citizen?  Yes  No. If no, what country? \_\_\_\_\_

Permanent Resident?  Yes  No. If yes, provide a copy of your green card.

EMPLOYMENT

If you have a business card, please include one with your application.

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

Nature of Business/Type of Industry \_\_\_\_\_

Title/Years in Current Position \_\_\_\_\_

Job Function \_\_\_\_\_

Is your employer aware of your MBA Application?  Yes  No

ACADEMIC BACKGROUND

Colleges & Universities Attended	Dates	Degrees	Major
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Please list all undergraduate and graduate institutions you have attended and request official transcripts from each.)

NAMES OF PERSONS WRITING REFERENCES

Name \_\_\_\_\_

Title/Position \_\_\_\_\_

Name \_\_\_\_\_

Title/Position \_\_\_\_\_

EMERGENCY CONTACT

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (day) \_\_\_\_\_ Telephone (evening) \_\_\_\_\_

OTHER INFORMATION

How did you learn about the Marylhurst MBA program? \_\_\_\_\_

Have you previously applied to the Marylhurst MBA program?  Yes  No. If yes, when? \_\_\_\_\_

What other MBA programs did you consider? \_\_\_\_\_

Will you receive tuition reimbursement from your employer?  Yes  No. If yes, what %? \_\_\_\_\_

I anticipate taking \_\_\_\_\_ courses per term and completing the program within \_\_\_\_\_ years.

I anticipate taking \_\_\_\_\_% of my courses online.

I certify that, to the best of my knowledge, all information contained within this application is true and complete. I understand that misrepresentation in any statement may be considered sufficient reason for refusal of admission or disqualification.

Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have a specific, documented disability that qualifies you for academic adjustments and/or auxiliary aids, please contact the Services Coordinator for Students with Disabilities at 503.636.8141, ext. 3344, or 800.634.9982, ext. 3344, or TTY 503.699.6301, or email [adaservices@marylhurst.edu](mailto:adaservices@marylhurst.edu).

Marylhurst University, in its educational policies and procedures, provides equal opportunity for all its students without regard to race, color, national or ethnic origin, religion, sex, age, or disability.