

Master of Business Administration Program

Saint Joseph's College

P.O. Box 850 • Rensselaer, Indiana 47978

www.saintjoe.edu/academics/

Applications for MBA admissions can only be processed for complete applications. A complete file consists of the following:

- A completed application form.
- Copies of all official transcripts.
- Three professional letters of recommendation.
- Statement of purpose of pursuing the MBA degree.
- Official GMAT scores (if required) **Not required for class entering in summer 2011.**

Official transcripts are required from all institutions you have attended. These must be submitted unopened in original sealed envelopes.

Three Letters of recommendation from individuals who can evaluate the student's ability to perform graduate-level work. At least one of these must come from a faculty member in the student's major field of study. Letters of recommendation must be received in their original sealed envelopes.

Official GMAT score report. Candidates whose cumulative undergraduate grade point average is below 3.50 on a four point scale are required to submit official Graduate Management Admissions Test (GMAT) test scores. Individuals whose undergraduate grade point average is 3.5 or better are not required to submit a GMAT score. Candidates who already have an advanced degree are not required to take the GMAT test. **Students applying for the class entering in 2011 are not required to submit GMAT scores.**

SECTION 1 PERSONAL DATA

Name _____
Last First Middle

Address _____

City _____ State _____ Zip Code _____

Phone: Work (____) _____ Home (____) _____ Cell (____) _____

E-mail Address _____ Social Security Number _____ - _____ - _____

Date of Birth ____ / ____ / ____ Sex ____ Female ____ Male

Place of Birth: _____
City State Country

Country of Citizenship: _____

SECTION 2 ENROLLMENT INFORMATION

Program for which you are applying:

____ Master of Business Administration (full-time, cohort program)

____ ~~Master of Business Administration (part-time)~~ **not available at this time**

If admitted, do you want to be considered for a scholarship? ____ Yes ____ No

Will you need campus housing? ____ Yes ____ No

SECTION 3 EDUCATIONAL HISTORY

List all undergraduate and graduate (if any) schools you have attended, starting with the most recent.

Institution*	Dates Enrolled	Major	Degree Received	Overall GPA.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*Official transcripts are required from all colleges attended.

Do you believe that your past academic record is a reasonably fair indicator of your current ability to pursue graduate study?

_____ Yes _____ No If "no" please explain: _____

SECTION 4 WORK HISTORY

List current and other recent work experience you have had-- *including formal internships*, especially those relevant to the Master of Business Administration program. List your current or most recent employer first.

Employer	Position	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION 5 Other Background Information

List other information such as awards, volunteer activities, and/or special experiences or skills that may be relevant to evaluating your application. (You may attach a resume with this information).

On a separate sheet of paper please write a one-page essay describing your reasons for pursuing an MBA degree, including your expectations from the program and your current career aspirations.

Please mail your essay, application, (vita or resume), and a non-refundable check or money order for \$15.00 (payable to Saint Joseph's College) to the address below.

Please arrange to have an official transcript from each college and/or university you have attended sent to:

Master of Business Administration
Saint Joseph's College
P.O. Box 850
Rensselaer, IN 47978

Signature _____ **Date** _____

Saint Joseph's College admits students of any race, color, gender, national or ethnic origin, and does not discriminate on the basis of any disability in admission or access to its programs.

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