



SCHOOL OF BUSINESS / 16300 OLD EMMITSBURG ROAD / EMMITSBURG, MARYLAND 21727
301.447.5326 / FAX.301.447.5335 / MBAREG@MSMARY.EDU / WWW.MSMARY.EDU/MBA

MASTER OF BUSINESS ADMINISTRATION

Application for Admission

APPLICATION INSTRUCTIONS:

Please type or print clearly. Use space provided on this application form and attach individual sheets as necessary.

A complete application consists of:

- Application form dated and signed
- Official transcripts from all schools attended after high school
- Official test results sent directly from testing agency (if required)
- Application fee of \$35 U.S. dollars (nonrefundable); make checks payable to Mount St. Mary's University
- Résumé or brief statement, in essay form, describing your undergraduate collegiate activities, military experience, professional and/or business experience and career objectives
- International students must submit the application form for I-20

Please send form, fee and statement to the address at the top of this page.

FINANCIAL AID

If you plan to apply for financial assistance, you should file the Free Application for Federal Student Aid (FAFSA) as soon as possible in your application process (ideally by March 1 for fall entrance and October 1 for spring entrance). For further information, contact the financial aid office at 301-447-5207.

- In addition to financial aid, a limited number of Graduate Assistantships are available annually to MBA candidates through the office of the Vice President for Academic Affairs
- Students receiving VA benefits should contact the registrar and notify the MBA office.

Admissions decisions are made without reference to any application for aid.

CAMPUS VISITS

You are strongly encouraged to visit our Emmitsburg campus or Frederick Center and speak with the MBA director. Talking with a faculty member, sitting in on classes, or taking a campus tour can all be helpful in choosing a graduate school. Please call 301-447-5326 to make an appointment.



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MASTER OF BUSINESS ADMINISTRATION

Application for Admission

Application for admission in:

Fall, Year _____ Spring, Year _____ Summer, Year _____

Intended Plan of Study:

Full-time Part-time

PERSONAL INFORMATION

LEGAL NAME _____ MAIDEN NAME _____ PREFER TO BE CALLED _____ SEX: M F

DATE OF BIRTH _____ SOCIAL SECURITY NUMBER _____ E-MAIL ADDRESS _____

PERMANENT HOME ADDRESS _____

CITY _____ STATE _____ ZIP _____ COUNTRY _____

HOME TELEPHONE _____ CELL _____ FAX _____

Use permanent address for correspondence? Yes No (If no, complete the section below)

Correspondence Address (if different from permanent address)

CITY _____ STATE _____ ZIP _____ COUNTRY _____

PHONE NUMBER AT CORRESPONDENCE ADDRESS (IF APPLICABLE) _____

Correspondence address valid from ____ / ____ / ____ to ____ / ____ / ____

CITIZENSHIP STATUS

USA Permanent Resident Visa Student (Indicate type of Visa _____ and Country of Citizenship _____)

If not English, what is your native language? _____

Applicants whose native language is not English should enter the result of the TOEFL and have official scores sent to the School of Business.

Dates taken _____ Scores _____

OPTIONAL ITEMS

Provision of this information is voluntary and in no way affects the admission decision. The information is requested solely for the purpose of reporting statistical data.

RELIGIOUS PREFERENCE _____

If Catholic, please identify:

PARISH _____ CITY _____ DIOCESE _____

Are you Hispanic or Latino? Yes No

Please select one or more: Black/African American Asian American Indian/Alaskan Native

Native Hawaiian or Other Pacific Islander White



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MASTER OF BUSINESS ADMINISTRATION

Application for Admission

PROFESSIONAL EXPERIENCE

CURRENT EMPLOYER/COMPANY NAME

EMPLOYER STREET ADDRESS

CITY

STATE

ZIP

YOUR CURRENT POSITION, TITLE OR RESPONSIBILITIES

EMPLOYER'S TYPE OF BUSINESS OR PROFESSION

YEARS OF PROFESSIONAL EXPERIENCE

WORK TELEPHONE

Does your employer provide tuition remission benefits? Yes No If Yes, what? _____

Previous Positions (most recent first)

Employer/Company Name

City, State

Dates

EDUCATION

List below the colleges and universities you have attended. Request that the registrar of each institution send an official copy of your transcripts to Mount St. Mary's Master of Business Administration Office.

Name of Colleges and Universities

City, State

Degree & Major

Dates of Attendance

Graduated?

Yes No

Yes No

Yes No

Have you ever taken the Graduate Management Admissions Test (GMAT): Yes No If Yes, date _____ score _____

Have you ever been a student at Mount St. Mary's University? Yes No

If yes, dates of attendance _____ or year of graduation _____

Check here for Mount St. Mary's transcript release.

SIGNATURE

DATE

Sign above to authorize release of your Mount transcript; otherwise, it is your responsibility to provide the Master of Business Administration Office the official transcript.



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MASTER OF BUSINESS ADMINISTRATION *Application for Admission*

ADDITIONAL INFORMATION

Intended area of concentration, if known:

- Finance (FIN) Management (MNGT) Marketing (MKTG)

How did you first learn of Mount St. Mary's Master of Business Administration Program?

- Alumni (A) Mount Representative (O)
 College Guides (G) Internet (T)
 Mount Publications (L) Current Student (S)
 Relatives (R) Radio (K) Please specify station _____
 Employer (I) Newspaper (P) Please specify paper _____
 Other (Z) Please specify _____

What characteristics of the Mount's program persuaded you to apply?

- Curriculum (A) Class size (S)
 Quality and accessibility of faculty (F) Professional and academic reputation (T)
 Location (L) Accelerated format (F)
 Catholic (C) Other (Z) Please specify _____

APPLICATION SIGNATURE (REQUIRED)

My signature below indicates that all the information contained within my application is complete, factually correct, and honestly represented. I understand that any misrepresentation of information included as part of my application could nullify my admission.

SIGNATURE

DATE

It is the policy of Mount St. Mary's University not to discriminate on the basis of race, color, national or ethnic origin, political or religious opinion or affiliation, age, sex or handicapping condition in the recruitment of admission of students, or in the administration of the University's educational policies, admissions policies, scholarship and athletic programs, and other University administered activities and programs. The compliance officer at Mount St. Mary's University for Title IX and section 504 of the Rehabilitation Act of 1973 is Mrs. Pauline Engelstätter, Vice President for University Affairs (301.447.5600).