



**MASTER OF BUSINESS ADMINISTRATION
ACCOUNTING • HEALTHCARE LEADERSHIP • MANAGEMENT**

APPLICATION FOR ADMISSION

INFORMATION AND INSTRUCTIONS

The Division of Graduate Studies and Continuing Education recommends you familiarize yourself with individual graduate programs, their requirements, and other pertinent information contained in the catalog. Please send all required documentation to: Elms College, Division of Graduate Studies and Continuing Education, 291 Springfield Street, Chicopee, Massachusetts 01013-2839

Please note that the applicant's signature is required in order for the application to be considered complete.

Application Fee

There is a one time, non-refundable, application fee of \$30. Please make checks payable to Elms College.

Records and Confidentiality

Any and all information submitted with this application for admission becomes the property of Elms College. In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, your application materials will be kept confidential within the confines of Elms College. For further information regarding FERPA, please see the graduate catalog.

Financial Assistance

The Financial Aid Office can assist students with information on loans, grants, and scholarships. Call the Financial Aid Office to receive information on the Free Application for Federal Student Aid (FAFSA) at 413-265-2249. Elms College's school code is 002140. The FAFSA does not apply to international students.

International Students

International students are encouraged to apply to the Elms College graduate programs. An applicant who is not a United States citizen or a permanent resident alien, and who wishes to apply for an F-1 Student Visa must submit an F-1 Visa Request Form and supporting documents. Those students whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and earn a minimum score of 79-80 on the TOEFL iBT. Elms College's board number for the TOEFL exam is 3283. For further information please contact the Division of Graduate Studies and Continuing Education at 413-265-2490 or mccarryj@elms.edu.

Advising

Upon acceptance of the applicant, an initial advisor is assigned to the candidate. Prior to the first registration, students are expected to meet with their advisors to develop a program of study.

Application for Admission Deadlines

Elms College has a rolling admissions policy allowing students to apply for admission anytime during the year. Rolling admission eliminates specific deadlines for applications, but students are encouraged to apply early.

Immunization Records

Graduate students wishing to attend Elms College must submit immunization records to the Wellness Center if they plan to enroll with nine credits or more. For details contact the Health Center at 413-265-2288.

Academic Requirements

Candidates must possess a baccalaureate degree from an accredited college or university.

Candidates must have achieved an undergraduate grade point average of 3.0 or better on a 4.0 scale. In addition, students need to have successfully completed one semester of the following foundation courses or their equivalent (upon approval), with a grade of "B" or better to satisfy the M.B.A. program's prerequisites:

- Principles of Accounting II
- Economics II
- Elementary Statistics
- Principles of Finance
- Principles of Management
- Principles of Marketing

Candidates who have not completed the prerequisites may apply to the program and take the prerequisite foundation course(s) at Elms College or another institution, or complete the Elms College Accelerated Foundation Program.

Please note: In addition to the prerequisite foundation courses, applicants to the M.B.A. with a concentration in accounting must also have the following undergraduate level foundation courses (21 credits):

- Accounting Information Systems
- Advanced Accounting
- Auditing
- Cost / Managerial Accounting
- Intermediate Accounting I and II
- Taxation

To be eligible for a CPA license, please see the individual state requirements for CPA certification or licensure.

Required Documentation

- Completion of Elms College Graduate Admission Application and \$30 application fee
- Goal statement for graduate study. (A one page essay discussing professional goals and reason for applying to the M.B.A. program)
- Two letters of recommendation, either academic or professional
- Official transcripts from all colleges or universities
- Current resume
- Official GMAT scores
GMAT Waiver:
The admissions committee will consider waiving the GMAT requirement if the student meets any one of the following criteria:
 - Elms College undergraduate degree with cumulative GPA of 3.0 or better
 - Graduate degree or professional certification
 - Five plus years work experience in accounting, business management, or healthcare leadership

International students only: TOEFL Test

Informational Interview

All candidates are required to complete a face-to-face informational interview with the program director or member of the graduate faculty prior to consideration for acceptance.

Non-Matriculated Students

Upon approval from the program director, students can take up to two courses before being officially accepted into the M.B.A. program.

Transfer Credits

Upon approval from the program director, a maximum of nine (9) credits of coursework from another institution will transfer into the M.B.A. program.

Name: _____
(name of applicant)

APPLICATION FOR ADMISSION TO THE M.B.A.

Personal Information Date: ____/____/____

Semester of proposed entrance: Fall Winter Spring Summer Year: 20____

Area of concentration: Accounting Healthcare Leadership Management

Name: _____
Last Name/Family Name First Middle

Other names (for transcript purposes only): _____

Gender: Female Male

Social Security Number (for internal purposes only) : _____ Date of Birth: ____/____/____

Are you a citizen of the United States? Yes No I would like to apply for an F-1 Visa. Yes No

Mailing Address:

City: _____ State: _____ Zip or postal code: _____ Country: _____

Email address: _____

Work telephone: (____) _____ Home phone: (____) _____ Cell phone: (____) _____

Do you have a second mailing address that would facilitate you receiving important correspondence from Elms College? Yes No

If yes, is this address a temporary address or a permanent second address? Temporary Permanent

Name: _____

Street address: _____

City: _____ State: _____ Zip or Postal Code: _____ Country: _____

Telephone: (____) _____ Start date of second address: ____/____/____ End date of second address: ____/____/____

ADMISSION TEST SCORES

TOEFL iBT: Date (Taken or Plan to Take) _____ Self-Reported TOEFL Score _____
MM/YYYY

GMAT: Date (Taken or Plan to Take) _____ Self-Reported GMAT Score _____
MM/YYYY

RECOMMENDATIONS

List two persons supplying your letters of recommendation.

NAME	TITLE	ADDRESS

Name: _____
(name of applicant)

EMERGENCY CONTACT INFORMATION

Please provide information for one of the following (check one): Spouse Partner Parent Other

Ms./Mr./Mrs. _____
(circle one) Last Name/Family Name First Name Middle

Street Address: _____

City: _____ State Zip Country

Telephone : () _____

ADDITIONAL INFORMATION

How did you hear about the Elms College M.B.A. Program? _____

Have you previously applied to Elms College? Yes No If yes, when? _____

Have you previously attended Elms College? Yes No If yes, dates attended _____ Degree Obtained _____

Are you seeking graduate transfer waiver/credit? Yes No

If yes, from which institution(s)? _____

To what other graduate programs have you applied other than Elms College? _____

The following questions are optional

Place of birth _____ Religious preference _____

Mother's place of birth _____ Father's place of birth _____

What is your first language, if other than English? _____

Is another language spoken at home? Yes No If yes, what language? _____

How would you describe yourself? Check any that apply.

- | | |
|---|--|
| <input type="checkbox"/> American Indian, Alaskan Native (tribe _____) | <input type="checkbox"/> Mexican American, Mexican |
| <input type="checkbox"/> Native Hawaiian, Pacific Islander | <input type="checkbox"/> African American, Black (country _____) |
| <input type="checkbox"/> Asian American, Asian, Indian subcontinent (country _____) | <input type="checkbox"/> White, Anglo, Caucasian |
| <input type="checkbox"/> Hispanic, Latin, Puerto Rican (country _____) | <input type="checkbox"/> Other (specify _____) |

I certify that all items on this application are answered correctly and completely. I understand that incomplete information, the withholding of information, or incorrect information may disqualify me from admission to Elms College or may later be the basis for my withdrawal or dismissal.

Legal Name: _____
Please Print Last Name/Family Name First Middle

Signature: _____ Date: / /