



DIVISION OF BUSINESS
APPLICATION FOR GRADUATE ADMISSION

Master of Business Administration

Accounting • Entrepreneurship • Financial Planning • Healthcare Innovation • Healthcare Leadership • Management

Master of Science-Accounting and Financial Planning

Graduate Certificate

Financial Planning • Public Accounting

INFORMATION AND INSTRUCTIONS

The School of Graduate and Professional Studies recommends you familiarize yourself with individual graduate programs, their requirements, and other pertinent information contained in the catalog. Please send all required documentation to: **MBA and Graduate Programs, Division of Business, Elms College, 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 student catalog at www.elms.edu/gradcatalog.

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 (T.O.E.F.L.) and earn a minimum score of 79-80. Elms College's board number for the T.O.E.F.L. is 3283. For more information, contact the MBA program coordinator at 413-265-2592 or email mba@elms.edu.

Advising

Upon acceptance, an advisor is assigned to the student. 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 any time 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 Health Center if they plan to enroll with nine credits or more. For details, please 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 the equivalent (upon approval), with a grade of "B" or better

to satisfy the MBA or MS program prerequisites:

MBA Program & CFP Certificate Prerequisites:

- Principles of Accounting I and II
- Macro & Microeconomics
- Elementary Statistics
- Principles of Finance
- Principles of Management*
- Principles of Marketing*

*Not required for CFP

MBA-Accounting or MS-Accounting/Financial Planning must also have the following (in addition to the above)

- Intermediate Accounting I and II
- Personal Tax

Advanced Graduate Certificate of Public Accounting

- Must be eligible to sit for the CPA exam.

To be eligible for a CPA license, please see the individual state requirements for CPA certification or licensure. Must have completed MBA prerequisites or CFP academic leveling.

Candidates who have not completed the prerequisites may apply to the program and take the prerequisite(s) at Elms College or another institution.

Required Documentation

- Completion of Elms College Graduate Admission Application and \$30 fee
- Goal statement for graduate study. (A one-page essay discussing professional goals and reason for applying to the MBA or MS program)
- Two letters of recommendation, either academic or professional
- Official transcripts from all colleges or universities
- Current resume

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 MBA or MS program.

Transfer Credits

Upon approval from the program director, a maximum of nine (9) credits of coursework from another institution will transfer into the MBA or MS program.

APPLICATION FOR ADMISSION TO GRADUATE BUSINESS PROGRAMS

PERSONAL INFORMATION

Date _____ / _____ / _____ Semester of proposed entrance Fall Winter Spring Summer Year _____
Month Day Year

Program for which you are applying:

- MBA** – Accounting Entrepreneurship Financial Planning Healthcare Innovation Healthcare Leadership Management
 MS-Accounting and Financial Planning
 Certificate ONLY – Financial Planning Public Accounting

Name _____
Last First Middle Maiden / Other

Other names (for transcript purposes only) _____

Address _____
Street or P.O. Box # City State Zip or Postal Code Country

Phone number (____) _____ Cell phone number (____) _____ Email _____

Date of birth _____ / _____ / _____ Male Female Social Security Number _____
Month Day Year

Are you a U.S. Citizen? Yes No

By checking this box I agree that I have read and understand the following statement. Section 6109 of the Internal Revenue Code requires you to give Elms College your social security number (SSN) or taxpayer identification number (TIN) to allow Elms College to file certain information with the IRS. You have the right to refuse to provide this information; however, failure to furnish your SSN or TIN to Elms College may subject you to penalty by the IRS.

ADMISSION TEST SCORES

TOEFL (Taken or plan to take) _____ / _____ / _____ Self-Reported TOEFL Score _____ / _____ / _____

RECOMMENDATIONS

List two persons supplying your letters of recommendation

NAME	TITLE	PHONE/EMAIL

EMERGENCY CONTACT INFORMATION

Please provide information for one of the following (check one) Spouse Partner Parent Other (please indicate relationship) _____

Ms./Mr. _____

(Circle One) Last Name/Family Name First Name Middle

Address _____

Street or P.O. Box # City State Zip or Postal Code Country

Phone number (____) _____ Cell phone number (____) _____ Email _____

ADDITIONAL INFORMATION

How did you hear about our graduate programs? _____

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

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

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? _____

(Optional)

Marital Status: Single Married

Religion _____

Do you consider yourself to be Hispanic or Latino? Yes No

How would you describe yourself? Check any that apply.

- American Indian, Alaskan Native Mexican American, Mexican Native Hawaiian or other Pacific Islander Black or African American
 Asian White Other

SIGNATURE

This application will be considered incomplete without your signature.

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 _____

Last First Middle

Applicant Signature _____

Date _____
Month/Day/Year