

Ithaca College Division of Graduate Studies

M.B.A. Program Application

All application materials should be sent to
Division of Graduate Studies
Ithaca College
111 Towers Concourse
Ithaca, NY 14850-7142

On the following pages are forms for

- Application for admission to an M.B.A. program
- Recommendations

To apply to one of the M.B.A. programs at Ithaca College, fill out an application form that includes biographical information and an essay. Your application will be reviewed carefully to determine (1) whether the M.B.A. program you have selected will be compatible with your career interests; (2) how you will contribute to the learning experience of other students enrolled in the program; and (3) whether you have demonstrated the requisite communication skills.

A complete application includes the following materials:

- Official transcripts** of all post-secondary coursework undertaken — Have your official transcripts sent directly from your undergraduate institution to the Division of Graduate Studies. Upon completion of the bachelor's degree, an official transcript with degree posted and dated is required for matriculation status.
- Two letters of recommendation** from former teachers who are familiar with the applicant's academic abilities and can comment on the likelihood of the applicant's success in a graduate management program — Recommendations must be sent directly to the Division of Graduate Studies no later than June 1.
- GMAT score** — All applicants are required to take the Graduate Management Admission Test (GMAT). Test scores should be reported directly to the Division of Graduate Studies. Information about the GMAT can be obtained by writing to GMAT, Educational Testing Service, P.O. Box 6103, Princeton, NJ 08541-6103. Information can also be obtained by calling (609) 771-7330 or by visiting the website at www.gmat.org.
- TOEFL score** — Applicants from non-English speaking countries must take the Test of English as a Foreign Language (TOEFL). Test scores should be reported directly to the Division of Graduate Studies at Ithaca College. This requirement may be waived for international students who have earned a degree from an accredited college or university in which English is the language of instruction. Information on the TOEFL can be obtained by writing to TOEFL/TSE Services, P.O. Box 6151, Princeton, NJ 08541-6151, or by calling (609) 771-7100.
- Applicants who are not U.S. citizens or resident aliens must also submit with their application an International Student Application, Certification of Finance Form accompanied by a bank letter and an Affidavit of Support Form if applicable.
- Applications must be accompanied by a check or money order in the amount of \$40 U.S. for the **application fee**, payable to Ithaca College.

Extensive work experience is not required of applicants, most of whom will enter the program upon completion of their baccalaureate studies. However, applicants who have completed internships and engaged in meaningful summer employment are preferred. The program is intended primarily for full-time students. Preference in admission decisions is given to applicants who intend to pursue the degree full-time. Acceptance of an offer of admission to the program must be accompanied by a \$500 deposit, which is applied to tuition at the time of registration. The deposit is not refundable.

Ithaca College School of Business

Application for Admission

Please type or print in black ink.

Return the completed application to Division of Graduate Studies, Ithaca College, 111 Towers Concourse, Ithaca, NY 14850-7142.
 phone 607-274-3527 fax 607-274-1263 e-mail gradstudies@ithaca.edu

Please check the appropriate program:

- Master of business administration
 Master of business administration in professional accountancy

Mr./Ms. _____
Last First Middle (Maiden)

Legal address _____
Street and number City State Zip

Mailing address _____
Street and number City State Zip

Present position _____ Date of birth _____

Telephone Home _____ Work/School _____ E-mail _____

Country of citizenship _____ Social Security no. _____

Colleges attended

Institution	Dates	Major	Credits	Degree

Official transcripts of all academic work beyond secondary school must be sent directly to the dean of graduate studies.

Previous full-time employment

Institution	Dates	Position title

Applicant's official GMAT scores must be sent directly to the dean of graduate studies.

Have you taken the GMAT? Yes What was your score? _____
 No When do you plan to take the GMAT? _____

In what semester/year do you plan to begin the M.B.A. program? ____ / ____ Do you plan to study full-time or part-time?
 Students who are not native English speakers and who have completed their baccalaureate studies in a language other than English are required to submit a TOEFL score.

Have you taken the TOEFL? Yes What was your score? _____
 No When do you plan to take the TOEFL? _____

A number of institutional scholarships are awarded to full-time students of exceptional academic ability regardless of their financial need. Do you wish to be considered for a merit scholarship? Yes No

If you are a part-time student, please explain why you wish to be considered for a merit scholarship:

Recommendations (List the persons you have asked to write a recommendation evaluating your academic ability and/or performance.)

Name	Position	Address

Please list the other schools to which you are applying:

Ithaca College School of Business — Application for Admission

Essay — On separate sheets of paper, please describe your professional objectives and tell us, in your opinion, how the M.B.A. program you have selected will help you to achieve them.

U.S. citizens and permanent residents only — Please indicate your racial or ethnic origin (response optional). If multiracial, please check all that apply and circle the one with which you most strongly identify.

- Black or African American American Indian or Native American Asian, Asian American, or Pacific Islander
 Hispanic or Latino White, Anglo, or Caucasian (non-Hispanic)

Are you a nonresident alien? No Yes Length of time in the U.S. _____

Any additional information you might wish to give concerning undergraduate preparation, graduate study, professional experiences, and interests will be helpful and is encouraged. Please use the reverse side of these forms.

A nonrefundable fee of \$40 must accompany this application. Checks should be made payable to Ithaca College.

Signature

Date

Ithaca College School of Business M.B.A. Program
Recommendation for Graduate Study

Please fill out and return to Division of Graduate Studies, Ithaca College, 111 Towers Concourse, Ithaca, NY 14850-7142.
607-274-3527

Mr./Ms. _____ has applied for admission to a program of study at Ithaca College leading to the master of business administration degree. The applicant has informed us that you would submit a personal recommendation in support of the application. The Graduate Committee on Admissions would appreciate having you write a statement in the space below and return it as soon as possible so that the applicant may be given prompt consideration. Please use the back of this form if necessary or your own stationery if you prefer.

Name _____ Occupation or position _____

Address _____

I understand that, pursuant to federal statute Public Law 93-330, the above letter of reference may be reviewed by the person for whom it is submitted as part of his or her record at Ithaca College.

Signature

Date

Candidate's signature — in compliance with Public Law 93-330
 I waive my right to view this evaluation.
 I do not waive my right to view this evaluation.

Signature

Date