Ithaca College Division of Graduate Studies
Application to the MBA Program

On the following pages are forms for:
· Application for admission to the MBA program
· Recommendations

To apply to the MBA program 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 Ithaca College’s MBA program 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 course work 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 Web site 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 $40US 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.

**Financial Aid:** All applicants to Ithaca College’s MBA program are eligible to apply for financial aid in the form of scholarships, employment, and loans. A substantial number of institutional scholarships are awarded to students of exceptional academic ability regardless of financial need. These awards are determined at the time a student is accepted for admission to the program.
Ithaca College School of Business
Application for Admission — Master in Business Administration

Please type or print in black ink. Return the completed application to:
Dean of Graduate Studies, Ithaca College, 111 Towers Concourse, Ithaca, NY 14850-7142
Tel: 607-274-3527 Fax: 607-274-1263 E-mail: gradstudies@ithaca.edu

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:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Dates</th>
<th>Major</th>
<th>Credits</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Previous full-time employment:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Dates</th>
<th>Position title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Applicants' GMAT scores must be sent directly to the dean of graduate studies.

Have you taken the GMAT? ☐ yes ☐ no
What was your score? __________
When do you plan to take the GMAT? ________________________________

In what semester/year do you plan to begin an MBA 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 ☐ no
What was your score? __________
When do you plan to take the TOEFL? ________________________________

A number of institutional scholarships are awarded to students of exceptional academic ability regardless of their financial need. Do you wish to be considered for a merit scholarship? ☐ yes ☐ no

Loan programs are available to assist students with financial need. Do you wish to receive information on available loan programs? ☐ yes ☐ no

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please list the other schools to which you are applying:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Continued on next page.
Please describe your professional objectives and tell us, in your opinion, how Ithaca College’s MBA program will help you to achieve them. Use additional paper if needed to complete your response.

___________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________

US 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 nonresidential 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
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.

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