ENDICOTT COLLEGE

376 Hale Street • Beverly, MA 01915 • (978) 232-2199 •FAX: (978) 232-3000
Email: gpsadmissions@endicott.edu

Van Loan School of Graduate and Professional Studies

APPLICATION FOR GRADUATE ADMISSION: MASTER OF BUSINESS ADMINISTRATION (MBA)

Instructions:

1. Please **TYPE** or **PRINT** the answers to ALL questions.
2. Return the completed application along with a non-refundable fee of $50.00; make checks payable to Endicott College. Please remember to sign and date the application.
3. Arrange to have the following sent along with your application or under a separate cover to the Van Loan School of Graduate and Professional Studies, 376 Hale Street, Beverly, MA 01915:
   a. Complete, official transcripts from all undergraduate and graduate course work.
   b. Two letters of recommendation.
   c. A 250–500-word essay addressing your motivations for M.B.A. study, including how you see the Endicott College M.B.A. program as part of your professional and personal goals.
   d. Complete resume.
   e. All students for whom English is not a first language must submit scores from the Test of English as a Foreign Language (TOEFL). Code: 3369
   For information on applying for the test, see the TOEFL website at www.toefl.org or write to TOEFL, Box 899, Princeton, NJ 08540, USA.

Intended Program – Please check one:

❒ Full-time MBA
❒ Part-time MBA
  ❒ Classroom
  ❒ Hybrid (combined online and classroom)
  ❒ Online

Planned date of enrollment:

YEAR _____
❒ Fall Semester
❒ Spring Semester
❒ Summer Session

Citizenship

❒ U.S. Citizen
❒ International Citizen of: _____
❒ Resident Alien
❒ Non-Resident Alien
Visa type: _____

Specialization – Please check one:

❒ General Management
❒ Entrepreneurship
❒ Healthcare
❒ Undecided
❒ Project Management
❒ Security Management
❒ Operations Management
❒ Hospitality Management
❒ Marketing
❒ Accounting
❒ Nonprofit/Public Admin.
❒ Human Resources
❒ Finance
❒ International Business

Location: Site where classes will be taken: _____

PERSONAL INFORMATION

Social Security Number _____ – _____ – _____ ❒ Male ❒ Female

Full Name _____
Last/Family Name First Middle Former Preferred First

Permanent Mailing Address _____

City _____ State or Country _____ Zip or Postal Code _____

Telephone (H) (_____) _____ (W) (_____) _____

Cell Phone (_____) _____ FAX (_____) _____

E-mail Address(es) _____

Date of Birth _____-_____-_____ Place of Birth _____
Month Day Year City, State, Country

Marital Status: ❒ Single ❒ Married ❒ Widowed ❒ Separated/Divorced

Have you ever applied to the Van Loan School of Graduate and Professional Studies? ❒ Yes ❒ No

If yes: year(s) _____ program(s) _____

Have you ever been a student at Endicott College? ❒ Yes ❒ No If yes, year(s) _____

Race and Ethnicity – Optional Information *

Are you Hispanic or Latino? (choose only one)
❒ Yes, Hispanic or Latino
❒ No, not Hispanic or Latino

What is your race? (choose one or more)
❒ American Indian/Alaskan Native
❒ Native Hawaiian/other Pacific Islander
❒ Unknown/Other (explain)
❒ Black/Non-Hispanic
❒ Asian
❒ White

* *These questions are being asked to furnish statistics, as required by the Department of Education.*

Employment Information

Current Employer _____ Dates of Employment _____

Street Address _____ City _____ State _____ Zip _____

Job Title _____ Name of Supervisor _____

Previous Employer _____ Dates of Employment _____

Street Address _____ City _____ State _____ Zip _____

Job Title _____ Name of Supervisor _____

College Information

Please list all institutions you have attended; include dates of attendance and degrees (if any) awarded:

Institution _____ Location _____

Dates Attended_____ Credits_____ Degree _____ Major _____

Institution _____ Location _____

Dates Attended_____ Credits_____ Degree _____ Major _____

Distinctions/Activities/Awards

Date(s)	Distinction/Activity/Award	Description

Recommendations (2)

Please provide a letter of recommendation from two individuals who, in your opinion, are qualified to judge your ability to do graduate work. These completed letters should be sent directly to the Van Loan School of Graduate and Professional Studies at Endicott College, 376 Hale Street, Beverly, MA 01915. Please list the names of the persons from whom you have requested a recommendation:

Name	Position/Title	Relationship

Referral

Please indicate how you became interested in Endicott College's MBA programs:

- ❒ Internet Search
- ❒ Web Site
- ❒ Alumni
- ❒ Friend
- ❒ Word of Mouth
- ❒ Past or Current Student
- ❒ College Fair
- ❒ Advertisement (print)
- ❒ Advertisement (radio)
- ❒ Reputation
- ❒ Information Session
- ❒ Family/Relative
- ❒ Other _____

I hereby make application for the herein named student and agree to the fees, terms, and conditions as set forth in the Graduate Catalog. In consideration of the undertaking by the Van Loan School of Graduate and Professional Studies to process this form, the undersigned agrees that the furnished information on the application form, together with all information and materials of any kind received by the Van Loan School of Graduate and Professional Studies from any source, or prepared by anyone at its request, shall be completely confidential and shall not be disclosed to anyone, including the candidate and his or her family, except that the Vice President and Dean of the School of Graduate and Professional Studies may, for official purposes at his or her discretion, disclose any part or all thereof to such person or persons as required by the application law.

Signature of Applicant_____ Date _____

Endicott College is an affirmative action/equal opportunity employer and is committed to the principles of equal employment and complies with all federal, state, and local laws and regulations advancing equal employment. The College's objective is to employ individuals qualified and/or trainable for open positions by virtue of job-related education, training, experience, and qualifications without regard to sex, race, religion, color, age, physical disability, sexual orientation, national or ethnic origin or citizenship, veteran status, genetic information, pregnancy, or any other status protected by law.

Endicott College is accredited by the New England Association of Schools and Colleges.