

SBU MASTER OF BUSINESS ADMINISTRATION

Application Checklist

YOUR COMPLETED APPLICATION PACKET WILL CONTAIN THE FOLLOWING ITEMS:

1. Application Checklist (this form)
2. Application Instructions
3. Application
4. Essay Questions
5. Reference forms

If you believe any of the items mentioned above are missing, please contact the MBA Department at 417-328-1758.

IN ORDER TO BE ADMITTED TO THE MASTER OF BUSINESS ADMINISTRATION PROGRAM, YOU MUST RETURN THE FOLLOWING SUPPORT MATERIALS:

1. Completed Application Checklist
2. Completed and signed Application
3. Completed Essay Questions
4. Resumé
5. \$100 New Student Fee (check or money order only, made out to the SBU MBA Department)
6. MBA Inbound Assessment
7. 2 Completed Reference Forms
8. Official Transcript(s)

SOME INDIVIDUALS WILL ALSO BE REQUIRED TO SUBMIT THE FOLLOWING:

9. Verification of Enrollment (required for all outstanding prerequisite courses)
10. TOEFL documentation (if English is not your native language)

PLEASE RETURN ALL APPLICATION ITEMS TO THE MBA DEPARTMENT. SHOULD YOU NEED TO SUBMIT ITEMS VIA MAIL, USE THE FOLLOWING ADDRESS:

**SOUTHWEST BAPTIST UNIVERSITY
MBA DEPARTMENT
1600 UNIVERSITY AVE.
BOLIVAR, MO 65613**

IN THE SPACE BELOW, PLEASE PROVIDE THE NAMES OF THE TWO INDIVIDUALS WHO WILL BE PROVIDING REFERENCES FOR YOU AS WELL AS THEIR RELATIONSHIP TO YOU.

REFERENCE 1 _____

REFERENCE 2 _____

Application Instructions

PLEASE READ ALL INFORMATION CAREFULLY AND REVIEW THE REQUIREMENTS TO MAKE SURE YOU ARE ELIGIBLE TO APPLY AT THIS TIME. THERE IS A NON-REFUNDABLE \$100 NEW STUDENT FEE, WHICH MUST BE SUBMITTED WITH YOUR APPLICATION IN ORDER FOR IT TO BE PROCESSED.

TO APPLY FOR ADMISSION, COMPLETE AND SUBMIT THE FOLLOWING DOCUMENTS:

1. COLLEGE TRANSCRIPTS

Submit one (1) official transcript of your academic record from **every** college and/or university you have attended. Academic records must be submitted for **ALL** undergraduate and graduate work, whether or not you received a degree from that particular institution. All transcripts must be submitted even if courses taken are not prerequisites for the MBA program.

- A. A transcript is considered official only if it carries the seal of the college or university, and is in an unopened, sealed envelope from the issuing institution. Transcripts are not official if they are stamped "Issued to Student." You may have transcripts sent directly to the MBA department or include them in the packet. Please allow extra time when transcripts are sent directly to us.
- B. If you are or will be enrolled in a college or university during the application process, you must request transcripts containing those final grades to complete your application.
- C. If selected to participate in the MBA program, you will need to have an additional official transcript sent **directly** to the MBA Department from the college or university granting your baccalaureate degree.

2. REFERENCE FORMS

- A. Return the enclosed original letter of reference forms.
- B. Complete the top portion of each letter of reference form. Be sure to carefully read and check only one statement regarding waiving your right to review the recommendation before you sign.
- C. Give the recommendation form and an envelope labeled with your name and "Southwest Baptist University" on the front to two separate individuals (non-family member) who can speak to your reasoning ability, communication, and character.
- D. Each letter of reference should be in a sealed envelope, with the reviewer's signature on the seal and your name and "Southwest Baptist University" on the front.

Application Instructions

3. VERIFICATION OF ENROLLMENT

If you have courses in progress or planned courses that are needed to complete a bachelor's degree or the MBA prerequisites, enclose proof of registration from the college/university that you plan to attend. If proof of enrollment is not available at the time you apply, you may send it later to complete your application. Pre-registration shows evidence of potential completion. Keep in mind that prerequisite courses in progress, other than general education or religion, may be calculated as a "C" for the purpose of computing prerequisite GPA.

4. TOEFL

Submit TOEFL documentation with your score if your native language is not English. International students should see the Southwest Baptist University Graduate Catalog for additional information.

5. Additional Information

Additional information or an interview may be requested by the Program Director or Dean in order to determine a person's eligibility or likelihood of success with the MBA program.

6. Application Checklist

Before submitting your application materials, remember to complete the enclosed Application Checklist. Doing so will ensure that all of the necessary materials are accounted for so that your application can be reviewed in a timely manner.

7. Re-Applications

- A. Applicants reapplying to the program should submit a written request, updated transcripts, and updated work experience if any. Applicants may submit new references or any updated material.
- B. Re-applicants are strongly encouraged to submit new reference letters.
- C. Transcripts, verification of experience, and references will be kept for three years.

APPLICATION FOR MBA PROGRAM

CANDIDATE INFORMATION *(Please Print)*

Residential Track Professional Track

Last Name _____ First Name _____ Middle Name _____

Social Security Number _____ Birthdate _____ Male Female

Religious preference _____ Email _____

Work phone _____ Home phone _____ Cell phone _____

Mailing Address _____

Permanent Address _____

Are you a U.S. citizen? Yes No

TOEFL Score: _____

(Required if English is not your native language)

Race/Ethnicity: American Indian or Alaska Native Hispanic/Latino
 Black or African American Asian
 Native Hawaiian or Other Pacific Islander Multi or Bi-racial
 Caucasian Other _____

Education: List ALL colleges and universities attended in chronological order.

Previous colleges/universities attended	Date attended	Degree(s)	Majors(s)	GPA

I certify that, to the best of my knowledge, all of the information given on this application and provided as support materials pertinent to the application materials (such as transcripts, letters of recommendation, etc.) is correct and complete, and I understand that any material omission or misinformation may void my admission or result in dismissal. I also understand that my application will not be processed or retained if deemed ineligible or not signed.

In seeking admission to the Master of Business Administration program at Southwest Baptist University, I voluntarily agree, if admitted as a student, to uphold the principles, standards, and regulations set forth by the University and to respect the traditions it upholds as a church-related institution of higher learning.

Signature of Applicant

Date

Essay Questions

PLEASE TYPE AND SUBMIT YOUR RESPONSES TO THE TWO ESSAY QUESTIONS ON A SEPARATE DOCUMENT. YOUR RESPONSES NEED TO BE 350-450 WORDS IN LENGTH FOR EACH ESSAY.

1. What do you ultimately hope to accomplish professionally?
2. How do faith, entrepreneurship, and leadership correlate in business?

LETTER OF REFERENCE FORM

APPLICANT Last Name _____ First Name _____ Middle Name _____

TO THE APPLICANT: The Family Educational Rights and Privacy Act of 1974 extends to students the right to inspect their records, including letters of recommendation. While we shall consider all letters of recommendation carefully, we believe that in many instances letters written in confidence are of greater use in the assessment of a student's qualifications, abilities, and potential. Select only one of the following statements indicating waiver of right to inspect this letter of reference.

- I do waive my right to inspect the contents of the following recommendation and hereby inform referent that this letter will be kept strictly confidential
- I do not waive my right to inspect the contents of the following recommendation after submission to SBU.

Signature

TO THE EVALUATOR: The above named individual is applying for admission to the MBA program at Southwest Baptist University. Your assistance is requested to assist the Master of Business Administration Admissions Committee in the selection of applicants who are best qualified to continue their education in this field. You are asked to complete this form and supply any other helpful information regarding this individual based on your experience/history with him/her. Please feel free to comment on this individual's strengths and limitations. If you require additional space, please attach a separate comment sheet. Thank you for your assistance.

USING THE DEFINITIONS ON THE ATTACHED PAGE, PLEASE RATE THE APPLICANT ON THE FOLLOWING:

	Poor (0-20%)		Below Average (21-49%)		Average (50-84%)		Good (85-94%)		Outstanding (95-100%)		Unable to assess 0
	1	2	3	4	5	6	7	8	9	10	
Commitment to learning											
Interpersonal skills											
Communication skills <i>Written</i>											
<i>Oral</i>											
Effective use of time and resources											
Use of constructive feedback											
Problem-solving											
Responsibility											
Critical thinking											
Stress management											
Professionalism											

1. Do you believe this applicant is suitable for the academic rigors of an intense, comprehensive, and demanding graduate program?

- Absolutely yes Yes, with minimal reservation Potentially, with moderate reservation No

Please explain your answer.

2. What do you see as this applicant's greatest strengths? Weaknesses?

3. Overall estimate of success in the MBA program at Southwest Baptist University. Please comment on your selection in the space provided. (Attach a separate sheet if necessary)

- Excellent Above average Average May encounter some difficulty Poor

4. How long have you known this applicant? 0-3 months 3-6 months 6-12 months 1-2 years 2+ years

5. How do you know this applicant? (Check all that apply)

- Instructor Academic advisor Student in large class Student in small class Student in lab course
 As an advisee Engaged in independent study under my direction

COMMENTS:

Evaluator's name (please print or type) _____

Occupation or position _____

Address _____ Daytime phone number _____

EVALUATOR'S SIGNATURE _____ DATE _____

Please return this form and any attachments to the applicant in a sealed envelope with your signature over the seal and the student's name and "Southwest Baptist University" written on the front.

LETTER OF REFERENCE FORM

APPLICANT Last Name _____ First Name _____ Middle Name _____

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- Excellent Above average Average May encounter some difficulty Poor

4. How long have you known this applicant? 0-3 months 3-6 months 6-12 months 1-2 years 2+ years

5. How do you know this applicant? (Check all that apply)

- Instructor Academic advisor Student in large class Student in small class Student in lab course
 As an advisee Engaged in independent study under my direction

COMMENTS:

Evaluator's name (please print or type) _____

Occupation or position _____

Address _____ Daytime phone number _____

EVALUATOR'S SIGNATURE _____ DATE _____

Please return this form and any attachments to the applicant in a sealed envelope with your signature over the seal and the student's name and "Southwest Baptist University" written on the front.