

Application for Admission

MASTER IN BUSINESS ADMINISTRATION

GRADUATE PROGRAMS



An Education in the Franciscan Tradition

ALVERNIA

ADMISSION CRITERIA AND PROCEDURES

ADMISSION CRITERIA

Quality of Previous Undergraduate and Graduate Work

The minimum requirements necessary for admission to Alvernia's MBA program will include an official transcript indicating that the applicant has earned an appropriate baccalaureate degree from an accredited college or university. A grade point average of 3.0 on a 4.0 scale for all previous undergraduate and graduate work is normally required for full acceptance.

Letters of Recommendation

The strength of letters of recommendation from persons competent to judge the applicant's probable success in graduate school will be evaluated. Each applicant will submit three letters of recommendation. Letters from former professors, from employers or supervisors familiar with the applicant's professional experiences, or from religious or community leaders must be forwarded directly to the Graduate and Continuing Studies Office of Alvernia College.

Scores on Nationally Standardized Examinations

Applicants must submit scores from examinations such as the Graduate Record Examination (GRE), Graduate Management Admissions Test (GMAT), or the Miller Analogies Test (MAT). Scores will be used to assess students' previous educational achievement levels and to evaluate their potential for meeting the demands of coursework at the graduate level. This requirement will be waived for Alvernia College alumni, and other students who have earned bachelor's degrees five years or more prior to submitting an application.

Applicant's Statement of Academic and Career Objectives

The applicant must submit a one-page statement that summarizes the value of the program of graduate study for his/her personal and professional growth and development. Describing educational and professional experiences that will serve as the foundation for graduate study is encouraged, but not required.

Additional Evidence of Potential for Success as a Graduate Student

Academic or professional awards, special certifications, samples of scholarly or creative work, completion of specialized examinations, and personal interviews will also be reviewed as evidence of potential.

Special Consideration of Applicant's Potential

Alvernia will weigh the evidence submitted by each applicant to assess the candidate's strengths and academic potential. Special consideration will be given to applicants who will enrich the diversity of the College community. Applicants to the MBA degree program will be admitted as described below:

Full Graduate Status: Students admitted to full graduate status must have submitted official documents demonstrating that they have earned a baccalaureate degree from an accredited college or university. These students must be fully qualified by the judgment of the Dean of the Graduate Programs. Students may opt for full-time or part-time enrollment.

Non-Degree Status: Students may enroll in graduate courses to earn graduate credit for professional certifications or professional development activities in their chosen field. These students must have earned a baccalaureate or other advanced degree from an accredited college or university. Certain other students may be admitted with non-degree status with the approval of the Dean of the Graduate Programs.

Retention, Completion, and Degree Requirements

Students with full graduate status must respond to a written offer of admission that specifies the date of entrance into the MBA program. This admission letter will serve as a permit-to-register for courses. In most cases, students will be offered admission for a five-year period.

Progress toward completing the graduate degree will be evaluated by each student's advisor on a regular basis. Students with full graduate status must achieve and thereafter maintain a cumulative grade point average of 3.0 or higher to be retained in the program. Students will not be allowed to participate in capstone activities unless they have achieved a cumulative grade point average of 3.0 or higher. Academic records of all graduate students will be reviewed at the end of each semester. Students will schedule two meetings with their advisor each year.

Additional Information

Students who have additional questions, or would like more information, should contact Graduate Admissions at 1.888.ALVERNIA (1.888.258.3764/1.610.796.8228) or graduate@alvernia.edu. More information on Alvernia's MBA program can be found on the college's web site at www.alvernia.edu/graduate.

ADMISSION PROCEDURES (can be submitted on a rolling basis or all at once)

- Completed application form accompanied by a non-refundable \$50 application fee mailed to **Alvernia College, Division of Graduate and Continuing Studies, 540 Upland Avenue, Reading, PA 19611**. Please make check payable to Alvernia College.
- Official college/institution transcripts.
- Three letters of recommendation.
- Scores from a nationally standardized examination.
- Personal Statement.
- Academic or professional awards (not required, but encouraged).

ADMISSION INFORMATION

Thank you for your interest in Alvernia College. We are pleased that you have decided to apply.

Alvernia College uses a rolling admission process, which means that we are constantly accepting and reviewing applications contingent on openings in specific academic programs. We prefer that you submit your application as

early as possible. Applications should be completed in ink or typed, and a non-refundable \$50 application fee should accompany the application.

Should you have questions about the application or Alvernia's admission process, please feel free to contact the Graduate Division.

PERSONAL DATA

Name Miss Ms. Mrs. Mr. _____
LAST FIRST MIDDLE (JR., ETC.)

MAIDEN/FORMER _____ NICKNAME _____

Date of Birth ____/____/____ Social Security # _____

Are you a U.S. citizen or legally authorized to attend an institution of higher education in the United States? No Yes

U.S. Citizen Permanent Resident Other _____

Country of Citizenship _____ (Additional documentation may be requested to supplement your application.)

Visa Status _____

Address _____
NUMBER/BOX STREET

CITY STATE ZIP/POSTAL CODE COUNTRY

Home Phone (____) _____ Cell Phone (____) _____ E-Mail Address _____

Employer _____ Work Phone (____) _____

Title/Position _____

OPTIONAL INFORMATION

Gender

- Male
 Female

Ethnic Origin

- American Indian or Alaska Native
 Asian
 Black/African American
 Hispanic
 Native Hawaiian or Other Pacific Islander
 White/Caucasian
 Two or More Races

Marital Status

- Single
 Married
 Divorced
 Separated
 Widowed

Religion

- Islam
 Jewish
 Protestant
 Baptist
 Lutheran
 Presbyterian
 UCC
 United Methodist
 Other Protestant
 Roman Catholic
 Other _____

EDUCATIONAL HISTORY

COLLEGE/UNIVERSITY/INSTITUTION (List all attended)	LOCATION (City/State/Country)	DATES ATTENDED (Month/Year)	DEGREE EARNED	CREDITS (completed)
_____	_____	/ TO /	_____	_____
_____	_____	/ TO /	_____	_____
_____	_____	/ TO /	_____	_____

PROFESSIONAL HISTORY

EMPLOYER NAME AND ADDRESS	DATES	POSITION
_____	_____	_____
_____	_____	_____
_____	_____	_____



Alvernia is accredited by the Association of Collegiate Business Schools and Programs (ACBSP) and by the Middle States Association of the Commission on Higher Education.

LOCATION

Where you would like to take the majority of your courses:

Main Campus Off-Site Location _____

**MASTER IN BUSINESS ADMINISTRATION (MBA) DEGREE
COMMUNITY SERVICE AND ECONOMIC LEADERSHIP PROGRAM**

Please select one of the following areas of elective study:

- Corporate
- Entrepreneurship
- Marketing and Communications
- Criminal Justice
- Human Resources
- Not-for-Profit/Government

MILITARY INFORMATION

Are you currently serving or have you ever served with any branch of the United States Armed Forces? Yes No

Will you be receiving Armed Forces educational benefits? Yes No

ACADEMIC INFORMATION

Please indicate the semester and year you plan to enroll. Fall _____ Spring _____ Summer _____
YEAR YEAR YEAR

Expected student status: Full Time Part Time

Have you previously applied for admission to Alvernia College? Yes _____ No
SEMESTER/YEAR

OTHER COLLEGES/UNIVERSITIES

Please tell us about other colleges and/or universities to which you have applied, or plan to apply, for graduate admission.

Have you visited Alvernia College? Yes No

Please identify siblings, parents, or close relatives who are current students or graduates of Alvernia.

Name _____ Years attended _____ to _____ Relationship _____
YEAR YEAR

Name _____ Years attended _____ to _____ Relationship _____
YEAR YEAR

HOW DID YOU HEAR ABOUT ALVERNIA? (check and fill out information about all that apply)

- Television
- Friend
- Billboards
- Internet _____
- Alumni
- Co-worker
- College Fair
- Newspaper _____
- Magazine
- Information Session
- Radio _____
- Alvernia Website
- Mailings
- Other _____

SIGNATURE

To the best of my knowledge, the above information is true.

I agree that, if accepted, I will comply with the rules and regulations of Alvernia College.

SIGNATURE _____

DATE _____

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Alvernia College complies with all federal, state, and local nondiscrimination laws in the administration of its educational programs and services and in its employment relationships.

Official Office Use Only

Application Fee pd not pd waived Application Rec'd _____ Accept Date _____ Confirm Date _____