MASTER OF BUSINESS ADMINISTRATION

CAMPUS LOCATIONS

1071 BLUE HILL AVENUE • MILTON
20 NORTH PARK AVENUE • PLYMOUTH
Curry College  
Division of Continuing and Graduate Studies  
APPLICATION INFORMATION – MASTER OF BUSINESS ADMINISTRATION

Admissions requirements:
1. Earned Bachelor’s Degree from an accredited institution in Business or a related field.
3. Two years of professional work experience, preferably at the manager level, as documented on a current resume.
4. Computer proficiency in using MS word, Excel, PowerPoint, and email.

Required application materials:
1. Sealed official undergraduate transcript(s) and any graduate transcript(s) sent to Curry College directly from the academic institution(s).
2. Two sealed letters of recommendation using the Curry College MBA recommendation form from individuals familiar with your work and potential for graduate studies in management.
3. A current resume including, minimally, two years of professional work experience.
4. A typed two page personal statement reflecting on your background and why you wish to pursue graduate studies in management.

Technical Computer Specifications:
Students must have a computer with the following specifications:

Minimum Computer Hardware Requirements
Pentium III, 256 megabytes RAM minimum (512 MB is recommended), 20 gigabytes hard drive, CD-RW drive, Speakers, Any monitor type, Internet Access (Broadband preferred)

Minimum Computer Software Requirements
Windows 2000, Internet Explorer Version 6 or Netscape version 7, Office 2000 or higher
NOTE: Microsoft Works is NOT supported.

Upon receipt of all application materials, the Graduate Studies Office may contact you to schedule an appointment for a personal interview with the Director of the MBA program.

Mail your completed Admission Application Form along with the required application materials and a non-refundable application fee of $50.00 made payable to Curry College at:

Curry College  
Office of Graduate Studies  
1071 Blue Hill Avenue  
Milton, MA 02186

Application Deadlines:
For a January program start – submit all materials by December 1 for priority consideration
For a September program start – submit all materials by August 15 for priority consideration

Financial Aid Eligibility and Information
To be considered for financial aid students must submit all required admissions materials (items 1 – 4 above) and be officially admitted into the Master of Business Administration program. In addition, students must maintain at least half-time enrollment status (3 credits) in order to be eligible for Federal financial aid. Students should file their financial aid paperwork at least two weeks prior to the start of the term to allow sufficient time for processing. Please contact the Student Financial Services Office for further information at (617) 333-2354.

Curry College is committed to a policy of equal opportunity in every aspect of its operations. The College values diversity and seeks talented students, faculty and staff from a variety of backgrounds. Curry College admits students of any race, color, national or ethnic origin, age, disability, gender, religion, sexual orientation, or veteran status to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of any of these categories in the administration of its educational policies, scholarship or loan programs, athletic or other college administered programs. Inquiries regarding the College’s nondiscrimination policies should be directed to: Mary Dunn, Director of Human Resources.

Curry College is committed to assisting all members of the College community in providing for their own safety and security. Information regarding campus security and personal safety including topics such as crime prevention, College law enforcement authority, crime reporting policies, crime statistics for the most recent three year period, and disciplinary procedures is available upon request from the Curry College Public Safety Office, 1071 Blue Hill Avenue, Milton, MA 02186 or by calling (617) 333-2232.
Curry College  
Division of Continuing and Graduate Studies  
APPLICATION FOR ADMISSION - MASTER OF BUSINESS ADMINISTRATION

Each applicant must submit the following:
1. Official transcripts of all academic work (undergraduate and graduate)  
2. Two sealed letters of recommendation  
3. A current resume  
4. A typed, two page personal statement

Please complete this Application for Admission form, the required application materials, and a non-refundable application fee of $50.00 made payable to the Graduate Studies Office at:
Curry College  
Graduate Studies Office  
1071 Blue Hill Avenue  
Milton, MA 02186

Which campus do you plan to attend: □ Milton   □ Plymouth

Please answer all questions:

NAME  
Last ____________________________________________ First ____________________________________________ Middle and/or Maiden ________________________________________  
PERMANENT ADDRESS  
No. & Street ____________________________________________ City ___________________________ State ________ Zip ____________  
MAILING ADDRESS (If different from permanent address) ____________________________________________ No. & Street ____________________________________________ City ___________________________ State ________ Zip ____________  
EMAIL ____________________________________________ Telephone Number: Mobile ( ) ____________________________ Day ( ) ____________________________ Evening ( ) ____________________________  
SOC. SEC. NO. ____________________________ DATE OF BIRTH ______ /______ /______  
□ MALE  □ FEMALE   US CITIZEN? □ YES □ NO   IF NO, COUNTRY OF CITIZENSHIP ____________________________  
COUNTRY OF BIRTH ____________________________ ARE YOU A PERMANENT RESIDENT OF THE U.S.? □ YES □ NO  
IS ENGLISH YOUR NATIVE LANGUAGE?  
ARE YOU A VETERAN?  
WOULD YOU LIKE TO IDENTIFY YOURSELF AS A MEMBER OF ONE OF THE FOLLOWING GROUPS (OPTIONAL)?  
Hispanic/Latino? □ Yes □ No  
A member of one or more of the following races:  
□ American Indian or Alaskan Native   □ Asian   □ Black  
□ Native Hawaiian or Other Pacific Islander   □ White

Current Employment
Employers Name________________________________________ Telephone number ____________________________  
Employers Address________________________________________ City________________________ State________ Zip ____________________________  
Current Job Title ____________________________________________

Is tuition assistance available to you? □ Yes □ No
Please list all colleges and universities attended beginning with the most recent

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<tr>
<th>Name of College(s)</th>
<th>Location of College(s)</th>
<th>Date of Attendance</th>
<th>Major</th>
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What is your undergraduate cumulative grade point average? ________________

Activities and Achievements
______________________________________________________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

How did you hear about Curry’s MBA program?________________________________________________________

CONFIDENTIALITY STATEMENT
Under The Family Educational Rights and Privacy Act of 1974, a student attending a school may, on request, examine his/her educational record at that school. Under the law, the student may waive his/her right of access to confidential letters and statements of recommendation received during the application process. Waiving or retaining the right of access to review the records will nor prejudice or enhance your prospects for admission. Experience indicates, however, that persons submitting recommendations and other information in connection with applications are more likely to do so with full candor and regard for the best interests of the applicant if they know that what they say will be kept in confidence. If you wish to waive your right of access, you should sign the waiver statement which follows:

WAIVER STATEMENT
I, the undersigned, waive any rights to examine copies of letters or statements or recommendations submitted in connection with this application for admission to Curry College.

Applicant’s signature __________________________________________ Date _______________________

SIGNATURE BELOW IS REQUIRED BEFORE THIS APPLICATION WILL BE PROCESSED
I, the undersigned, make application for admission as a student at Curry College, subject to all the conditions set out in the official Curry College publications and agree to pay all tuition fees, dues and charges at Curry College for my entire attendance at Curry.

Applicant’s Signature __________________________________________ Date _______________________

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To the Applicant:
Please complete the top section of this form and deliver or mail the form to the person who will write your recommendation.

To the Recommender:
Please return this form to the applicant in a sealed envelope.

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To be completed by the applicant:

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<tr>
<th>Last Name (applicant)</th>
<th>First Name</th>
<th>Middle Initial</th>
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</table>

Address No. & Street | City | State | Zip |

Waiver of Access in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA)
If I agree to waive my right of access, Curry College will preserve the strict confidentiality of this document and it will be made available only to College officials. If I do not agree to waive my right of access, this report will be made available to me upon request if I enroll as a student at Curry College.

___ I waive access to this report, which shall be considered confidential
___ I do not waive access to this report, which shall be considered non-confidential

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To be completed by the recommender:

The person whose name appears above is seeking admission to the Curry College Master of Business Administration program. Your candid assessment is an integral part of the Admissions Committee’s evaluation of the candidate. Thank you for taking the time to fill out this form.

Recommender’s Name: ____________________________ Title: ____________________________
Address: ____________________________ Phone Number: ____________________________
Signature: ____________________________ Date: ____________________________

How long have you known the applicant, and in what capacity? ____________________________

Currently, what is your relationship with the applicant? ____________________________

What are the applicant’s greatest strengths and talents? ____________________________

In what areas can the applicant improve? ____________________________
Please give your appraisal of the applicant in terms of the qualities listed below. Rate the individual relative to others in his or her peer group.

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<th>Superior</th>
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Is there anything else that you want to share about the applicant that you think would be helpful in our evaluation? *(You may attach a letter if you wish.)*

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Overall:

☐ Strongly Recommend  ☐ Recommend  ☐ Recommend with Reservation  ☐ Do Not Recommend
To the Applicant:

Please complete the top section of this form and deliver or mail the form to the person who will write your recommendation.

To the Recommender:

Please return this form to the applicant in a sealed envelope.

To be completed by the applicant:

Last Name (applicant)  First Name  Middle Initial

Address No. & Street  City  State  Zip

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☐ Strongly Recommend     ☐ Recommend     ☐ Recommend with Reservation     ☐ Do Not Recommend