
CURRY COLLEGE

DIVISION OF CONTINUING AND GRADUATE STUDIES



Application for

MASTER OF BUSINESS ADMINISTRATION

Admission
FOUNDED
1879

1071 Blue Hill Avenue, Milton, Massachusetts
20 North Park Avenue, Plymouth, Massachusetts
curry.edu/mba

CURRY COLLEGE

DIVISION OF CONTINUING AND GRADUATE STUDIES

Milton Campus

1071 Blue Hill Ave, Milton, Massachusetts 02186
Phone (617) 333-2364 • Fax (617) 979-3535

Plymouth Campus

20 North Park Avenue, Plymouth, Massachusetts 02360
Phone (508) 747-2424 • Fax (508) 746-2531

APPLICATION INFORMATION MASTER OF BUSINESS ADMINISTRATION

Admission requirements:

1. Earned Bachelor's Degree from an accredited institution in Business or a related field.
2. Completed coursework in Principles of Microeconomics or Principles of Macroeconomics; Accounting I and II or Financial Accounting; and Statistics.
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.
5. Interview with MBA Program Director to be scheduled by the Graduate Studies Office after the application is complete.

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.

We urge you to forward the required application materials as early as possible, even if you do not yet have all application materials completed. 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.

Technical Computer Specifications:

Students must have a computer with the following specifications:

Minimum Computer Hardware Requirements

Any laptop (Windows or MAC) with wireless capability

Minimum Computer Software Requirements

MS Office 2010 (Win) or MS Office 2008 (MAC)

A valid anti-virus software license installed

NOTE: Microsoft Works is NOT supported.

Mail your completed Application for Admission form along with the required application materials and a non-refundable application fee of \$50.00 made payable to Curry College to the appropriate campus listed above.

Application Deadlines:

For a January program start – submit all materials by December 1 for priority consideration

For a late August program start – submit all materials by July 15 for priority consideration

All applications received after the priority deadline will be reviewed on a space available basis.

Financial Aid Eligibility and Information:

To be considered for financial aid students must submit all required application 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 per semester) 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: 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.

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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 and return it with the required application materials and a non-refundable application fee of \$50.00, payable to Curry College, to the appropriate campus address listed above.

Indicate the semester you plan to enroll in the MBA program: Fall (starts late August) Spring (starts in January)
Indicate the campus you plan to attend: Milton Plymouth

Please type or print in ink

FULL NAME _____
Last First Middle or Maiden

PERMANENT ADDRESS _____
Number and Street City State Zip

MAILING ADDRESS _____
(If different from permanent address) Number and Street City State Zip

EMAIL _____ TEL NO. Home () _____
Mobile () _____

SOCIAL SECURITY NO. _____ DATE OF BIRTH ____/____/____

MALE FEMALE U.S. 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? Yes No IF NO, NATIVE FIRST LANGUAGE _____

ARE YOU A VETERAN? Yes No

WOULD YOU LIKE TO IDENTIFY YOURSELF AS ONE OF THE FOLLOWING (optional):

Hispanic/Latino? Yes No A member of one or more of the following races:

American Indian or Alaska Native Asian Black or African American

Native Hawaiian or other Pacific Islander White

CURRENT EMPLOYMENT

EMPLOYER'S NAME _____ TEL.NO. _____

ADDRESS _____
Number and Street 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.

Name of College(s)	Location of College(s) City, State	Date of Attendance		Major	Credits Completed
		Month/Year From	To		

What is your undergraduate cumulative grade point average? _____

Please indicate completion of the following prerequisite:

Prerequisite	Completion Date	School	Grade	If you have not completed, what is your completion plan?
Principles of Economics – Micro				
Principles of Economics – Macro				
Accounting I and II or Financial Accounting				
Statistics				

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 not 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:

Have you ever been suspended or expelled from a post-secondary institution, whether related to academic misconduct or behavioral misconduct?

Yes No

Have you ever been adjudicated guilty or convicted of a felony? Yes No

Within the last five years, have you ever been adjudicated guilty or convicted of a misdemeanor, other than a first conviction of drunkenness, simple assault, speeding, a minor traffic violation, affray, or disturbance of the peace? Yes No

(Note that you are not required to answer “yes” to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential.)

If you answered “yes” to either or both questions, please attach a separate sheet of paper that gives the appropriate date of each incident, explains the circumstances, and reflects on what you learned from the experience.

Note: Applicants are expected to immediately notify the College in writing, to the attention of Continuing and Graduate Studies, 1071 Blue Hill Avenue, Milton, MA 02186, should there be any changes to the information requested in this application, including disciplinary history.

I certify that all information submitted in the admission process – including the application, the personal essay, any supplements, and any other supporting materials– is my own work, factually true, and honestly presented, and that these documents will become the property of the institution to which I am applying and will not be returned to me. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of course credit, grades, and degree, should the information I have certified be false.

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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MASTER OF BUSINESS ADMINISTRATION – RECOMMENDATION

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. Recommendations should come from:

- An individual who has supervised you in a paid or volunteer work setting
- An individual who is in a position to evaluate your potential for graduate education

To the Recommender:

Please return this form, with your signature across the seal of the envelope, to the appropriate campus address listed above.

To be completed by the applicant:

Applicant's Name _____
Last First Middle or Maiden

Address _____
Number and 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

Applicant's Signature _____ Date _____

To be completed by the recommender:

The person whose name appears above is seeking admission to the Curry College MBA program. Your candid assessment is an integral aspect of the Admission Committee's evaluation of the candidate. Thank you for taking the time to complete 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.

	Superior	Excellent	Good	Average	Below Average	Unable to Judge
Interpersonal Skills/Teamwork						
Oral Communication Skills						
Written Communication Skills						
Leadership Potential						
Motivation/Initiative						
Analytical Ability						
Integrity						
Potential for Career Advancement						
Maturity						
Flexibility						

Please share anything else 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

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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.

	Superior	Excellent	Good	Average	Below Average	Unable to Judge
Interpersonal Skills/Teamwork						
Oral Communication Skills						
Written Communication Skills						
Leadership Potential						
Motivation/Initiative						
Analytical Ability						
Integrity						
Potential for Career Advancement						
Maturity						
Flexibility						

Please share anything else 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

