Application for

Master of Business Administration
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 Principle 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.
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:
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 late August program start – submit all materials by August 1 for priority consideration

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

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.

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

Please indicate completion of the following prerequisite:

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<tr>
<th>Prerequisite</th>
<th>Completion Date</th>
<th>School</th>
<th>Grade</th>
<th>If you have not completed, what is your completion plan?</th>
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<tbody>
<tr>
<td>Principles of Economics – Micro</td>
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<td>Principles of Economics – Macro</td>
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<td>Accounting I and II or Financial Accounting</td>
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<td>Statistics</td>
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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:

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 _________________________

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.
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:
Curry College, Graduate Studies
1071 Blue Hill Avenue, Milton, MA 02186

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? ______________________________________

______________________________________________________________________________________

______________________________________________________________________________________

Rev. 10-14
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>Quality</th>
<th>Superior</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
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Please share anything else about the applicant that you think would be helpful in our evaluation. (You may attach a letter if you wish.)

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Overall:

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