Le Moyne

Spirit. Inquiry. Leadership. *Jesuit.*

Application for

Graduate Admission

AACSB ACCREDITED

EST. 1916

DIVISION OF MANAGEMENT • MBA PROGRAM

Application **MBA PROGRAM**

Instructions for Completion

An MBA candidate may take as many as two courses (six credits) as a nonmatriculated student. A third course will not be permitted until matriculation is awarded. Therefore, an MBA candidate should fulfill all matriculation requirements before registering for a third course.

Before registering for courses, an applicant must schedule an advising appointment with the MBA program director. Course selection will be discussed and course waivers will be granted, if applicable.

APPLICATION DEADLINES

The MBA program follows a rolling admission policy within the following deadlines:

July 1 – Fall matriculation **November 1** – Spring matriculation **April 1** – Summer matriculation
March 15 – The 150-hour Accounting MBA deadline (available only to Le Moyne College accounting students)

ADMISSION NOTIFICATION

Admission notification will be made by official letter within two weeks of the completed application process.

APPLICATION CHECKLIST

All application materials must be submitted in one packet to the Office of Graduate Admission. The following are required for application completion:

_____ **Completed Application**

_____ **Official Graduate Management Admission Test (GMAT) report** — Please have report sent directly to Le Moyne College.

_____ **Official Transcripts** — Send one sealed official transcript from all undergraduate and graduate colleges and/or universities attended. If a school's policy prohibits sending transcripts directly to students, please request that they be sent to the Office of Graduate Admission at Le Moyne College.

_____ **Two Letters of Recommendation** — Submit the form to two professionals and/or academic advisors who can attest to your ability to be successful in a graduate program. Please have them sign over the sealed back of the envelope before sending the letters of recommendation to you.

_____ **Résumé**

_____ **Advising Appointment** — Schedule an advising appointment with the MBA program director.

Date of appointment: _____ .

INTERNATIONAL APPLICANTS

A Test of English as a Foreign Language (TOEFL) score report is required of non-native English speaking applicants.

International applicants must have transcripts showing that a bachelor's degree equivalent to one in the United States has been earned.

In order to qualify for the Certificate of Eligibility (Form I-20), students must be admitted into the program full time and provide proof of sufficient funding for at least the first year of graduate study. To do so, students need to complete the Le Moyne College International Student Financial Statement for Graduate Students.

COMPLETED APPLICATION PACKET

Please send completed application packet to:

Office of Graduate Admission
Attn: MBA Program
Le Moyne College
Reilly Hall 342
1419 Salt Springs Road
Syracuse, NY 13214-1301

Phone: (315) 445-5444

Fax: (315) 445-6027

E-mail: GradAdmission@lemoyne.edu

Note: New York state law requires all students to submit immunization records before registering for courses. Please find instructions, the Immunization Record and the Meningococcal Meningitis Vaccination Response forms at www.lemoyne.edu/health_center. If you have questions, please contact Student Health Services at (315) 445-4440.

Le Moyne College **MBA PROGRAM**

Application for Admission

Personal Data

Social Security #_____ Date _____

Legal Name (Last, First, Middle) _____
Other Name, if Applicable

Permanent Address_____

City _____ State_____ZIP_____

Phone (_____)_____ (Evening) (_____)_____ E-mail_____

Date of Birth Month _____ Day_____ Year _____ ❑ Female ❑ Male

Do you consider yourself to be Hispanic/Latino? ❑ Yes ❑ No

In addition, select one or more of the following racial categories to describe yourself:

❑ American Indian or Alaska Native
❑ Asian
❑ Black or African American
❑ Native Hawaiian or Other Pacific Islander
❑ White

Citizenship

❑ U.S. citizen
❑ Dual U.S. citizen; please specify other country of citizenship
❑ U.S. permanent resident visa, citizen of _____
❑ Other citizenship _____

Do you need an I-20 issued by Le Moyne College? ❑ Yes ❑ No

How did you hear about the MBA program at Le Moyne College? *(Please check all that apply.)*

❑ Attendance at a specialized graduate forum/fair (city) _____
❑ Visit to Le Moyne College
❑ Open house
❑ Poster advertising the graduate programs
❑ College listing in Peterson's Guide
❑ College listing (guide) _____
❑ Letter from the program
❑ Printed ad (what publication) _____
❑ Alumnus/a (name) _____
❑ Faculty member at your undergraduate school
❑ Placement/career counseling office at your undergraduate school
❑ Employer
❑ Friend/family member/co-worker
❑ General reputation of the program
❑ Le Moyne College Web site
❑ Another Web site
❑ Other_____

Academic Plan

I am applying for the following semester ❑ Fall ❑ Spring ❑ Summer Year _____

I plan to study ❑ Full time (enrolled in nine credits or more) ❑ Part time

❑ I am currently an accounting student in my junior year at Le Moyne College and am applying to the 150-hour Accounting MBA program

Academic History

List below the colleges from which you graduated and other college(s) you have attended. All college-level work must be included. You must request that each of these institutions send official transcripts to you for inclusion in your application packet. If a school's policy prohibits sending transcripts directly to students, please ask the school to send them to the Office of Graduate Admission at Le Moyne College.

Institution (State, Country)	Dates Attended	Major Field	Degree Earned	Check if non-degree	Date Awarded	GPA (4.0 scale)

Have you ever been found responsible for a disciplinary violation at an educational institution you have attended from ninth grade (or international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in your probation, suspension, removal, dismissal or expulsion from the institution? ❑ No ❑ Yes

Have you ever been convicted of a misdemeanor, felony or other crime? ❑ No ❑ Yes

If you answered yes to either or both questions, please attach a separate sheet that gives the approximate date of each incident and explanation of the circumstances.

Record of Current or Most Recent Employment

Current or Most Recent Employer_____ Job Title _____

Dates of Employment _____

Employer Address _____

Does your employer provide tuition benefits? ❑ No ❑ Yes

References

Please list the names of two professional and/or academic references who can attest to your ability to be successful in a graduate program.

1. Name_____ Relationship _____

2. Name_____ Relationship _____

Are you eligible to receive veteran benefits? ❑ No ❑ Yes

Do you have any disabilities that need to be taken into consideration concerning accommodations for instruction and/or use of facilities at the College? ❑ Yes ❑ No

If yes, please specify. _____

_____

Statement of Purpose

Please write a brief essay stating, as specifically as possible, your educational and career goals. Indicate what you plan to accomplish by enrolling in the MBA program at Le Moyne College. (Attach additional pages if necessary.)

I certify that the information I have provided on this application is correct and complete. I understand that withholding information on this application or giving false information will make me ineligible for admission.

Signature of Applicant _____ Date _____

(Your signature is necessary in order to process your application.)

Le Moyne College Recommendation Form
Master of Business Administration

To the Applicant: This form should be given to two professional colleagues, preferably one of whom can speak to your academic abilities and the other to your professional abilities as evidence of your qualifications for graduate study.

To Be Completed By Applicant

Name (First, MI, Last)_____

Address _____ City_____ State_____ZIP_____

Phone (H) (_____)_____ (W) (_____)_____ E-mail_____

In accordance with the Family Educational Rights Privacy Act of 1974, please check one: ❑ **I do** ❑ **I do not** waive my right to read this recommendation.

Signed _____ Date_____

Name of Evaluator _____

To Be Completed By Evaluator

Name (First, MI, Last) _____

Organization _____ Job Title _____

Address _____City _____State _____ ZIP_____

Phone (_____) _____ E-mail _____

How long have you known the applicant?_____

How well do you know the applicant? ❑ Very Well ❑ Well ❑ Somewhat

In what capacity have you known the applicant? _____

_____

Personal and Professional Appraisal:
Please check the category that best indicates your evaluation of the applicant in terms of the listed characteristics.

Characteristics	Superior	Above Average	Average	Below Average	No Basis for Evaluation
Academic Potential					
Leadership Ability					
Professional Competence					
Sense of Honesty and Integrity					
Ability to Work and Cooperate with Others					
Time Management Skills					
Ability to Work Independently					
Reliability					
Oral Communication Skills					
Written Communication Skills					
Problem Solving Skills					

In the space below, please explain your recommendation and provide a brief assessment of the applicant's ability to successfully complete graduate study. Please use additional space if necessary. (Optional for faculty recommending Le Moyne College accounting students applying to the 150-hour Accounting MBA program.)

Recommendation based on applicant's ability to pursue graduate study:

❏ Strongly recommend ❏ Recommend ❏ Recommend with reservations ❏ Do not recommend

To the evaluator: Please return this recommendation within one week to the person requesting your assistance in a sealed envelope, with your signature across the envelope seal.

Signed _____ Date_____

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Signed _____ Date_____

Division of Management Mission Statement

The Division of Management at Le Moyne College strives for excellence through a carefully constructed business core curriculum and selected majors that provide a strong grounding in broad-based fundamental business knowledge and skills to prepare students for meaningful and productive careers as managers and professionals.

Le Moyne College Mission Statement

Le Moyne College is a diverse learning community that strives for academic excellence in the Catholic and Jesuit tradition through its comprehensive programs rooted in the liberal arts and sciences. Its emphasis is on education of the whole person and on the search for meaning and value as integral parts of the intellectual life. Le Moyne College seeks to prepare its members for leadership and service in their personal and professional lives to promote a more just society.

LE MOYNE

SPIRIT. INQUIRY. LEADERSHIP. *JESUIT.*

OFFICE OF GRADUATE ADMISSION
Attn: MBA Program

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1419 Salt Springs Road
Syracuse, NY 13214-1301
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FAX: (315) 445-6027
GradAdmission@lemoyne.edu

Le Moyne College is an affirmative action/equal opportunity employer and equal opportunity institution.

NONDISCRIMINATION STATEMENT Le Moyne College is an Affirmative Action/Equal Opportunity Employer, and does not discriminate on the basis of race, color, gender, creed, age, disability, marital status, sexual orientation, veteran status, or national or ethnic origin. For more information visit www.lemoyne.edu/compliance.

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