

# ENDICOTT COLLEGE

## Van Loan School of Graduate and Professional Studies

### APPLICATION FOR GRADUATE ADMISSION: MASTER OF BUSINESS ADMINISTRATION (MBA)

#### Instructions:

- 1 Please **TYPE** or **PRINT** the answers to ALL questions
- 2 Return the completed application along with a non-refundable fee of \$50.00; make checks payable to Endicott College. Please remember to sign and date the application.
- 3 Arrange to have the following sent along with your application or under a separate cover to Jon L. Jenmarc, Inc., PO Box 663 Brockton, MA 02303-0663
  - a. Complete, official transcripts from all undergraduate and graduate course work.
  - b. Two letters of recommendation.
  - c. A 250–500-word essay addressing your motivations for M.B.A. study, including how you see the Endicott College M.B.A program as part of your professional and personal goals.
  - d. Official copy of the Graduate Management Admission Test (GMAT).  
Code: MX5-DT-21 for full time MBA; MX5-DT-91 for part time MBA.
  - e. Complete resume.
  - f. All students for whom English is not a first language must submit scores from the Test of English as a Foreign Language (TOEFL) Code: 3369  
For information on applying for the test, see the TOEFL website at [www.toefl.org](http://www.toefl.org) or write to TOEFL, Box 899, Princeton, NJ 08540, USA.

#### Intended Program – Please check one:

- Full-time MBA
- Part-time MBA
  - Evening
  - Hybrid/Blended
  - Endicott Online
  - National MBA

#### Planned date of enrollment:

- YEAR \_\_\_\_\_
- Fall Semester
  - Spring Semester
  - Summer Session

#### Citizenship

- U.S. Citizen
- Resident Alien
- International Citizen: \_\_\_\_\_

#### Location:

Site where classes will be taken: \_\_\_\_\_

### PERSONAL INFORMATION

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ • Male • Female

Full Name \_\_\_\_\_  
Last/Family Name First Middle Former Preferred First

Permanent Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State or Country \_\_\_\_\_ Zip or Postal Code \_\_\_\_\_

Telephone (H) (\_\_\_\_\_) \_\_\_\_\_ (W) (\_\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_\_) \_\_\_\_\_

E-mail Address(es) \_\_\_\_\_

Date of Birth \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Place of Birth \_\_\_\_\_  
Month Day Year City, State, Country

Marital Status: • Single • Married • Widowed • Separated/Divorced

Have you ever applied to the Van Loan School of Graduate and Professional Studies? • Yes • No

If yes: year(s) \_\_\_\_\_ program(s) \_\_\_\_\_

Have you ever been a student at Endicott College? • Yes • No If yes, year(s) \_\_\_\_\_

#### Race and Ethnicity – Optional Information \*

Are you Hispanic or Latino? (choose only one)

- Yes, Hispanic or Latino
- No, not Hispanic or Latino

What is your race? (choose one or more)

- American Indian/Alaskan Native
- Native Hawaiian/other Pacific Islander
- Unknown/Other (explain)
- Black/Non-Hispanic
- Asian
- White

\* These questions are being asked to furnish statistics as required by the Department of Education

## EMPLOYMENT INFORMATION

Current Employer \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Job Title \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Previous Employer \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Job Title \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

## COLLEGE INFORMATION

Please list all institutions you have attended; include dates of attendance and degrees (if any) awarded:

Institution \_\_\_\_\_ Location \_\_\_\_\_  
Dates Attended \_\_\_\_\_ Credits \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_

Institution \_\_\_\_\_ Location \_\_\_\_\_  
Dates Attended \_\_\_\_\_ Credits \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_

## DISTINCTIONS/ACTIVITIES/AWARDS

Date(s)	Distinction/Activity/Award	Description
_____	_____	_____
_____	_____	_____
_____	_____	_____

## RECOMMENDATION

Please provide a letter of recommendation from two individuals who, in your opinion, are qualified to judge your ability to do graduate work. **Note: One of these individuals must be your current immediate supervisor.** These completed letters should be sent directly to Jon L. Jenmarc, Inc., PO Box 663 Brockton, MA 02303-0663 Please list the names of the persons from whom you have requested a recommendation:

Name	Position/Title	Relationship
_____	_____	_____

## REFERRAL

Please indicate how you became interested in Endicott College's MBA programs:

- Internet Search
- Word of Mouth
- Advertisement (print)
- Information Session
- Web Site
- Past or Current Student
- Advertisement (radio)
- Family/Relative
- Other \_\_\_\_\_

I hereby make application for the herein named student and agree to the fees, terms, and conditions as set forth in the Graduate Catalog. In consideration of the undertaking by the Van Loan School of Graduate and Professional Studies to process this form, the undersigned agrees that the furnished information on the application form, together with all information and materials of any kind received by the Van Loan School of Graduate and Professional Studies from any source, or prepared by anyone at its request, shall be completely confidential and shall not be disclosed to anyone, including the candidate and his or her family, except that the Vice President and Dean of the School of Graduate and Professional Studies may, for official purposes at his or her discretion, disclose any part or all thereof to such person or persons as required by the application law.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

*Endicott College is an affirmative action/equal opportunity employer and is committed to the principles of equal employment and complies with all federal, state, and local laws and regulations advancing equal employment. The College's objective is to employ individuals qualified and/or trainable for open positions by virtue of job-related education, training, experience, and qualifications without regard to sex, race, religion, color, age, physical disability, sexual orientation, national or ethnic origin or citizenship, veteran status, genetic information, pregnancy, or any other status protected by law.*