LOYOLA
UNIVERSITY MARYLAND

Application Procedures and Inventory Listing

Sellinger School of Business and Management Professional MBA and MSF

Name: _____

Application Deadlines:

Fall Semester – August 1 ***Spring Semester – December 1*** ***Summer Session – May 1 (Professional MBA only)***

Inventory Listing:

Please make certain that all appropriate boxes have been checked on this form and include this inventory listing with the application materials you send to the Office of Graduate Admission.

- ☐ Signed application form
- ☐ Non-refundable $60 application fee
- ☐ Transcripts (**official** - in sealed envelopes) Number of institutions attended _____
- ☐ Current resumé or vitae**
- ☐ One Letter of Recommendation in sealed envelope (*may be sent under separate cover or via email to graddocs@loyola.edu*)
- ☐ Personal Statement**
- ☐ Official GMAT score
- ☐ WES Evaluation and Translation - ***Required only for college or university studies pursued outside the United States***
- ☐ TOEFL Score Report – ***Required only if English is not your native language or if you have not completed a degree program taught in English. Score cannot be more than two years old. ****
- ☐ International Student Supplemental Forms—required only if you need a student visa

* Loyola's institution code is 5370

** *please forward via email to graddocs@loyola.edu*

Please send all required documents to:

Loyola University Maryland
Graduate Admission Processing Center
P.O. Box 1447
Beltsville, MD 20704

Note: *No action can be taken on your application for admission until all required materials, fees, and transcripts are received.*

On-line applications are available at *www.loyola.edu/graduate*

LOYOLA
UNIVERSITY MARYLAND

Sellinger School of Business and Management Application for Admission

Program of Study: (*With Professional MBA please also select concentration*)

_____ Professional MBA
Concentration: __ ***accounting*** ___***finance*** ____***general business*** ___***international business*** ___***management*** ____***marketing*** ____***MIS***

_____ Masters of Science in Finance (***Fall/Spring Admission only***)

_____ Visiting Student _____ Master's Plus

Start Term: _____Spring 20____ _____Summer 20____ _____Fall 20____

Personal Data:

Legal Name: _____
DR/MR/MRS/MS/OTHER LAST FIRST MI JR/III/ETC.

Former Name(s):_____ Preferred Name: _____

Permanent Address: _____
NUMBER AND STREET

_____
CITY STATE COUNTRY ZIP/POSTAL CODE

Mailing address:_____
NUMBER AND STREET

_____
CITY STATE COUNTRY ZIP/POSTAL CODE

Phone: Home:_____ Work: _____ Cell:_____

Preferred E-mail address:_____

SSN:_____ *(Required if you intend to apply for federally funded aid)*

Demographic Information

Gender: Male ___ Female ____

Date of Birth _____ Place of Birth _____ Citizenship*_____
MO/DAY/YR

Are you a permanent resident of the United States? Yes_____ No _____ Visa Type_____

**** IF YOU WERE BORN OUTSIDE THE UNITED STATES, YOU ARE REQUIRED TO PROVIDE PROOF OF CITIZENSHIP (COPIES OF A BIRTH CERTIFICATE OR US PASSPORT) OR A COPY OF YOUR RESIDENT ALIEN CARD. IF YOU REQUIRE AN F-1 VISA, YOU ARE REQUIRED TO COMPLETE THE INTERNATIONAL STUDENT SUPPLEMENTAL FORM AS PART OF YOUR APPLICATION FOR ADMISSION.*** *ALL DOCUMENTATION MUST BE SUBMITTED AT LEAST 90 DAYS PRIOR TO THE APPLICATION DEADLINE.*

Employment:

Present Position:_____ Length in Position: _____

Employer:_____

Address:_____

_____
CITY STATE COUNTRY ZIP/POSTAL CODE

Employer reimbursement : Yes _____ No _____ Percentage or amount: _____

Educational Background

*List **ALL** colleges/universities attended. You are **required** to submit **official transcripts from each institution**.*

College/University	Attendance Dates	Degree/Certificate	Completion Date

_____ I have taken the GMAT and will be submitting my scores to Loyola
_____ I am scheduled to take the GMAT _____ (date)
_____ I have not yet scheduled my GMAT
_____GMAT waiver request: *To be considered for a waiver you must have an undergraduate GPA of 3.25 or higher that includes quantitative coursework and at least 5 years of degree-dependent, significant professional experience OR possess a graduate degree in any discipline as long as success with quantitative coursework is evident within your total academic experience.* ***Please note****: the admission committee reserves the right to require a GMAT be submitted.*

Applicants who have already taken the GRE revised General Test (August 2011 and later) may supply this score in lieu of the GMAT. Report must be sent directly from the Educational Testing Service (www.ets.org). Scores will be converted using the GRE Comparison Tool for Business Schools produced by the ETS.

Student Classification *(select one)*

____ First Time Loyola Graduate Applicant
____ Former Loyola Graduate Student Returning to New Program
____ Re-applicant to Same Program
____ Non-matriculating Applicant

Personal Statement

Under separate cover, please describe your academic and professional achievements and aspirations. Discuss how a graduate business degree will help you enhance your career and achieve future goals. Please also indicate the aspects of the Loyola program you find most appealing. (Minimum guideline 250 words).

The following questions are optional and are used for statistical purposes only.

Ethnic Origin: **African American_____**
Asian American/Pacific Island_____
Caucasian_____
Native American or Alaskan Native_____
Hispanic American_____
Other_____

Religious Affiliation: _____

Certification

I affirm that the information I have provided on this application form and all other admission application materials are complete, accurate and true to the best of my knowledge. I have authorized each college or university I have attended to release academic and personal information as related to this admission application upon request by Loyola University Maryland. I agree to submit other materials that are required for this admission application. I understand that furnishing false information on any part of this admission application may result in cancellation of admission or registration or both.

Signature _____ Date _____

LOYOLA UNIVERSITY MARYLAND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, COLOR, NATIONAL AND ETHNIC ORIGIN, AGE, RELIGION, AND DISABILITY IN THE ADMINISTRATION OF ANY OF ITS EDUCATIONAL PROGRAMS AND ACTIVITIES OR WITH RESPECT TO ADMISSION AND EMPLOYMENT. THE DESIGNATED COMPLIANCE OFFICER TO ENSURE COMPLIANCE WITH TITLE IX OF THE EDUCATION AMENDMENT(S) OF 1972, AS AMENDED, AND WITH SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED, IS GEORGE CASEY, ASSISTANT VICE PRESIDENT FOR HUMAN RESOURCES, YORK ROAD, RM. 206, 410-617-2354. LOYOLA UNIVERSITY MARYLAND IS AUTHORIZED UNDER FEDERAL LAW TO ENROLL NON-IMMIGRANT, ALIEN STUDENTS

**** All application materials, once submitted, become the property of Loyola University Maryland and cannot be returned.***

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UNIVERSITY MARYLAND

Graduate Programs Transcript Request

To the Applicant: Send this form to each institution you attended. Many institutions charge a fee for official transcripts. To avoid delays, check each institution's policy in advance.

Name: _____
LAST FIRST MIDDLE

Mailing Address: _____
NUMBER AND STREET

_____
CITY STATE COUNTRY ZIP/POSTAL CODE

Name of institution attended: _____

Date of enrollment: From _____ To _____
MONTH/YEAR MONTH/YEAR

Former and/or other name(s) while attending this institution:_____

I hereby authorize the release of my transcript to Loyola University Maryland.

Signature _____ Date _____

To the Registrar: The person submitting this form is applying to the Graduate Programs at Loyola University Maryland. The Office of Graduate Admission at Loyola requests that you attach a copy of the applicant's official academic record to this form and insert the materials into the envelope provided by the student or an envelope used for official correspondence. Seal the envelope and **sign across the flap** to ensure confidentiality. Thank you for your assistance. Return the sealed envelope to the applicant or mail directly to **Loyola University Maryland, Graduate Admission Processing Center, P.O. Box 1447, Beltsville, MD 20704.**