Application for Admission
School of Graduate & Adult Education

Master in Business Administration
Schuylkill Center

ALVERnia UNIVERSITY
Admission Criteria and Procedures—Master in Business Administration (MBA)

Admission Criteria

Quality of Previous Undergraduate and Graduate Work
The minimum requirements necessary for admission to Alvernia's MBA program will include an official transcript indicating that the applicant has earned an appropriate baccalaureate degree from an accredited college or university. A grade point average of 3.0 on a 4.0 scale for all previous undergraduate and graduate work is normally required for full acceptance. Students entering the program without extensive professional or academic business backgrounds may be required to complete leveling courses in key business subject areas: accounting, management and marketing, and economics and finance.

Letters of Recommendation
The strength of letters of recommendation from persons competent to judge the applicant's probable success in graduate school will be evaluated. Each applicant will submit three letters of recommendation. Letters from former professors, from employers or supervisors familiar with the applicant's professional experiences, or from religious or community leaders must be forwarded directly to the School of Graduate and Adult Education.

Scores on Nationally Standardized Examinations
Standardized Tests, specifically the GRE or GMAT, are not required upon submission of your application. The MBA Admissions Committee may require test scores for a more thorough evaluation, especially in consideration of an applicant with an undergraduate GPA below 3.0.

Applicant's Statement of Academic and Career Objectives
The applicant must submit a one-page statement that summarizes the value of the program of graduate study for his/her personal and professional growth and development. Describing educational and professional experiences that will serve as the foundation for graduate study is encouraged, but not required.

Additional Evidence of Potential for Success as a Graduate Student
Academic or professional awards, special certifications, samples of scholarly or creative work, completion of specialized examinations and personal interviews will also be reviewed as evidence of potential.

Professional Resume
Applicants are required to submit a current resume outlining their professional and educational experiences.

Personal Interview (faculty request only)
After all the required application materials have been received, each applicant may be contacted to arrange for a personal interview. The interview will be requested by the MBA program coordinator.

Special Consideration of Applicant's Potential
Alvernia will weigh the evidence submitted by each applicant to assess the candidate's strengths and academic potential. Applicants to the MBA program will be admitted as described below:

Full Graduate Status: Students admitted to full graduate status must have submitted official documents demonstrating that they have earned a baccalaureate degree from an accredited college or university. These students must be fully qualified by the judgment of the Dean of the Graduate Programs. Students may opt for full-time or part-time enrollment.

Non-Degree Status: Students may enroll in graduate courses to earn graduate credit for professional certifications or professional development activities in their chosen field. These students must have earned a baccalaureate or other advanced degree from an accredited college or university. Certain other students may be admitted with non-degree status with the approval of the Dean of the Graduate Programs.

Retention, Completion and Degree Requirements
Students with full graduate status must respond to a written offer of admission that specifies the date of entrance into the MBA program. This admission letter will serve as a permit-to-register for courses. In most cases, students will be offered admission for a five-year period. Progress toward completing the graduate degree will be evaluated by each student's advisor on a regular basis. Students with full graduate status must achieve and thereafter maintain a cumulative grade point average of 3.0 or higher to be retained in the program. Students will not be allowed to participate in capstone activities unless they have achieved a cumulative grade point average of 3.0 or higher.

Additional Information
Students who have additional questions, or would like more information, should contact Graduate Admissions at 1.888.ALVERNIA ext. 9 (1.888.258.3764/570.385.2382) or schuylkill@alvernia.edu. More information on Alvernia’s MBA and MBA Online programs can be found on the University’s web site at www.alvernia.edu/mba.

Admission Procedures (can be submitted on a rolling basis or all at once)

- Completed application form accompanied by a non-refundable $50 application fee mailed to Alvernia University, Schuylkill Center, 1544 Route 61 Hwy S., Pottsville, PA 17901. Please make check payable to Alvernia University.
- Official college/institution transcripts
- Three letters of recommendation

- Personal Statement
- Academic or professional awards (not required, but encouraged)
- Professional Resume
- Personal Interview (faculty request only)
Thank you for your interest in Alvernia University. We are pleased that you have decided to apply. Alvernia University uses a rolling admission process, which means that we are constantly accepting and reviewing applications contingent on openings in specific academic programs. We prefer that you submit your application as early as possible. Applications should be completed in ink or typed, and a non-refundable $50 application fee should accompany the application.

Should you have questions about the application or our admission process, please contact the School of Graduate and Adult Education at the Schuylkill Center.

**Application Procedures—Master in Business Administration (MBA)**

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### Personal Data

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<th>Name</th>
<th>Miss</th>
<th>Ms.</th>
<th>Mrs.</th>
<th>Mr.</th>
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**Date of Birth**  __/__/_________  **Social Security #**  __________

### Are you a U.S. citizen or legally authorized to attend an institution of higher education in the United States?  [ ] Yes  [ ] No  

If "no," provide statement of explanation on separate sheet.

- [ ] U.S. Citizen  
- [ ] Permanent Resident  
- [ ] Asylee/Refugee  
- [ ] International

**Country of Citizenship**  __________________________  
Additional documentation may be requested to supplement your application.

**Visa type you currently hold or plan to apply for**  __________________________

### Address

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<th>Number/Box</th>
<th>Street</th>
<th>City</th>
<th>State</th>
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**Phone:**  Home (_____)  __________________________  **Cell (_____)**  __________________________  **E-mail Address**  __________________________

**Employer**  __________________________  **Work Phone (_____)**  __________________________

**Title/Position**  __________________________

### Optional Information

**Gender**  
- [ ] Male  
- [ ] Female  

**Marital Status**  
- [ ] Single  
- [ ] Married  
- [ ] Divorced  
- [ ] Separated  
- [ ] Widowed

**Ethnic Origin**
- [ ] Are you Hispanic/Latino?  [ ] Yes  [ ] No

Regardless of your answer to the previous question, please select one or more of the following ethnicities that best describe you:
- [ ] American Indian/Alaska Native  
- [ ] Asian  
- [ ] Black/African American  
- [ ] Native Hawaiian/ Pacific Islander

**Religion**
- [ ] Islam  
- [ ] Jewish  
- [ ] Protestant:  [ ] Baptist  
- [ ] Lutheran  
- [ ] Presbyterian  
- [ ] UCC  
- [ ] United Methodist  
- [ ] Other Protestant  
- [ ] Roman Catholic  
- [ ] Other  __________________________

### Educational History

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<tr>
<th>College/University/Institution (List all attended)</th>
<th>Location (City/State/Country)</th>
<th>Dates Attended (Month/Year)</th>
<th>Degree Earned</th>
<th>Credits ( Completed)</th>
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### Professional History

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<tr>
<th>Employer Name and Address</th>
<th>Dates</th>
<th>Position</th>
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Graduate Program
- Master in Business Administration (MBA)

Academic Information
Please indicate the semester and year you plan to enroll
- Fall
- Spring
- Summer

Expected student status:
- Full Time
- Part Time

Have you previously applied for admission to Alvernia University?
- Yes
- No

Other Colleges/Universities
Please tell us about other colleges and/or universities to which you have applied, or plan to apply, for graduate admission.

How Did You Hear About Alvernia?
- Alumni
- Alvernia Website
- Billboard
- Co-worker
- College Fair
- Email
- Friend
- Information Night
- Internet
- Newspaper
- Postcard/Mailings
- Twitter/Facebook/LinkedIn
- Other

Military Information
Are you currently or have you ever served with any branch of the United States Armed Forces?
- Yes
- No

Will you be receiving Armed Forces educational benefits?
- Yes
- No

Legal Disclosure
A “yes” to one or more of the following questions will not necessarily preclude admission to Alvernia University. However, failure to provide complete, accurate and truthful information shall be grounds to deny admission or dismiss you after enrollment. For the purpose of the following questions, “crime” and “criminal charges” shall refer to any crime other than a summary traffic offense.

Have you ever been convicted of a crime or entered a plea of guilty or a plea of no contest to a crime?
- Yes
- No

Have you ever been found responsible for a disciplinary violation at any secondary school that you have attended, whether related to academic misconduct or behavioral misconduct, which resulted in probation, suspension, removal, dismissal or expulsion from the institution?
- Yes
- No

If you answered “yes” to any of these questions, please attach a separate sheet and describe the circumstances in full detail.

In the event that you are convicted, plead guilty or no contest to any crime, or are faced with any criminal charges at any time after you submit this application, you must promptly notify the Alvernia University Admissions Office in writing of such conviction, plea and/or criminal charges. The failure to notify the University shall be grounds to deny admission or dismiss you after enrollment.

Signature
To the best of my knowledge, the above information is true. I agree that, if accepted, I will comply with the rules and regulations of Alvernia University.

Please complete in ink or type. Enclose a completed application form accompanied by a non-refundable $50 application fee mailed to Alvernia University Schuylkill Center, 1544 Route 61 Hwy S. Suite 6190, Pottsville, PA 17901. Please make check payable to Alvernia University.

Alvernia University complies with all federal, state, and local nondiscrimination laws in the administration of its educational programs and services and in its employment relationships.

For Official Office Use Only
Application Fee
- pd
- not pd
- waived

Application Rec’d  Accept Date  Confirm Date