

**Western New England College**



# **MBA MSA**

**Master of Business Administration  
Master of Science in Accounting**

**APPLICATION FOR ADMISSION**

# Application for Admission to Graduate Study



## APPLICATION CHECKLIST:

Graduate students may take up to seven credit hours before being formally admitted to the MBA or MS in Accounting degree programs. Admission decisions will be based on your undergraduate cumulative average, your professional experience, and your score on the Graduate Management Admission Test (GMAT). The following items must be received before your application can be considered for formal admission by the Graduate Admissions Committee:

- A completed Application for Admission with a nonrefundable \$30 application fee (no fee required if applying to the TEAM MBA).
- Essay responses (see below).
- An official transcript from all institutions attended as an undergraduate or graduate student. Your own copy is not acceptable.
- Two Recommendation Forms with letters sent directly to the College by the evaluators.
- An official score report for the GMAT taken no longer than five years prior to your application date or satisfaction of exemption as indicated below:
  - You have completed a graduate degree from an accredited college or university.
  - You have earned professional certification, such as Certified Public Accountant, which meets Western New England College School of Business standards.
  - You took the Graduate Record Examination (GRE) or Law School Admission Test (LSAT) within five years prior to your MBA application date and before your first graduate enrollment at Western New England College.

**TEAM MBA only:** Applicants must have three years of professional experience.

In addition to the above requirements:

- Provide current résumé.
- Schedule an interview.

## Certificate Program for Graduate Study in Management:

Only the application, fee, and official transcripts are required. You need not submit additional materials.

## ESSAY QUESTIONS

Provide essay responses to the following questions, each on a separate page. Limit each response to 500 words. **At the top of each page, please indicate your full name and the question being answered.** Use at least 11 point font and 1.5 line spacing.

- What has been your most significant professional achievement? What has been your greatest professional challenge and how did you address it? (500 words)
- Describe your post-graduation career plans. How will your education, experience, and development to date support those plans? How will a graduate degree from Western New England College School of Business help you attain your goals? (500 words)

## FINANCIAL ASSISTANCE FOR GRADUATE STUDY

Prospective students must be officially accepted for admission before an application for financial assistance can be considered. Provisional and non-degree students are not eligible for most types of financial aid. Financial assistance programs and procedures and policies for applying are subject to change. Contact the Office of Student Administrative Services at **413-796-2080** for current information and details.

**Your application and all materials are to be sent to:**

**Evening MBA with Online Options, MSA, and Certificate:**  
(include \$30 nonrefundable application fee)

Western New England College  
Office of Continuing Education  
1215 Wilbraham Road  
Springfield, MA 01119-2684  
TEL: 413-782-1249 or 800-325-1122, Ext. 1249  
FAX: 413-782-1779  
EMAIL: CE@wnec.edu

**TEAM MBA:**

Western New England College  
School of Business  
1215 Wilbraham Road  
Springfield, MA 01119-2684  
TEL: 413-782-1305  
FAX: 413-796-2068



# Application

► **EMPLOYMENT INFORMATION**

Complete this section for your *current* position.

EMPLOYER \_\_\_\_\_ FROM \_\_\_\_\_  
Month/Year

MAILING ADDRESS \_\_\_\_\_  
Number and Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

JOB TITLE \_\_\_\_\_

WORK TELEPHONE ( ) \_\_\_\_\_ WORK EMAIL \_\_\_\_\_

RESPONSIBILITIES: \_\_\_\_\_  
\_\_\_\_\_

Are you eligible for tuition support from your employer? (See enclosed form) \_\_\_\_Yes \_\_\_\_No

► **FOUNDATION REQUIREMENTS**

MBA students are expected to demonstrate proficiency through academic or work experience in the following five foundation areas: quantitative analysis, business communication, computer software/Internet skills, economics, and accounting. Please assist us in evaluating your background in these areas by answering the following questions:

1. How familiar are you with the Microsoft Office Suite Software (Excel, PowerPoint, Word):  
\_\_\_\_very much      \_\_\_\_somewhat      \_\_\_\_not at all
2. How extensively do you use the Internet at work or at home?  
\_\_\_\_very much      \_\_\_\_somewhat      \_\_\_\_not at all
3. How often does your work require you to make oral presentations and prepare comprehensive business reports and documents?  
\_\_\_\_very often      \_\_\_\_somewhat      \_\_\_\_not at all

Please include any additional information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you learn about Western New England College? \_\_\_\_\_  
\_\_\_\_\_

I wish to begin taking courses (check one):  
\_\_\_\_ Fall      \_\_\_\_Winter      \_\_\_\_Spring      \_\_\_\_Summer      Year \_\_\_\_\_

I hereby certify that the information given on this application and all supporting documentation are, to the best of my knowledge, true and accurate.

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

\_\_\_\_\_  
Date