



MARYLHURST
UNIVERSITY

MBA Application Instructions

Contents

Admissions Guidelines

Application Checklist

For Application Assistance, please call:

1-866-278-3965

6/8/2009

MARYLHURST UNIVERSITY ADMISSIONS GUIDELINES

Graduate Accelerated Online Programs

Application Requirements

The following requirements are for students seeking admission to the Master of Business Administration accelerated online program.

- Bachelor's degree from a regionally accredited higher education institution
- Graduate application and \$50 nonrefundable application fee (\$60 for International Students)

https://my.marylhurst.edu/ics/Admissions/Apply_Now.jnz?portlet=Online_Applications&formname=Apply+for+Accelerated+Online+MBA

- Official transcripts from all regionally accredited higher institutions attended
- Two letters of recommendation on letterhead
- Current resume
- Application essay
- Five years of full-time business or administrative work experience*
- Admissions interview with Enrollment Advisor

*Applicants with fewer than five years of relevant work experience must either have a minimum undergraduate GPA of 3.0 or a minimum GMAT score of 450 taken within the last two years.

International Applicants

The Marylhurst MBA Program welcomes international students. Non-native speakers of English must demonstrate English proficiency by providing a TOEFL score of 550 PBT, 213 CBT, 79 iBT, or higher. The TOEFL requirement will be waived for students who have completed their bachelor's degree at an accredited English-speaking university or who can demonstrate equivalent English-language proficiency as determined by the Program Director. Where required, students may have to complete additional courses to improve their English language proficiency and to ensure their academic success in the MBA program. Official foreign transcripts must include an English translation and evaluation by www.wes.org.

Technology Requirements

Students are expected to be comfortable with PC technology and online learning. Check <http://onlinedegrees.marylhurst.edu/computer-requirements/> for the most current technical requirements. For more specific information please contact your Enrollment Advisor at **1-866-278-3965**.

Transfer Credit

Admitted MBA students can transfer in up to 8 quarter credits from a regionally accredited institution. Graduate credits earned in business within the last five years prior to admission are considered for transfer. Students must provide an official transcript and course description of the graduate credits. Only classes with a "B" (3.00) or higher will be eligible for transfer consideration. Students may be asked to submit a course syllabus to determine transfer legibility. The MBA Program evaluates all transfer credits on an individual basis.

Financial Assistance for Certificate Seeking Students

Financial aid is available to eligible who are registered for at least two classes.

Tuition and Fees*

- \$50 graduate application fee (\$60 for international students)
- \$482 per credit hour

*Tuition rates are based on the 2009-2010 Tuition Schedule. Tuition and fees are subject to change.

MARYLHURST UNIVERSITY ADMISSIONS CHECKLIST

Graduate Accelerated Online Programs

To assist you in completing your application, the directions below explain each step of the process. This information has been arranged in a way that it can also serve as a checklist that you can use to ensure you have supplied all of the required information.

If you encounter difficulties with any portion of the application process, please contact our Enrollment Advisors at **1-866-278-3965**.

The Application Deadline for each term is posted at <http://www.onlinedegrees.marylhurst.edu>

Thank you for your interest in the Marylhurst MBA program. We appreciate the effort you will put into your application and we look forward to reading it.

The Marylhurst MBA prepares students to be ethical leaders who aspire to a career in management. The curriculum is challenging, and graduate students are held to high performance standards.

- Step 1: Complete the Marylhurst Graduate Application online.**
 - Complete application located online at: (Click on hyperlink or cut and paste into browser)

https://my.marylhurst.edu/ics/Admissions/Apply_Now.jnz?portlet=Online_Applications&formname=Apply+for+Accelerated+Online+MBA

- Include payment information for the \$50 application fee. (*Applications will not be processed without the application fee.*)

- Step 2: Submit Official Transcripts.**
 - You must request official transcripts from ALL colleges/universities that you have attended.
 - Transcripts must bear the original signature of the authorized official seal of each institution.
 - Requested transcripts should be sent directly to the following address:

**Marylhurst University
Off-Site Admissions Center
2145 MetroCenter Blvd., Suite 400
Orlando, FL 32835**

- Step 3: Applying for Financial Aid**

Even if you don't think you will use it, some sort of financial aid is available for almost every student. With the inclusions written into the 2009 Stimulus Bill, hundreds of thousands of students previously denied aid now have access to funding. In addition, the benefits being allocated per person have increased.

 - If you are seeking financial aid please follow the steps below. If you have questions about financial aid please call the financial aid office at 1-800-634-9982 ext 6253.
 - Complete the Marylhurst Financial Aid Application located at <http://www.marylhurst.edu/financialaid/applicationprocess.php> and mail to the address below.

**Marylhurst University
Financial Aid Office
17600 Pacific Highway (Hwy 43)
P.O. Box 261
Marylhurst, OR 97036-0261**

- Complete the Free Application for Federal Student Aid located at <http://www.fafsa.ed.gov>

Please review all points listed above and ensure that you have checked off each of the steps for the complete application process. Our Enrollment Advisors are available to assist you, as needed. **Please call toll free 1-866-278-3965.** While we will attempt to consider your application as quickly as possible, we cannot review your application until all required materials have been submitted.

Military Personnel – Marylhurst is part of the yellow ribbon program, and also has an institutional discount of 20% for active and honorably discharged servicemen. A dedicated advisor is available to walk you through the entire process including, what's in the new GI Bill, how to apply for aid, and getting reimbursement from the GI Bill. In addition to national benefits, local state and regional funding opportunities exist as well.

Disaster Zones – Students located in areas such as the Katrina Opportunity Zone have access to double the traditional funding caps for a up to three years following the event.

□ **Step 4: Submit two Letters of Recommendation.**

- References should come from individuals who can attest to your professional and intellectual abilities.
- Recommendation letters should be written on letterhead.
- Be certain to inform references of the deadline for receipt of recommendation.
- Letters of recommendation can be mailed or faxed to the contact below:

**Marylhurst University
Off-Site Admissions Center
2145 MetroCenter Blvd., Suite 400
Orlando, FL 32835
(321) 239-1865 -Fax**

□ **Step 5: Submit an Application Essay.**

- Essays are evaluated on content, organization and style.
- Essay should be 3-5 pages, double spaced and should include name on each page.
- Essays will help the admissions committee better understand your experiences, accomplishments, goals and written communication skills.
- A well structured essay should:
 - Describe an important professional experience and what you learned from it.
 - Describe your life goals.
 - Describe how a Marylhurst MBA will help you achieve your goals.

□ **Step 6: Submit your current Professional Resume with your application package.**

- Relevant professional skills
- Education
- Relevant work experiences

□ **Step 7: Complete Admissions Interview with Enrollment Advisor.**

- After all application materials have been turned in, your Enrollment Advisor will set up a telephone interview.

Please review all points listed above and ensure that you have checked off each of the steps for the complete application process. Our Enrollment Advisors are available to assist you, as needed. **Please call toll free**

1-866-278-3965. While we will attempt to consider your application as quickly as possible, we cannot review your application until all required materials have been submitted.

EQUAL OPPORTUNITY

Marylhurst University, in its educational policies and procedures, provides equal opportunity for all its students without regard to race, color, national or ethnic origin, religion, sex, age, or disability.

ACCREDITATION

Marylhurst University is accredited by the Northwest Commission on College and Universities (NWCCU). The Bachelor of Science in Business Management and the Bachelor of Science in Real Estate Studies degree programs have received specialized accreditation from the International Assembly for Collegiate Business Education (IACBE), which is dedicated to improving student learning through outcomes assessment.

MARYLHURST UNIVERSITY MISSION STATEMENT

Marylhurst University is a private institution of higher learning open to men and women of any race or religion. It is dedicated to making innovative post-secondary education accessible to self-directed students of any age. Marylhurst offers coursework leading to bachelor's and master's degrees, and to other goals such as career transition, professional development, and personal enrichment.

Animated by its Catholic and liberal arts heritage, Marylhurst emphasizes the uniqueness and dignity of each person, and its commitment to the examination of values, as well as to quality academic and professional training. Marylhurst University seeks to aid students in advancing their goals for responsible participation in a rapidly changing world by pursuing, and encouraging its students to pursue, the ideals of competence, leadership and service.