

National College

A Degree of Difference Since 1886



Application for Admission to

**Master of
Business Administration**

Term _____

Application for Admission to Master of Business Administration

PERSONAL INFORMATION

Date _____ Social Security No. _____ - _____ - _____ Date of Birth _____
Month/Day/Year

Name _____ / _____ / _____ / _____
Last First Middle Initial Maiden Name

Address _____ County _____

City _____ State _____ Zip _____

Phone H (____) _____ Phone W (____) _____ Cell (____) _____

E-mail _____

Driver's License: State _____ Number _____

Name of parent, guardian, spouse, or nearest living relative _____

Address _____ City _____ State _____ Zip _____

Phone H (____) _____ Phone W (____) _____ Cell (____) _____ E-mail _____

Are you married? Yes No Your Sex (optional): M F Ethnic Background (optional): White Hispanic Black Other

ACADEMIC BACKGROUND

With the most recent first, list all colleges, universities, and professional and graduate schools attended, and any school in which you are currently enrolled.

Name and Location of Institution (Undergraduate and Graduate)	Dates Attended		Major/Degree	Graduation Date	Cumulative GPA
	From	To			

PERMISSION TO OBTAIN TRANSCRIPT(S)

I hereby authorize National College to obtain a copy of my college transcript(s) from the appropriate custodian of such records.

Signature of Applicant _____

TEST DATA FOR NON-U.S. DEGREE HOLDERS ONLY

Please include date and score of your GMAT or TOEFL. Also include documentation of your GMAT or TOEFL in your document submission envelope.

GMAT _____ / _____ / _____ / _____ TOEFL _____
Date V Q A Date Score

CERTIFICATION OR LICENSE

Please list current certification(s) or license(s) held.

Teaching _____ Endorsement _____ State _____ Exp. Date _____

License _____ State _____ Exp. Date _____

Other _____

HONORS, AWARDS, AND PUBLICATIONS

Please list scholarships, fellowships, academic awards, honors, special recognitions you have received, or works you have published over the last five years. Please include dates.

EMPLOYMENT

Note: Submit a resumé or curriculum vitae. Please list below only your current professional experience.

Current Employer _____ Position _____

Address _____

City _____ State _____ Zip _____

Will you have **Employer Tuition Assistance**? Yes No. If yes, please specify _____

Would you like National College to contact your employer regarding the National College **Business Partnership Grant**? Yes No

VETERAN INFORMATION

Are you a Veteran? Yes No

Will you have veterans benefits? Yes No. If yes, please specify _____

Are you applying for the **Armed Forces Recognition Grant**? Yes No

ADDITIONAL INFORMATION

1. **WRITTEN ESSAY:** Statements should be succinct and concise. Essays must be 300 words minimum using 11-point font and 1.5 line spacing. Please type your name and social security number on all additional sheets of your application. Return the written essay to the Admissions Office with the application.

Written Essay Topic:

Explain what led you to pursue a Master of Business Administration degree and how a Master's course of study will allow you to achieve your career objectives and personal goals.

2. **LETTERS OF RECOMMENDATION**

Confidential letters of recommendation will be submitted by the following people:

Name	Position/Organization	Telephone	E-mail Address
Address	City	State (or Country)	ZIP Code
Name	Position/Organization	Telephone	E-mail Address
Address	City	State (or Country)	ZIP Code
Name	Position/Organization	Telephone	E-mail Address
Address	City	State (or Country)	ZIP Code

Please use the Recommendation for Graduate Study form that is attached to this application to send to recommenders. Applicants will need to make two (2) copies of the Recommendation for Graduate Study form, since a total of three (3) letters of recommendation are necessary.

I hereby apply for admission to the National College Master of Business Administration program. I have enclosed the \$75 application fee and understand that this payment will not be refunded. I also grant National College permission to use my picture and/or testimonial comments for school publications, news releases, and advertisements.

I understand that tuition is charged by the term, based on the number of credit hours I am carrying for the term. I have seen a list of tuition, fees and charges. I understand that a credit check may be completed.

I have received a National College catalog and have read the refund policy and I understand the policies and procedures concerning attendance.

The information I have submitted in this application is true and I agree any inaccuracy or false statement will entitle National College to deny admission to me. If accepted, I agree to abide by the policies of National College.

Applicant's Signature _____ Date _____

Admissions Representative _____ Date _____

Campus Code _____

* Please see the National College catalog for term start dates and program availability in your area or call the campus for details.

Master of Business Administration Admissions Office
1813 East Main St., Salem, Virginia 24153

TO BE COMPLETED BY APPLICANT

Name _____ - _____ - _____

Social Security Number (requested)

Public Law 93.390 allows the applicant a choice regarding access to letters requested after January 1, 1975. Because the college believes that letters submitted in confidence carry greater weight, it is suggested that the right to access be waived. **It is essential that the applicant complete the following statement.**

I hereby waive do **not** waive access to this letter.

Signature _____ Date _____

TO BE COMPLETED BY THE RECOMMENDER

The admissions procedure for the Master of Business Administration requires letters of recommendation for the applicant, as well as other documents, and submission of a complete set of documents with the application. After completing this form, please place it and your letter of recommendation in an envelope addressed to the applicant, seal the envelope, and sign and date it across the seal. **Return the envelope to the applicant**, who will forward it to the college, unopened, with the application materials. The student has indicated above whether access to this recommendation has been waived. **If you prefer to mail your recommendation directly to the Admissions Office at the address listed above, please inform the candidate and respond promptly to avoid delays in processing the application.** We appreciate your cooperation.

How long have you known the applicant? _____ In what capacity? _____

Please evaluate the applicant based on the following criteria by placing an "X" in the appropriate box:

Area of Evaluation	Exceptional	Superior	Good	Poor	Not Known
Intellectual Ability					
Ability to Communicate					
Self-Reliance					
Independence of Thought					
Motivation					
Professional Interest					

Please attach page(s) with any additional comments that will be helpful in assessing the candidate's potential for a Master of Business Administration program of study.

Recommendation based on applicant's ability to pursue graduate study (check one):

Strongly recommend Recommend Recommend with reservation Do not recommend

Signature _____ Date _____

PLEASE PRINT CLEARLY BELOW:

Name _____

Position _____

Address _____

City _____ State _____ Zip _____

E-mail _____ Phone (W) _____ (H) _____

Programs Offered

Master's Degree

- Master of Business Administration

Baccalaureate Degrees

- Bachelor of Business Administration - Accounting
- Bachelor of Business Administration - Accounting/Information Systems
- Bachelor of Business Administration - Management
- Bachelor of Business Administration - Management/Information Systems
 - Bachelor of Information Technology
 - Bachelor of Healthcare Management
- Bachelor of Healthcare Management / Information Systems

Associate Degrees

- Administrative Office Professional
- Business Administration - Accounting
- Business Administration - Management
- Computer Applications Technology
- Emergency Medical Technology-Paramedic
- Health Information Technology
- Information Systems Engineering
- Logistics/Supply Chain Management
- Medical Assisting
- Paralegal
- Pharmacy Technician
- Radio & Television Broadcasting
- Surgical Technology
- Tourism & Hospitality

Diplomas

- Accounting
- Accounting Office Assistant
- Administrative Office Specialist
- Business Administration
- Computer Network Technician
- Computerized Office Applications
- Desktop Support
- Emergency Medical Technology
- Medical Billing and Coding
- Medical Office Assistant
- Medical Office Specialist
- Medical Transcription
- Pharmacy Technician
- Phlebotomy
- Radio & Television Operations
- Software Applications Specialist
- Supervisory Management Specialist
- Technical Support Assistant
- Tourism & Hospitality

Please contact your local campus for program availability.

National College

Master of Business Administration Admissions Office
1813 East Main St., Salem, Virginia 24153

Where career success begins

INDIANA

IN-AC-0054

Fort Wayne

6131 North Clinton Street
Fort Wayne, IN 46825
260.483.1605

Indianapolis

6060 Castleway West Drive
Indianapolis, IN 46250
317.578.7353

South Bend

1030 East Jefferson Blvd
South Bend, IN 46617
574.307.7100

KENTUCKY

Danville

115 East Lexington Avenue
Danville, KY 40422
859.236.6991

Florence

7627 Ewing Blvd
Florence, KY 41042
859.525.6510

Lexington

2376 Sir Barton Way
Lexington, KY 40509
859.253.0621

Louisville

4205 Dixie Highway
Louisville, KY 40216
502.447.7634

Pikeville

50 National College Blvd
Pikeville, KY 41501
606.478.7200

Richmond

125 South Killarney Lane
Richmond, KY 40475
859.623.8956

OHIO

Akron Area

3855 Fishcreek Road
Stow, OH 44224
330.676.1351
07-01-1811B

Cincinnati

6871 Steger Drive
Cincinnati, OH 45237
513.761.1291
04-05-1718B

Cleveland Area

27557 Chardon Road
Willoughby Hills, OH 44092
440.944.0825
09-07-1905B

Columbus

5665 Forest Hills Blvd
Columbus, OH 43231
614.212.2800
08-11-1884B

Dayton Area

1837 Woodman Center Drive
Kettering, OH 45420
937.299.9450
04-01-1700B

Youngstown

3487 Belmont Avenue
Youngstown, OH 44505
330.759.0205
07-03-1816B

TENNESSEE

National College of
Business & Technology

Bartlett

5760 Stage Road
Bartlett, TN 38134
901.213.1681

Bristol

1328 Highway 11W
Bristol, TN 37620
423.878.4440

Knoxville

8415 Kingston Pike
Knoxville, TN 37919
865.539.2011

Madison

900 Madison Square
Madison, TN 37115
615.612.3015

Memphis

3545 Lamar Avenue
Memphis, TN 38118
901.363.9046

Nashville

1638 Bell Road
Nashville, TN 37211
615.333.3344

VIRGINIA

Charlottesville

1819 Emmet Street
Charlottesville, VA 22901
434.295.0136

Danville

336 Old Riverside Drive
Danville, VA 24540
434.793.6822

Harrisonburg

1515 Country Club Road
Harrisonburg, VA 22802
540.432.0943

Lynchburg

104 Candlewood Court
Lynchburg, VA 24502
434.239.3500

Martinsville

905 North Memorial Blvd
Martinsville, VA 24112
276.632.5621

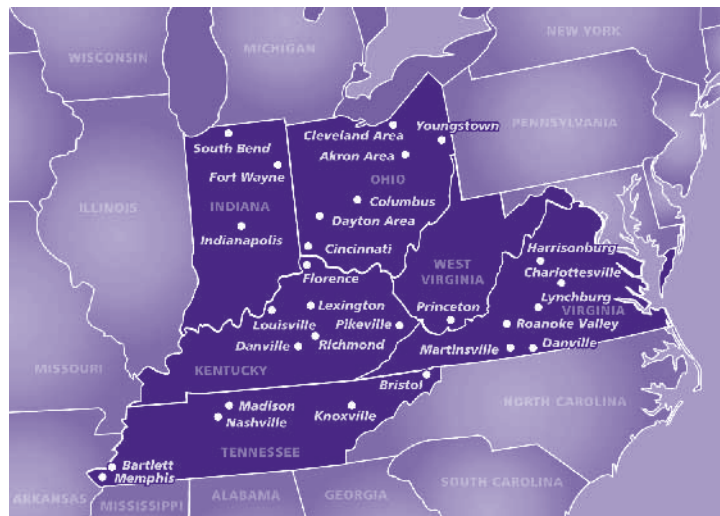
Roanoke Valley

1813 East Main Street
Salem, VA 24153
540.986.1800

WEST VIRGINIA

Princeton

421 Hilltop Drive
Princeton, WV 24740
304.431.1600



National College