APPLICATION FOR ADMISSION TO GRADUATE STUDIES

Master of Science Degree Programs in Management

Please check the program for which you are applying:

- General Management
- Emergency and Disaster Preparedness Management
- Health Services Management
- Information Technology Management

Check the term for which you are applying:  
- Fall  
- Winter  
- Spring  
- Summer  

Application Process

Your request for admission will be considered only after all required documentation and supporting materials have been submitted to the Office of Continuing Education and Graduate Studies.

Admission Requirements

1. A bachelor's degree from an accredited college or university recognized by the Council on Higher Education (CHEA). Students who have attended a college or university from outside the United States must provide an official evaluation to show equivalency to a bachelor's degree earned in the U.S. Request an official transcript be sent to the Office of Continuing Education and Graduate Studies from each institution previously attended. Failure to disclose all colleges will jeopardize acceptance. In the event that a college issues the transcript to you, it is imperative that you do not open it prior to submission to Elmira College. Any opened transcript will not be accepted as an official transcript and another must be requested.

2. A minimum cumulative grade point average of 2.700 for all undergraduate coursework or approval from the Dean of Continuing Education.


4. An 800-1000 word essay which includes the following:
   (a.) a brief statement regarding your values and beliefs about management; (b.) reasons for choosing Elmira College's graduate management program; (c.) future professional aspirations; (d.) your expectations of the program and Elmira College; and (e.) your understanding of what is expected of you throughout the pursuit of the program, if accepted.

5. Two professional references from current or previous employers who have had the opportunity to observe your job performance and one reference from a college professor who has had the opportunity to observe your academic performance.

6. Application fee of one hundred dollars.

7. International Students must have transcripts evaluated by a recognized International Academic Credential Evaluator. (e.g., World Educational Services)

8. Interview with a Graduate Advisor.
PERSONAL INFORMATION

Name
Dr.  Mr.  Ms.  Mrs. _______________________________  _______________________________  _______________________________
First  Middle  Last

Street Address ___________________________________________________________

City, State, Zip Code _______________________________________________________

Home Telephone Number ________________________________________ Work Telephone Number _______________________

Cell Telephone Number ______________________________________ Preferred E-mail ___________________________________

Social Security Number __________________________________ Date of Birth ___________________________________

Citizenship:  □ U.S. Citizen  □ Foreign Student  □ Resident Alien

If Foreign Student:  Country of Citizenship _______________________ Visa Type _______ TOEFL Score _____________

An official score report is required. Minimum score of 550 required.

Have you ever attended Elmira College?  □ Yes  □ No  If yes: Date _____________ Program _______________________

ACADEMIC INFORMATION

1. Please list all institutions of higher education you have attended. All colleges attended must be listed.

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<th>Institution</th>
<th>Location</th>
<th>Dates Attended</th>
<th>Major</th>
<th>GPA</th>
<th>Degree Earned</th>
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2. Have you ever been dismissed from any undergraduate or graduate institution? If yes, why? ____________________________

ACTIVITIES AND ACHIEVEMENTS

Are there any activities or achievements you would like us to be aware of? (academic, publications, awards, presentations, etc.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
EMPLOYMENT

List most recent employment experiences.

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<th>Employer</th>
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OTHER BACKGROUND INFORMATION

Have you ever been convicted of a felony or misdemeanor crime that did not end in an acquittal or dismissal? □ Yes □ No

If yes, please explain.

__________________________

__________________________

__________________________

__________________________

OPTIONAL

Ethnic background

□ American Indian or Alaskan Native □ Hispanic
□ Asian or Pacific Islander □ Caucasian-White (Not Hispanic)
□ Black (Not Hispanic) □ Multiracial

Other: ______________________

Gender

□ Male □ Female

SIGNATURE

I attest that the information given on this application form is complete and accurate. If I am admitted to a program of graduate study at Elmira College, I am obligated to fulfill all stated academic requirements pertinent to my particular program of graduate study by the required date.

Signature _________________________ Date ______________________