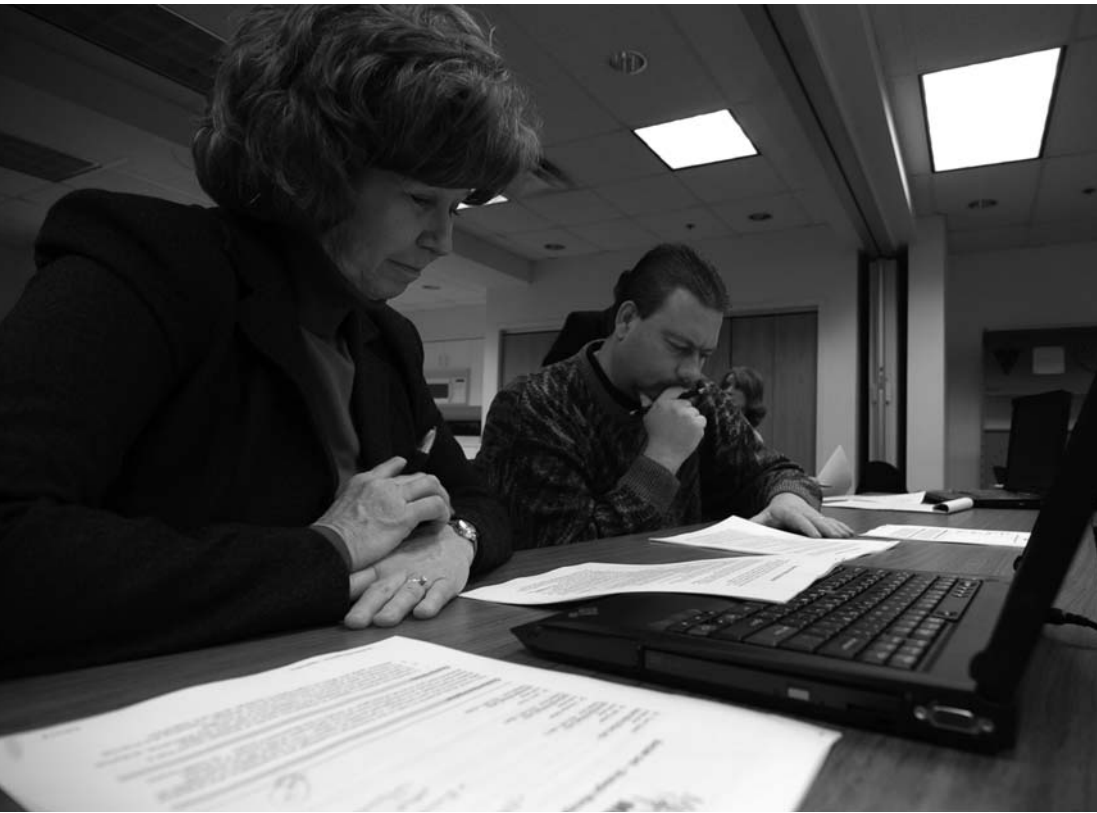


MBA

Application for Admission



Master of Business Administration



Applying for Admission to Milligan College's MBA Program

This packet contains your application to the Milligan College MBA Program. Please carefully follow the instructions below. Let the Office of Admissions know of any questions you may have. In order to be considered for admission by the MBA Admissions Committee, the following steps must be completed:

1. Read the **mission statement and lifestyle expectations** on this page. Your signature on the application indicates your understanding and acceptance of these expectations.
2. Complete the **application form** and submit to the Office of Admissions with a non-refundable application fee of \$30.00. Please make your check payable to Milligan College (you may also pay by credit card according to the instructions on the application form).
3. Use the enclosed **transcript request form** to arrange for the submission of college transcript(s), for both undergraduate and graduate work. Transcripts must be mailed by your college(s) directly to the Office of Admissions.
4. An acceptable **Graduate Management Admissions Test (GMAT)** may be required if an applicant's overall undergraduate grade point average is 2.75-2.99. The GMAT is not required if an applicant's overall undergraduate grade point average is 3.00 or higher.
5. If you are an **international applicant**, please have your Test of English as a Foreign Language (TOEFL) score sent directly from the Educational Testing Service to Milligan's Admissions Office. All international applicants must have taken the TOEFL, with a score of 550 or higher, within the last two years. You cannot be exempted from this requirement unless English is your native language, or you are a U.S. citizen, or you have received an undergraduate or graduate degree from an accredited U.S. college or university.
6. All parts of the application materials should be returned at the same time. Please **direct all application materials to:** Office of Admissions, P.O. Box 210, Milligan College, TN 37682.

Please feel free to contact the Office of Admissions to verify the receipt of the above application requirements. You may also apply online at www.milligan.edu/MBA. If you have any questions, please contact the college at 800.262.8337 or 423.461.8782 or by e-mail at MBA@milligan.edu.

Mission Statement:

As a Christian liberal arts college, Milligan College seeks to honor God by educating men and women to be servant-leaders.

Milligan College offers programs of study leading to undergraduate or graduate degrees. These programs have as their objectives the following:

A Positive, Personal Christian Faith That Jesus is Lord and Savior. The expression "Jesus is Lord and Savior" is to be understood in its historical, biblical significance. Jesus, the Man of Nazareth, is God's Son, therefore, both Savior and Lord of Life. The attainment of positive, personal Christian faith means the commitment of one's life to this Jesus.

A Commitment to Follow the Teachings of the Christian Scripture in One's Personal and Social Ethics. This commitment involves a recognition of the norms of human conduct that derive their sanction from the Christian faith.

The Capacity to Recognize and Assume Responsibility in Society. The main functions of education are to arouse within the individual an awareness of indebtedness to one's fellow human beings, to foster in each a desire to assume personal responsibility, and to prepare the individual to fulfill his or her obligation to society.

The Knowledge, Meaning, and Application of Sound Scholarship. The student is led to develop a respect and enthusiasm for sound scholarship and to seek it with diligence and perseverance.

Preparation for Securing an Enriched Quality of Life for Self and Family. Courses of study and campus life are designed to develop the quality of aesthetic appreciation, to provide a background in the liberal arts, and to lead to the selection of a field of interest which will provide opportunities for a fulfilling life.

Participation in the Activities of a Healthy Lifestyle. This may be accomplished through intramural and intercollegiate sports, residence hall living, campus fellowship, and other student activities.

Expectation and Responsibilities for Student Lifestyles at Milligan College:

We at Milligan believe that God's Word, as the final rule of faith and practice, speaks on many matters pertaining to personal conduct. Therefore, behavior that conflicts with Scripture is unacceptable.

Milligan College students agree to abide by a lifestyle commitment that is in accordance with the teachings of Scripture. Such a lifestyle does not include, among other things, pornography, profanity, dishonesty, sexual immorality, unethical conduct, vandalism, use of illegal drugs, and immodest dress. The use or possession of tobacco, alcoholic beverages or profanity on campus is expressly prohibited. Students are encouraged to observe the Lord's Day in worship and to seek to serve Christ in an atmosphere of trust, encouragement, and respect for one another.

Application for MBA

PLEASE PRINT OR TYPE.

Date Submitted: _____

For cohort beginning: Spring 20____ Fall 20____



Section 1: Personal Information

Name: _____
LAST FIRST MIDDLE MAIDEN

Social Security No: _____ Preferred first name: _____

Permanent Address: _____
STREET/BOX NUMBER CITY STATE ZIP

Home Phone: (____) _____ Work Phone: (____) _____

E-mail address: _____ Fax Phone: (____) _____

The optional information requested in this section of the application is voluntary and will not be used in a discriminatory manner.

Birthdate: ____/____/____ Gender: Male Female Marital Status: _____
Ethnic Background: African-American Asian Caucasian Hispanic Native American Other

Birthplace: _____ Country of Citizenship: _____

If you are not a U.S. citizen, please specify your status, including documentation: _____

Permanent resident number: _____

If you are in the U.S. and applying as an international student, what type of visa do you hold? _____

Have you ever been convicted of a felony? Yes (If YES, please explain on a separate sheet.) No

Have you ever been dismissed as a student from a secondary or post-secondary educational institution? Yes (If YES, please explain on a separate sheet.) No

Section 2: Academic Background

What is the highest academic degree you have completed? _____ Major: _____

If you have taken the GMAT within the last 5 years, what was your GMAT overall score? _____ Year Taken: _____

List the colleges and universities you have attended, the diplomas or degrees conferred, and the dates of attendance. (You must have official transcripts from each institution sent to the Milligan College Office of Admissions).

COLLEGE/UNIVERSITY	CITY	STATE	DATES ATTENDED	DEGREE EARNED	CUM. GPA
1. _____					
2. _____					
3. _____					
4. _____					

Section 3: Professional Background

Years of full-time work experience: _____ Years of management experience: _____

Your current title: _____

Name and location of your business unit/organization: _____

Type of business/organization: Public sector/not-for-profit Division or subsidiary of a parent company Corporate headquarters Independent company

Size of business/organization: Less than 50 50-99 100-499 500-1,000 More than 1,000

1. Describe your *current* position, including managerial responsibilities, reporting relationships, budgetary scope, and authority: _____

2. Generally describe any managerial experience and responsibilities from *previous* employment positions (if applicable): _____

3. Describe any international business experience you may have: _____

4. List and briefly describe the major extracurricular, community, and professional activities that have been *most important* to you: _____

5. **Attach a current resumé** describing your professional experience. Identify for each position the employer, time period, your titles and your responsibilities.

Section 4: Personal Statements

The Admissions Committee requires two personal statements to serve as writing samples. In terms of evaluation, the Committee will assess the applicant's writing ability, organization, creativity and analytical skills, as well as content.

1. The first statement should address factors that have been significant in your professional development, something that may distinguish you from other candidates, or highlights any special achievements or accomplishments. You are free to discuss a topic or topics of your choice. However, your response should be limited to **two pages** of double-spaced type.
2. The second required statement should address your professional goals and how the Milligan College MBA will help you achieve them. Please limit this statement to **two pages** of double-spaced type.

Section 5: Organization Support

The Milligan College MBA is designed for working professionals. As such, it is important that each student have the support of the organization for which they work. Recognizing the benefits that accrue to the employer, many organizations support the pursuit of an MBA. Allowing for flexibility in work schedules, financial assistance, and in other ways will be evidence of this support. The applicant is encouraged to discuss participation in the program with their employer.

Please indicate the expected level of financial support from your organization:

My employer/organization will pay 100% of the cost.

My employer/organization and I will each contribute to the cost approximately as follows:

My employer/organization will pay _____ (\$ or %)

I will pay _____ (\$ or %)

I will pay 100% of the cost.

Section 6: Professional Recommendations

Please provide the names and addresses of the two individuals you have asked to evaluate you. These individuals should be from either your current or previous employer, who can authoritatively critique your professional skills and performance. It is preferred that such individuals have some degree of authority over your work, such as a supervisor, rather than peers or colleagues. Owners/managers of independent companies may seek the recommendation of the chairperson or board members, or might request evaluations from their bank or managers in customer or supplier organizations with whom they have had long-standing relationships. Recommendations from professors, clergy, and personal friends are welcomed; however, they must be in addition to the two required professional recommendations.

First Evaluator's Name: _____ Title: _____

Business/Organization: _____

Address: _____

Phone: _____ E-mail: _____

Second Evaluator's Name: _____ Title: _____

Business/Organization: _____

Address: _____

Phone: _____ E-mail: _____

Section 7: Program Awareness

How did you first become aware of this program (check all that apply)? Brochure Graduate of Milligan Campus Visit Milligan Faculty/Staff
 Milligan Alum Current Milligan MBA Student Internet/webpage Other: _____

To what other colleges and universities are you applying (This information is needed for institutional research purposes and is not a criterion for acceptance.)

Section 8: Submitting Application

I certify that all information given in this application to be correct and true. If I am accepted as a student and enroll, I pledge to uphold the Christian expectations and responsibilities for student lifestyles of Milligan College. I will conduct myself in a manner that will reflect positively upon myself, my peers, and the college. I consent to the use of my name and photograph in publications of Milligan College.

Applicant's Signature: _____ Date: _____

I am enclosing a non-refundable application fee of \$30 (make check payable to Milligan College)

I prefer to pay the non-refundable application fee of \$30 by credit card: Visa MasterCard

Card Number: _____

Name of Cardholder: _____ Exp. Date: _____

(AS IT APPEARS ON THE CARD)

Please submit this application to:

OFFICE OF ADMISSIONS
P.O. BOX 210
MILLIGAN COLLEGE, TN 37682

800.262.8337 • 423.461.8789 FAX

You may also apply online at www.milligan.edu/MBA

Professional Recommendation

TO THE APPLICANT: Please fill in your name and deliver this recommendation form, along with a confidential return envelope, to your evaluator. Although only two professional recommendations are required, you may certainly request others.

Applicant's Name: _____ Phone: _____

Address: _____
STREET/BOX NUMBER CITY STATE ZIP

I have waived my right of access to information included on this recommendation form. It is therefore confidential and will be seen only by the Admissions Committee.

Applicant's Signature: _____ Date: _____

TO THE PERSON COMPLETING THIS FORM: As an applicant for admission to Milligan College's MBA program, the student named above is required to submit a professional recommendation. Please answer the questions as candidly and specifically as possible. Your insights about the candidate will be an important part of our decision process. When completed, place the form and your business card in the envelope provided by the applicant, seal, sign your name across the seal, and return it to the candidate.

1. How long have you known the applicant? _____ What is your relationship with the applicant? _____

2. Explain how you would rate this applicant's performance and potential within the organization: _____

3. Describe the characteristics you consider to be strengths of the applicant: _____

4. Describe what you consider to be deficiencies or weaknesses of the applicant: _____

5. Please evaluate the applicant on each of the following dimensions:

	Outstanding <small>(Top 5%)</small>	Very Good <small>(Highest 10%)</small>	Good <small>(Upper 25%)</small>	Average <small>(Upper 50%)</small>	Below Average <small>(Lower 50%)</small>	Not Known
Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment and maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative/self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ethics/personal integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christian character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. We encourage you to use the back of this page to provide additional statements concerning the applicant's accomplishments, managerial potential, aptitude for graduate work, and other personal qualities. Specific examples will be especially appreciated.

7. What is your recommendation concerning acceptance of this applicant to the Milligan College MBA program?

- Recommend without reservations
 Recommend with reservations
 Prefer not to recommend

Signature: _____ Date: _____

Print name: _____ Title: _____ Employer: _____

Professional Recommendation

TO THE APPLICANT: Please fill in your name and deliver this recommendation form, along with a confidential return envelope, to your evaluator. Although only two professional recommendations are required, you may certainly request others.

Applicant's Name: _____ Phone: _____

Address: _____
STREET/BOX NUMBER CITY STATE ZIP

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Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment and maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative/self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ethics/personal integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christian character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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7. What is your recommendation concerning acceptance of this applicant to the Milligan College MBA program?

- Recommend without reservations Recommend with reservations Prefer not to recommend

Signature: _____ Date: _____

Print name: _____ Title: _____ Employer: _____

MILLIGAN COLLEGE

Academic excellence since 1866

Office of Admissions • P.O. Box 210, Milligan College, Tennessee 37682
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