

Admission Schedule

The Elon MBA enrolls cohorts each September and March. Applications are evaluated on a rolling basis throughout the year. Please submit all required application materials as early as possible, but no later than August 15 for the fall semester and February 15 for the spring semester.

Admission Requirements

Completed applications must include:

- Evidence of an earned bachelor's degree from an accredited college/university
- Official transcripts of all undergraduate and any graduate studies completed or taken
- Graduate Management Admission Test (GMAT) examination taken within the last five years (This requirement may be waived if an applicant possesses a master's degree in another discipline. To be reviewed for a GMAT waiver, prospective students must submit all official transcripts and a resume. You do not have to apply first for this review.)
- Two years of professional work experience
- Three letters of recommendation; two from supervisors and one other
- Personal statement (instructions are enclosed with application)
- TOEFL scores are required unless English is the student's native language or the language of instruction. A minimum TOEFL score of 550 (paper-based) or 213 (computer-based) or 79 (Internet-based) is required. English translations of transcripts and explanations of grading systems are required.
- A resume is required for all applications
- International students must submit the following:
 - 1) Photocopy of your passport(s) (required for all applicants from outside the U.S.)
 - 2) Completed Certificate of Financial Responsibility (CFR) form
 - 3) Original bank statement or letter from the bank issued within the last 6 months

MBA Admission Standards

Elon employs the following admissions-based formula as the key instrument in its evaluation of applicants: Cumulative GPA of candidate multiplied by 200 plus GMAT score. A minimum acceptable score of 1000 is required. A minimum GPA of 2.5 for undergraduate work and a GMAT score of 500 is required. Application review also strongly considers a student's professional experience (resume) and letters of recommendation.

Foundational Courses

The following foundation undergraduate courses, completed with a grade of "C" or better, are required for the program:

- Financial accounting
- Finance
- Microeconomics
- Statistics

Applicants who have not completed the above courses as part of their undergraduate studies may take these courses concurrently at Elon or elsewhere.

Application Instructions

- Please print or type.
- Complete every item on all forms.
- Include nonrefundable application fee of \$50 payable to Elon University. Once a student is admitted, a \$250 non-refundable deposit will be required to secure a spot in the class.
- Include a complete set of official transcripts from all colleges/universities attended.
- Have your official Graduate Management Admission Test (GMAT) scores sent to the Office of Graduate Admissions. Elon University's MBA program code is **BFI-84-88**.
- Request three letters of recommendation on provided forms (see Recommendation Forms (B) section for details).

Application Information

Application for Graduate Admission (A)

- Complete every item.

Personal Statement

- Include a typewritten statement describing your rationale for pursuing your MBA. Also, describe your personal qualities, activities and achievements that will contribute to your success in this program. Please limit your response to one page.

Recommendation Forms (B)

- Each reference (three) must be submitted in a sealed envelope that is signed over the seal by the recommender. The recommender must mail the completed reference to **Elon University, Office of Graduate Admissions, 2750 Campus Box, Elon, North Carolina 27244**.

Check Sheet for Application (C)

- Needed documents included with application.

I am applying for MBA admission to Elon University beginning: Fall Spring of 20 _____.

PERSONAL DATA

Name: Mr./Ms. _____
LAST FIRST MIDDLE/MAIDEN PREFERRED

Do you have educational materials under another name? Yes No If yes, indicate name: _____

Mailing address: _____ Permanent address: _____
NUMBER AND STREET IF DIFFERENT FROM MAILING ADDRESS NUMBER AND STREET

CITY STATE ZIP CODE CITY STATE ZIP CODE

Telephone numbers: (_____) _____ (_____) _____ (_____) _____
CELL WORK HOME

E-mail address: _____ Social Security #: _____

Birthdate: ____/____/____ Place of birth: _____ Country(ies) of citizenship: _____

If not a U.S. citizen: Are you a permanent resident? Yes No If yes, card number (required): _____

First language if other than English: _____

Colleges and universities are asked by many sources, including the federal government, to describe the racial/ethnic backgrounds of our students and employees. In order to respond to these requests, we ask that you answer the following two questions (your response is optional):

Do you consider yourself to be Hispanic/Latino? Yes No

In addition, select one or more of the following racial categories to describe yourself:

American Indian or Alaska Native Asian Black or African American Native Hawaiian or Pacific Islander White

If you wish to describe yourself in another racial category, please describe: _____ Race and ethnicity unknown

Elon University welcomes students from a wide variety of faith traditions. The Truitt Center for Religious and Spiritual Life uses the information to inform students about programs and services. Religious Affiliation: _____

List other MBA programs to which you have applied: _____

How did you learn about the program? _____

POSTSECONDARY EDUCATIONAL DATA

List chronologically all colleges and universities attended (use attachment if necessary).

Name of Institution	City/State	Dates		Major	Degree	Date Received or Expected	GPA
		From	To				

EDUCATION OR PROFESSIONAL DISTINCTIONS, HONOR, AWARDS

Please indicate basis of selection if award is not well known.

COMMUNITY/CIVIC ACTIVITIES SINCE UNDERGRADUATE EDUCATION

Activity	Years	Offices Held

ACADEMIC WORK IN PROGRESS

List all prerequisite or nonprerequisite courses that you will have in progress for the spring, summer and/or fall semester prior to enrollment. Please complete all information requested. If you do not plan to enroll in classes for the semester indicated, write "not applicable" across the box. Final grades earned for in progress courses completed during fall, spring and/or summer must be received by the Office of Graduate Admissions prior to enrollment. It is the applicant's responsibility to submit verification of final grades received to the Office of Graduate Admissions by the required dates.

Fall Semester

Name of Institution	Course Title and Department	Credit Hours	Expected Completion Date

Spring Semester

Name of Institution	Course Title and Department	Credit Hours	Expected Completion Date

Summer Session

Name of Institution	Course Title and Department	Credit Hours	Expected Completion Date

TEST SCORES AND DATES

Date Taken	Date(s) Scheduled	GMAT SCORES		
		Verbal	Quantitative	Total

Date Taken	Date Scheduled	TOEFL SCORES		
		Computer	Internet	Paper

RECOMMENDATIONS

List the three individuals who have written recommendations for you.

	Name and Title	Institution/Organization
Supervisor		
Supervisor		
Other		

WORK EXPERIENCE

How many years of professional experience do you have? _____ years and _____ months.

List the last three positions held, beginning with the most recent and including volunteer work.

Employer	Position	Address	Years

PRIOR CRIMINAL HISTORY

Have you been or are you currently suspended or dismissed from another institution? Yes No

If yes, give details: _____

Have you ever been arrested for or convicted of a crime other than a minor traffic violation? Yes No

If yes, explain briefly: _____

CERTIFICATION

I certify that all information given in this application is complete and accurate. If I am admitted to Elon University, I agree to abide by established rules and regulations of the university and to accept the obligations imposed upon me by the honor system. Elon University is authorized to release information to the news media concerning my achievements.

Signature _____ Date _____

The University does not discriminate on the basis of age, race, color, creed, sex, national or ethnic origin, disability, sexual orientation, or veteran's status in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs. Students with documented disabilities may request in writing reasonable special services and accommodations. Questions should be directed to Ms. Susan Wise, disability services coordinator, Duke 108H, (336) 278-6500. The university's Section 504 coordinator for students and Title IX coordinator is Ms. Jana Lynn Patterson, Moseley 206, (336) 278-7200. The university's Section 504 coordinator for applicants and current employees is Mr. Ronald Klepcyk, 314 W. Haggard Ave., (336) 278-5560.

In accordance with the Student Right-to-Know and Campus Security Act, complete information regarding campus security policies and programs and campus crime statistics is available upon request from the Director of University Relations, 2030 Campus Box. Information regarding completion and graduation rates may be obtained from the Office of Admissions or at www.elon.edu/irweb.

Applicant's Name: _____
(PRINT OR TYPE) LAST FIRST MIDDLE

TO THE APPLICANT: Complete the identifying information above before delivering this form to the individual you have selected as a reference. The recommender is to complete the form, place it in a sealed envelope, sign the envelope on the outside over the seal and mail to the Office of Graduate Admissions (address on next page).

TO THE APPLICANT AND THE RECOMMENDER: This recommendation will be used for admission purposes only and will not be retained in any educational record should the above named applicant enroll at Elon University. Consequently, the recommendation is not subject to the stipulations of the Family Educational Rights and Privacy Act of 1974; under the law the applicant will not have access to recommendations.

TO THE RECOMMENDER: Please complete form and return directly to the Office of Graduate Admissions (address on back) in a sealed envelope with your signature across the seal. Elon places a great deal of importance on comments from recommenders. We appreciate your assistance.

How long have you known the applicant and in what capacity?

Please assess the applicant in the following areas:

	Excellent	Good	Average	Poor	Unable to Judge
Ability to learn					
Ability to work with others					
Decision-making skills					
Leadership potential					
Logical/analytical ability					
Mathematical ability					
Maturity					
Oral expression					
Perseverance toward goals					
Teaching skills					
Written expression					

Please explain any "excellent" or "poor" rating above and comment on any characteristic you feel requires elaboration; continue on the back page (if needed).

What do you consider the applicant's primary talents or strengths?

What do you consider the applicant's chief weaknesses?

Discuss your perception of the applicant's potential in a professional environment following the completion of graduate work.

Comment on the applicant's interpersonal skills.

Note any other information that you feel would aid the university in the evaluation of the applicant. Additional pages may be attached.

Overall evaluation of applicant: Recommend enthusiastically Recommend Recommend with reservation Not recommended

Please explain.

Signature _____ Date _____

Name (print) _____

Title and Department _____

Employer _____ Telephone _____

Address _____

E-mail Address _____

Please mail directly to: **Elon University**
Office of Graduate Admissions
2750 Campus Box
Elon, North Carolina 27244

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Title and Department _____

Employer _____ Telephone _____

Address _____

E-mail Address _____

Please mail directly to: **Elon University**
Office of Graduate Admissions
2750 Campus Box
Elon, North Carolina 27244



Applicant's Name: _____

(PRINT OR TYPE)

LAST

FIRST

MIDDLE

INCLUDE WITH APPLICATION:

- Resume
- Application for Admission (A)
- Application fee — \$50 payable to Elon University (nonrefundable)
- Official transcripts from all colleges and universities attended
- Personal Statement
- Check Sheet for Application (C)

MAILED DIRECTLY TO ELON UNIVERSITY:

- GMAT scores
- Three Recommendation Forms (B) mailed directly by the recommenders

ADDRESS APPLICATION AND ALL CORRESPONDENCE TO:

**Elon University
Office of Graduate Admissions
2750 Campus Box
Elon, North Carolina 27244**

336-278-7600 or 800-334-8448 ext. 3
FAX: 336-278-7699
E-mail: gradadm@elon.edu
Web site: www.elon.edu/mba