



SCHOOL OF BUSINESS
GRADUATE APPLICATION

OFFICE USE ONLY

Fee paid Date _____
Received by _____

APPLYING FOR

I am submitting my application for the following program:

- Master of Business Administration (MBA)
- Master of Science in Finance (MSF) *Fall only*
- Master of Science in Marketing Research (MSMR) *Fall only*
- One Semester International Visiting MBA Student

I am applying for admission to begin:

- Summer Fall Spring
- Year: _____

PERSONAL INFORMATION

1. Full Legal Name: _____
LAST/SURNAME FIRST/GIVEN MIDDLE

2. Former Name: _____
(if previous academic records under another name)

3. Permanent Address:

ADDRESS

CITY STATE /PROVINCE ZIP/POSTAL CODE COUNTRY

4. Mailing Address: Same as permanent address
 End date for mailing address? Yes ___/___/___ Not Applicable
(MM/DD/YYYY)

ADDRESS

CITY STATE /PROVINCE ZIP/POSTAL CODE COUNTRY

Home Phone: _____ Cell Phone: _____
(INCLUDING AREA/COUNTRY CODE) (INCLUDING AREA/COUNTRY CODE)

5. E-mail Address – Primary: _____ Secondary: _____

6. Date of birth: ___ / ___ / ___ 7. Male Female 8. US Social Security Number: _____
mm dd yyyy

TEST INFORMATION

Please indicate with a check (✓) tests taken and dates taken/scheduled to be taken.

GRE ___ / ___ / ___ GMAT ___ / ___ / ___
mm dd yyyy mm dd yyyy

International applicants:

TOEFL ___ / ___ / ___ IELTS ___ / ___ / ___
mm dd yyyy mm dd yyyy

Official test scores must be sent to: PLU Office of Graduate Admission, 12180 Park Avenue South, Tacoma, WA 98447-0003

EDUCATIONAL INFORMATION

List all colleges/universities in order of attendance beginning with the institution from which you received your highest degree (no exceptions). Please add additional sheet if attended more than 4 colleges including dates attended and degree if any.

If still enrolled in a college, indicate leaving/graduation date: Month (MO.) _____ Year (YR.) _____

INSTITUTION	CITY	STATE/COUNTRY	START DATE	END DATE	DEGREE TITLE
a. _____	_____	_____	FROM:(MO./YR) _____	TO:(MO./YR) _____	_____
b. _____	_____	_____	FROM:(MO./YR) _____	TO:(MO./YR) _____	_____
c. _____	_____	_____	FROM:(MO./YR) _____	TO:(MO./YR) _____	_____
d. _____	_____	_____	FROM:(MO./YR) _____	TO:(MO./YR) _____	_____

If presently enrolled in classes, list all courses in which you are enrolled, the completion date, and the name of the college or university:

CLASS	COMPLETION DATE	COLLEGE
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____

INTERNATIONAL APPLICANTS

1. Permanent Home Country Address Same as permanent address listed on page 1

ADDRESS _____
 CITY _____ STATE /PROVINCE _____ ZIP/POSTAL CODE _____ COUNTRY _____

2. Country of birth _____ 3. Country of citizenship _____

4. Visa type/classification _____ 5. English name/nickname _____

6. Agency Information (if applicable) *If agency information is provided, all materials will be sent to the agency, unless otherwise requested*

Agency Name _____ Agent Name _____
 Agent Phone _____ Agent Email _____
(INCLUDING AREA CODE/COUNTRY CODE)

Agency Address _____
ADDRESS
 CITY _____ STATE /PROVINCE _____ ZIP/POSTAL CODE _____ COUNTRY _____

7. To which address should we mail the I-20? (*a courier service will be used, please no PO Boxes*)

- mailing address listed on page 1 permanent address listed on page 1 permanent home country address listed above
 agency address listed above Other, listed below

ADDRESS _____
 CITY _____ STATE /PROVINCE _____ ZIP/POSTAL CODE _____ COUNTRY _____

8. Phone number associated with Mailing Address to receive I-20 (*required to assist courier service*) _____
(INCLUDING AREA CODE/COUNTRY CODE)

STATEMENT OF CHARACTER AND SIGNATURE

Applicants to PLU must present evidence of good character in order to be accepted for admission. In accordance, do you certify that you have not been convicted of a felony or gross misdemeanor, and that you do not have a case pending against you at this time?

- Yes I so certify. No If no, please attach written details with your application.

I understand that failure to submit complete official transcripts from all schools, colleges, or universities attended failure to fully disclose any information requested, and/or falsification of any information requested may result in the denial of the application, revocation of admission, disciplinary action, or subsequent dismissal from this institution. I certify that to the best of my knowledge, all statements I have made in this application are complete and true.

Permission is hereby given to release appropriate test scores and academic records requested by Pacific Lutheran University.

NAME OF APPLICANT (PRINT)

SIGNATURE OF APPLICANT

DATE

EQUAL OPPORTUNITY CONSIDERATION

Pacific Lutheran University welcomes applications from students who exhibit capacities for success at the graduate level. Applications for admission are evaluated without regard to race, color, creed, religion, gender, national origin, age, mental or physical disability, marital status, sexual orientation, or any other status protected by law.

PRIORITY APPLICATION DEADLINES/TIMELINES

PLU offers rolling admission. Our Admissions Committee reviews all applications as they are received. However, in order to have sufficient time to prepare for the start of the term, it is highly recommended that you submit your application by the following dates:

	US Applicants	International Applicants
Summer (MBA only)	May 1	March 1
Fall (MBA/MSF/MSMR)	July 15	June 1
Spring (MBA only)	December 15	November 15

APPLICATION REQUIREMENTS AND PROCEDURES

Please follow the checklist below to submit the required items for the program you are applying.

MBA/MSF/MSMR Program

- Graduate application and non-refundable \$48.00 fee. Make checks payable to PLU. Return application, fee, and all required materials to:

Pacific Lutheran University
Office of Graduate Admission
12180 Park Avenue South
Tacoma, WA 98447-0003

- Official GMAT or GRE Scores. The PLU code is 4597.
- Current Résumé that includes your employment history; significant academic, professional, and community achievements; honors and awards.
- Official transcripts from all colleges attended, sent directly from the school attended. Transcripts should be sent to the above address.
- Statement of Educational and Professional goals. It should be between 300 and 400 words in length on a separate sheet of paper. Please reference your name at the top the page.
- Two letters of recommendation using the PLU Recommendation Form. Academic and/or professional recommendations may sent by email to gradadmission@plu.edu, or by mail to the above address.

International Applicants

In addition to the above requirements, international applicants must submit:

- Students applying with a bachelor's degree from an institution outside the US must submit official transcripts in the original language as well as a certified English translation. Degree equivalency reports may be required on a case by case basis from a PLU approved evaluation service. Transcripts should be sent to the above address.
- Official TOEFL or IELTS scores. (TOEFL IBT minimum 88, TOEFL CBT minimum 230, IELTS minimum 6.5). The PLU code for TOEFL is 4597.
- Declaration of Financial Support Form and required documentation.
- A copy of your passport photo page.

Note: The Declaration of Financial Support form is not required for your application to be considered for admission, but will be required prior to issuance of the I-20 student visa document. To expedite admission processing, please consider submitting it with application documents. The Declaration of Financial Support form, as well as links to PLU approved transcript evaluation services may be found on the How To Apply web page of each business graduate program at www.plu.edu/graduate.

One Semester Visiting MBA Students

- Graduate application and non-refundable \$48.00 fee. Make checks payable to PLU. Return application, fee, and all required materials to:

Pacific Lutheran University
Office of Graduate Admission
12180 Park Avenue South
Tacoma, WA 98447-0003

- Current Résumé that includes your employment history; significant academic, professional, and community achievements; honors and awards.
- Official transcripts from all colleges attended, sent directly from the school attended. Students applying with a bachelor's degree from an institution outside the US must submit official transcripts in the original language as well as a certified English translation. Degree equivalency reports may be required on a case by case basis from a PLU approved evaluation service. Transcripts should be sent to the above address.
- Statement of Educational and Professional goals. It should be between 300 and 400 words in length on a separate sheet of paper. Please reference your name on the page.
- One letter of recommendation using the PLU Recommendation Form. Academic and/or professional recommendations may be email to gradadmission@plu.edu, or by mail to the above address.
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RECOMMENDATION FORM

THIS PORTION TO BE COMPLETED BY APPLICANT

Please fill out your portion of the recommendation form and give the form to the respondent. Ask the respondent to return the recommendation to you in a sealed envelope, or to send it directly to the PLU Office of Graduate Admission, 12180 Park Avenue South, Tacoma, WA, 98447. Recommendations may also be sent by email to gradadmission@plu.edu.

Name of Applicant: _____ Date: _____
LAST/SURNAME FIRST/GIVEN MIDDLE INITIAL

Address: _____
STREET

Address: _____
CITY STATE /PROVINCE ZIP/POSTAL CODE

Daytime Phone: _____ Email: _____
(INCLUDING AREA/COUNTRY CODE)

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CONFIDENTIALITY:

In accordance with the Family Education Rights and Privacy Act (FERPA), this letter may be viewed by the applicant as part of the admission file, post-matriculation or at the discretion of the department, unless this waiver is signed. Please choose one option:

- I waive my right to access this recommendation, which is to be used for admission purposes only, and declare it to be confidential
- I choose to have access to this recommendation, if I am admitted and matriculated

SIGNATURE OF APPLICANT DATE

THIS PORTION AND THE REVERSE SIDE TO BE COMPLETED BY RESPONDENT

This applicant is seeking admission to a graduate business program at Pacific Lutheran University. To assess the appropriateness of this choice for the individual, we would appreciate your candid opinion regarding the qualifications listed below. If there is any item for which you have little or no evidence, please indicate. This recommendation form is required to complete the application. Your time in answering every question is appreciated. A separate letter of recommendation will not substitute for this form, however you may attach a letter in addition. Again, we thank you for your time.

Name of Respondent: _____ Date: _____
LAST/SURNAME FIRST/GIVEN MIDDLE INITIAL

Address: _____
STREET

Address: _____
CITY STATE /PROVINCE ZIP/POSTAL CODE

Daytime Phone: _____ Email: _____
(INCLUDING AREA/COUNTRY CODE)

Employer/Organization: _____ Position: _____

What has been your relationship to the applicant? (Check as many as apply)

- Instructor (undergraduate/graduate)
- Academic Advisor
- Employer/Supervisor
- Other (Specify) _____

Please indicate your evaluation of the applicant by checking the appropriate rating.

	Outstanding	Above Average	Average	Below Average	No Chance to Observe
Intellectual Abilities <i>Uses abstract and critical thinking; is intellectually curious; is flexible and objective; actively engages in new knowledge; is reflective</i>					
Communication Skills: Writing <i>Writes clearly; presents ideas in an organized fashion; presents written work of a graduate-level quality</i>					
Communication Skills: Speaking <i>Articulates ideas effectively in speaking; is congruent in verbal and non-verbal communication</i>					
Openness to Feedback <i>Is non-defensive in receiving/responding to feedback; is willing to admit mistakes; is flexible and willing to change</i>					
Global Perspective <i>Appreciates the influence of culture; communicates with respect for others worldview; uses language and interpersonal behavior respectful of global perspectives</i>					
Leadership <i>Demonstrates initiative, vision, responsibility, works toward problem resolutions</i>					
Interpersonal Skills <i>Demonstrates empathy, patience, respect, caring, and a sense of humor; is willing and able to tolerate ambiguity; maintains appropriate boundaries</i>					
Overall Evaluation <i>In summary, how would you rate this applicant in your overall evaluation of their appropriateness for the program?</i>					

What are the applicant's strengths as you see them?

What are the applicant's limitations as you see them?

Other comments

Please check one:

- I strongly recommend the applicant for admission
- I recommend the applicant for admission with some reservations
- I recommend the applicant for admission
- I do not recommend the applicant for admission

Signature of Respondent: _____

Date: _____

Returning the PLU Recommendation Form

Respondents may return the PLU Recommendation Form by:

1. Returning the form to the applicant in a sealed envelope
2. Returning the form to the PLU Office of Graduate Admission by mail or email
 - a. Mail: PLU Office of Graduate Admission
12180 Park Avenue South
Tacoma, WA 98447
 - b. Email: gradadmission@plu.edu

Thank you for your time in evaluating this candidate for the PLU program.

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STREET

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