

Application for The Capital MBA

Capital
University
Ask. Think. Lead.

Thank you for your decision to apply for admission to Capital University's MBA program. Please note the following:

Complete this application and submit it with:

Transcript(s) (2) Professional references
Current résumé \$25 non-refundable application fee
Essay

Please have official transcripts for all course work completed sent by the registrar of each college attended to the Capital University MBA program. For planning purposes, transcript copies can be submitted by the applicant and followed by official transcripts.

Transcripts can be sent to:

Adult and Graduate Education, Capital University, 1 College and Main, Columbus, OH 43209-2394.

The MBA Admission Committee may request a personal interview before making a decision.

If you are applying for admission to a joint degree program, you must apply to and be accepted in both programs.

If you would like information on tuition loan programs, please contact the Financial Aid Office at 614-236-6511, or finaid@capital.edu.

For more information, contact us by phone at 614-236-6996, by fax at 614-236-6923, or by e-mail at mba@capital.edu.

Please print or type.

Type of application New _____ Update for readmission _____ Transfer from another institution _____

Title Mr. _____ Ms. _____ Mrs. _____ Dr. _____ Social Security No. _____ Date of birth _____

Name _____
Last (Jr., III, etc.) *First* *Maiden / Middle*

Home address _____ Apartment No. _____

City _____ State _____ ZIP Code _____

Country, if not United States _____ E-mail address _____

Home phone () _____ Cell phone () _____

Emergency contact Name _____ Phone () _____

Gender Male _____ Female _____ Marital status _____ Are you a veteran? Yes _____ No _____

Citizenship status Birth city _____ Birth state/province _____ Birth country _____

Are you a U.S. citizen? Yes _____ No _____ If no, are you a permanent resident? Yes _____ No _____

If yes, alien registration number _____ Years lived in the United States _____

Are you other immigration status (non-U.S. citizen)? Yes _____ No _____

If yes, primary non-U.S. citizenship, visa type _____

Are you Hispanic or Latino? Yes _____ No _____

Select one or more race(s) American Indian or Alaska Native _____ Asian _____ Black or African American _____
White _____ Native Hawaiian or other Pacific Islander _____

Religion (OPTIONAL – Enter code from below) _____

(Religion information is requested by the Evangelical Lutheran Church in America and is used for statistical purposes only.)

Code:

- | | | |
|--------------------|-----------------------------------|-----------------------------|
| 07. Baptist | 13. Jewish | 15. Other religions |
| 19. Buddhism | 05. LCMS | 10. Presbyterian |
| 01. ELCA | 06. Lutheran-other | 99. Religion not reported |
| 08. Episcopal | 09. Methodist | 14. Roman Catholic |
| 17. Greek Orthodox | 21. Mormonism | 11. United Church of Christ |
| 18. Hinduism | 16. No current church affiliation | |
| 20. Islam | 12. Other Protestant | |

Anticipated degree program

MBA _____

MBA/Juris Doctor* _____

MBA/Master of Science in Nursing* _____

* Applicants for joint degrees must apply to and be accepted in both programs.

Desired admittance date

Fall 201 _____

Spring 201 _____

Summer 201 _____

Have you attended other colleges for credit? Yes _____ No _____

Are you currently enrolled in college? Yes _____ No _____

Undergraduate degree

Name of degree-granting institution _____

Location (city and state) _____

Dates attended _____ Major(s) _____

Degree earned _____ Month and year degree earned _____

Other undergraduate institution

Name of institution _____

Location (city and state) _____

Dates attended _____ Major(s) _____

Degree earned _____ Month and year degree earned _____

Post-graduate or graduate institution

Name of institution _____

Location (city and state) _____

Dates attended _____ Major(s) _____

Degree earned _____ Month and year degree earned _____

Employment – Please include a current résumé with this application.

Current employer _____

Address _____ City _____ State _____ ZIP _____

Job title _____

Business phone () _____ Business e-mail _____

Admission Tests

Have you taken the GMAT or GRE? Yes _____ No _____ If yes, test date _____ and score _____
Have you taken the TOEFL or IELTS? Yes _____ No _____ If yes, test date _____ and score _____
Have you taken the LSAT? Yes _____ No _____ If yes, test date _____ and score _____

References

List the names of two people who will provide references in support of your candidacy. Have them send the MBA Reference Form and a letter of recommendation independently to:

Adult and Graduate Education, Capital University, 1 College and Main, Columbus, OH 43209-2394.

Name _____

Name _____

Previous enrollment at Capital University

Yes _____ No _____

If yes, in what program? _____

Do you plan to apply for financial aid? Yes _____ No _____

Sources that had an influence on your decision to apply for The Capital MBA (check all that apply)

- _____ Friend or colleague
- _____ Member of the Capital community (student, alumnus, faculty, staff)
- _____ Information session at Capital
- _____ Faculty recommendation (From which institution? _____)
- _____ MBA education fair (Where? _____)
- _____ Print advertisements (Where? _____)
- _____ Radio advertisements (Where? _____)
- _____ Web site
- _____ Human resources department at employer
- _____ Other _____

Felony Disclosure

Have you ever been convicted of a felony? Yes _____ No _____ If yes, please attach a statement of explanation.

Capital University is committed to challenging students and creating a personalized learning environment that is free from prohibited discrimination and harassment. The University prohibits discrimination on the basis of race, color, religion, national and ethnic origin, sexual orientation, class, sex and gender, age, disability, veteran status, or any other characteristic protected by law, and admits qualified students to all the rights, privileges, programs, and activities generally accorded or made available to students.

I certify that all of the information submitted in the application is my own work, true and correct to the best of my knowledge. I authorize all schools attended to release all requested records and authorize review of my application. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I certified be false. I understand that an offer of admission is conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based. In addition, I acknowledge that the University reserves the right to withdraw offers of admission if applicants fail to satisfy all requirements; if it is determined that admission was obtained through the use of falsified, altered, or embellished information; if there is a substantial drop off in academic performance; or if there is a change in disciplinary status after the time of application including engaging in behavior that is deemed incompatible with positive contributions to the campus environment (such as safety concerns, violence, threats, etc.). Finally, I understand the University may revoke my admission if it determines that I have engaged in conduct that it deems unbecoming of an applicant or student, including conduct of a criminal nature, even if the conduct does not result in a conviction.

Signature _____ Date _____

Thank you for your interest in The Capital MBA. Please send this completed application form, along with a \$25 non-refundable fee, to:

Adult and Graduate Education
Capital University
1 College and Main
Columbus, OH 43209-2394

An application is complete when these items have been received: Application
Application fee
Transcripts
Essay
Résumé
(2) Professional references

www.capital.edu/mba
mba@capital.edu
Phone 614-236-6996 Fax 614-236-6923

To be completed by the Adult and Graduate Education Office.

MBA _____ MBA/JD _____ MBA/MSN _____

Non-refundable application fee (\$25) Received on _____

Cash _____ Check No. _____ Credit card _____

Capital
University