



CONCORDIA  
UNIVERSITY



GRADUATE APPLICATION  
Master of Business Administration

# Applying to Concordia University:

Concordia University's Master of Business Administration is a 37-semester-hour graduate degree in general management, with additional specialization options available in Health Care Administration, Entrepreneurship Environmental Management, or Electives.

## MBA Admission Requirements and Checklist

Admission to the MBA program is competitive. Work history, evidence of managerial proficiency, academic ability, and leadership potential will be considered in the review process. To apply for Concordia's MBA program, please complete the following checklist:

- A completed Master of Business Administration application. Apply online by going to: **www.applytocu.com**.
- A non-refundable application fee of \$50 check made payable to Concordia University.
- A Written narrative statement that presents relevant information about previous experiences, explains professional interests and career goals, and discusses reasons for wanting to obtain the MBA degree.
- A résumé that provides a history of professional experience, including both salaried and volunteer positions. Five or more years of professional work experience is recommended.
- Two confidential letters of recommendation. The letters should be from past and present supervisors and/or professional colleagues. Self-employed candidates may submit letters from business associates. Letters should address the candidate's intellectual abilities, professional achievements, and potential for increased management responsibilities.
- Proof of completion of bachelors degree from an accredited institution with a 3.0 GPA or above. Submit official, sealed transcript from the school where you received your bachelors degree. Records should be sent directly to Concordia University. You may submit the Transcript Release Form to authorize Concordia University to request official transcripts on your behalf. This is available only to US residents for US colleges and Universities.
- One of the following evaluative tools:
  - A Graduate Record Examination (GRE) score of 1050 or higher.
  - A Graduate Management Admission Test (GMAT) score of 500 or higher.
  - A professional portfolio. (For more information contact the Office of Admission.)

*Note: If you were a transfer student who took fewer than 60 credit hours at the institution from which you graduated, or will graduate, it will be necessary to make additional official transcript requests for your previous institution(s), sufficient to cover the 60 required hours.*

*Note: MBA applicants who complete their last 60 semester credits at Concordia University with a 3.0 GPA or above may be exempt from this requirement with the approval of the admission committee.*

### Return all application materials to:

**CONCORDIA UNIVERSITY**  
2811 NE Holman Street  
Portland OR 97211-6099

### For more information contact us at:

Admissions 503-280-8501  
Toll-free 800-321-9371  
admissions@cu-portland.edu  
www.cu-portland.edu

### Make \$50.00 application payment:

- Check or Money Order payable to **CONCORDIA UNIVERSITY**  
(Note the name of the applicant on the check memo line.)
- OR -
- To pay with a Visa or Mastercard please call the Business Office at **503-280-8503**.

**Please Attach \$50 Non-Refundable Application Fee To Form!**

**Please Attach \$50 Application Fee Here!**

## Concordia University Graduate Application: Master of Business Administration (MBA.)

**please type or print**

Name: \_\_\_\_\_  
Last                                      Legal First                                      Middle                                      Preferred First                                      Other name(s) on Academic Records

Mailing Address: \_\_\_\_\_  
Street                                      City                                      State      Zip

Permanent Address: \_\_\_\_\_  
Street                                      City                                      State      Zip

Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Primary Email: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_ U.S. Military Veteran?: Yes  No

Citizen Type:  U.S. Citizen     Resident Alien     Refugee/Immigrant     Other    Immigration Visa Type: \_\_\_\_\_

*Resident aliens and immigrants must provide documentation verifying resident or immigrant status – contact your admission counselor for details. If you are neither a citizen nor a resident alien/immigrant, please request and complete the international application for admission.*

Concordia University Alumnus?  Yes     No    Degree(s)/Graduation Year(s): \_\_\_\_\_

List below all universities, colleges, and community colleges you have attended (no exceptions). If you have not yet completed your bachelor's degree, please indicate your anticipated date of graduation and degree. Please make your first listing the school from which you received / will receive your bachelor's degree.

Institution	City	State	From:	To:	Degrees/ Major	Completed Y/N	In Progress Y/N

Concordia will request your official transcripts from the school at which you received your baccalaureate degree on your behalf. If you would like to submit more than one official transcript for review for possible transfer graduate credits, you must request these transcripts yourself. This is available only to US residents for US colleges and Universities.

- Yes, I plan on having Concordia request the transcript from the school at which I received my bachelor's degree by submitting the Transcript Release Form.
- No, I will request my own transcripts and have them sent to Concordia.

Gender:             Male     Female                      Marital Status:             Married     Single

Ethnic Origin:     American Indian or Alaskan Native     African American     Caucasian     Multi-racial  
 Asian American or Pacific Islander     Hispanic/Latino     Other: \_\_\_\_\_

Religious Preference: \_\_\_\_\_ If Lutheran, which Synod? \_\_\_\_\_

Congregation and City: \_\_\_\_\_ Pastor's Name: \_\_\_\_\_

**PERSONAL INFORMATION**

**ACADEMIC BACKGROUND**

**OPTIONAL INFO**

ENROLLMENT PLANS

- 1. Are you currently enrolled at CU?  Yes  No
- 2. Have you previously applied for graduate admission at Concordia University?  Yes  No Semester: \_\_\_\_\_ Year: \_\_\_\_\_
- 3. I plan to apply for student loans through Concordia:  Yes  No
- 4. I plan to start my enrollment at CU: 20\_\_\_\_\_  Fall Semester (August)  Spring Semester (February)  
 Location:  Portland  Bend
- 5. All students must complete the MBA core courses (28 credits) and either nine semester credits of MBA electives or one of the nine semester credit specialization options. Indicate your preference below:

**Specialization** (choose one)

- MBA Electives
- Entrepreneurship
- Environmental Management
- Health Care Administration

EVALUATIVE OPTIONS

- 1. Prospective graduate students may submit results from the Graduate Management Admission Test (GMAT), if there score is 500 or above, or the Graduate Records Examination (GRE), if there score is 1050 or above.  
 GMAT/GRE Test Date/Anticipated Test Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ GMAT/GRE Test Score: \_\_\_\_\_
- 2. Prospective graduate students may develop and submit a professional portfolio. *(Please see MBA Portfolio information documentation.)*  
 Portfolio Submission Anticipated Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Portfolio Received: \_\_\_\_\_
- 3. Applicants to the MBA program who 1) have received a BS or BA from Concordia University and 2) completed the last 60 semester hours of that degree with a minimum 3.0 GPA may be exempt from the above requirements. Exemption is subject to the approval of MBA admission committee.

PROFESSIONAL BACKGROUND

In addition to providing this information, please include a current résumé with your completed application.

- 1. Current Employer: \_\_\_\_\_
- 2. Mailing Address: \_\_\_\_\_
- 3. Position or Title: \_\_\_\_\_
- 4. Total Number of Years with Current Employer: \_\_\_\_\_
- 5. I was referred to Concordia University by: \_\_\_\_\_  

*Last*
*Legal First*
*Middle*
*Date of Birth*

By signing this application, I hereby certify that all the information I have provided is accurate. Furthermore, if I am accepted and subsequently attend Concordia University, I agree to abide by all policies and procedures stated in the Concordia University catalog and student handbook and any subsequent updates or revisions to such policies that are communicated to me during my tenure as a Concordia University student.

Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Applicant's signature: \_\_\_\_\_

*Concordia University admits students of any religion, race, color, national and ethnic origin, sex, age, sexual orientation, and disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of religion, race, color, national and ethnic origin, sex, age, sexual orientation, or disability in administration of its educational policies and programs, admission policies, merit scholarships and loan programs, and athletic or other university-administered programs. Complaints or charges should be filed with the University's Title IX coordinator.*

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 2811 NE Holman Street  
 Portland OR 97211-6099

**For more information contact us at:**

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Toll-free 800-321-9371  
admissions@cu-portland.edu  
www.cu-portland.edu

# Concordia University Transcript Release Form:

For your convenience, Concordia University Portland is able to request and process your official transcripts from your previous college or university on your behalf. If you would like Concordia University to request your transcripts, please fill out the section below and sign the release at the bottom of this page. Concordia University will order the official transcript from the school at which you received your baccalaureate degree. If you would like to submit more than one official transcript for review for possible transfer graduate credits, you must request these transcripts yourself. Concordia will only request the transcript from the institution that you list below.

**please type or print**

Name: \_\_\_\_\_  
*Last Legal First Middle Preferred First Other name(s) on Academic Records*

Permanent Address: \_\_\_\_\_  
*Street City State Zip*

Date of Birth: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Institution Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street City State Zip*

Dates Attended From: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ To: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Pursuant to provisions of the Federal Family Educational Rights and Privacy Act of 1974, (Public Law 93-380), I grant permission for the release of my academic record to Concordia University, but only on the condition that Concordia University will not permit any other party to have access to this record.

Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Applicant's signature: \_\_\_\_\_

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TRANSCRIPT RELEASE