

Albers School of Business and Economics

Certificate of Graduate Studies- Business Administration

Application Instructions and Procedures

All application materials must be received by the application deadline to receive full consideration. For application deadlines and entry terms, refer to the [priority deadlines](#). International applicants and those with international transcripts should consult the [International Requirements Page](#), for deadlines and other requirements, as they may differ.

- Evidence of minimum of earned four-year baccalaureate degree from regionally accredited institution or U.S. equivalent.
- Cumulative GPA of at least 3.00 in the last 90 quarter or 60 semester credits as well as any post baccalaureate coursework. Submit official or unofficial copies of transcripts, degree certificates, and exam score reports for every school attended in the last 60 semester/90 quarter credits as well as any post-baccalaureate credits. You may upload the unofficial transcript(s) for your institution(s) within the Academic History tab of the application. You may also upload the transcript(s) following the submission of your application via your Status Page. Upon an offer of admission, you will be required to submit official copies of provisional documents within your first quarter of enrollment.
- Completion of the following prerequisite courses with a B- or better: Statistics, Financial Accounting, and Managerial Accounting.
- Résumé reflecting minimum of two years of full-time continuous work experience.
- A personal statement or letter of intent is optional, but encouraged.
- Graduate and post baccalaureate applicants who received a baccalaureate degree or higher from Seattle University or a recognized college or university in the United States, Canada, Great Britain, Ireland, New Zealand, Australia, Bahamas, Jamaica, Kenya, Singapore, Belize, Nigeria, and Trinidad and Tobago will not be required to submit English proficiency test scores. Students earning a degree in a country other than those listed above may provide official documentation from the degree-granting institution verifying that all instruction was in English. A minimum of three years of enrollment at the university is required. English proficiency may be met with an official TOEFL score of 86 (IBT), or the IELTS exam with a minimum score of 6.5; PTE score of 63; or Duolingo score of 110.

Seattle University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology, or status as a Vietnam era or special disabled veteran in the administration of any of its education policies, admission policies, scholarship and loan programs, athletics, and other school administered policies and programs, or in its employment related policies and practices. All University policies, practices and procedures are administered in a manner consistent with Seattle University's Catholic and Jesuit identity and character. Inquires related to these policies may be referred to the University's Vice President for Human Resources and University Services and Equal Opportunity Officer at (206) 296-5870.