Albers School of Business and Economics

APPLICATION 2012–2013

THE GRADUATE PROGRAMS
OF SEATTLE UNIVERSITY

Application Instructions and Procedures

Thank you for applying to Seattle University. This packet contains copies of the required admission documents for the graduate programs of the Albers School of Business and Economics.

All application materials must be received by the application deadline to receive full consideration. Priority deadlines are listed below. Later applicants will be considered on a space available basis. *International applicants should refer to deadlines listed below and additional information on page 2.*

If applying for any of the Executive programs in the Albers School, please use their specific application packet. The following documents should be sent directly to Graduate Admissions using the address noted on the top of the application form:

- Complete graduate application form and a $55 non-refundable application fee. The fee is waived for Seattle University alumni and employees.
- Submit an official, degree-posted transcript in the original sealed envelope from the last 90 quarter/60 semester credits of your bachelor's degree, including any transfer institution credit earned during this time period. Official transcripts from any post-baccalaureate institution will also be required. Exceptions to the policy are noted with the degree requirements.
- Evidence of the minimum of an earned four-year baccalaureate degree from a regionally accredited institution or U.S. equivalent.
- Students for whom English is a non-native language must demonstrate English proficiency regardless of English language studies, residence in the United States or an English-speaking country, or immigration status. Graduate applicants with a baccalaureate or higher degrees from recognized colleges in the U.S., Canada, Great Britain, Ireland, New Zealand or Australia and who have continued to reside in countries where English is the primary language for at least two years prior to applying to Seattle University will have this requirement waived. English proficiency may be met with an official TOEFL score of 92 (IBT), or 580 (PBT); the IELTS exam with a minimum score of 7.0; PTE score of 62 or an institutional MELAB result of at least 83%.

Refer to the documents required by your program on the next page of this application packet.

Priority Application Deadlines for Terms of Entry 2012-2013	*Summer*	*Fall*	*Winter*	*Spring*
MBA, MIB, and MSF programs	May 20	August 20	November 20	February 20
MPAC	April 1	May 1	November 20	February 20
International Student Deadlines	January 1	April 1	September 1	December 1

Albers School of Business and Economics

Additional program-specific application information for MBA, MSF, MPAC, and MIB:

1) Graduate Management Admissions Test (GMAT) taken within the last five years sent directly from the testing agency
2) Cumulative GPA of at least 3.00 in the last 90 quarter or 60 semester credits as well as any post-baccalaureate coursework
3) Résumé reflecting minimum of two years of full-time continuous work experience (prior work experience not required for MPAC program)

Required application information for the post-master's certificates:

1) Application fee waived for applicants who earned master's degree from Seattle University
2) Official transcripts from the post-secondary institution granting a master's degree in a business field from an AACSB-accredited institution or recognized international MBA, MIB, MSF, or MPAC programs with prior approval by the dean. Those who earned their master's degree from Seattle University do not need to request transcripts
3) Current résumé

International Applicants

To allow for application processing, overseas mailings, and visa processing, international applicants living overseas should submit an application six to nine months prior to the quarter they wish to enroll or the program deadline, whichever is earlier. Students who submit complete applications before the following dates will receive priority consideration:

Fall Quarter	April 1
Winter Quarter	September 1
Spring Quarter	December 1
Summer Quarter	January 1

A evaluation requiring official transcripts is required from all applicants who attended or completed their bachelor's and / or master's degree at an institution outside of the United States. The evaluation is not an English translation of the mark sheets, but a separate document completed by an evaluation service which shows that the degree received outside the US is equivalent to a US degree and a GPA is calculated. Seattle University only accepts evaluations from the following agencies: 1) Educational Credential Evaluators (ECE) – We require the Course by Course Evaluation with Grade Average. More information on the transcript evaluation process and the evaluation application can be found at www.ece.org or 2) Educational Perspectives (EP) – We require the Detailed/Course by Course report. Directions and additional information specific to Seattle University can be found at http://www.edperspective.org/seattleu/

Transcripts

In addition to the transcript evaluation, applicants must also submit to Seattle University Graduate Admissions one set of official transcripts, mark sheets, and degree certificates for all institutions attended in the last two full years of coursework in both original language and in English.

**** Documents must be received in an unopened envelope sealed by the institution to be considered official. Photocopies, scanned copies, and faxes are not accepted as official documents.*

Declaration of Finance

International applicants seeking an F-1 student visa must also submit the Declaration of Finances form available with this application packet before I-20 documents can be issued.

Culture and Language Bridge Program

Certain programs may consider applicants with a minimum TOEFL of 86 (IBT), 567 (PBT), IELTS score of 6.5, PTE score of 58 or an institutional MELAB result of 80%, but you will be required to participate in the graduate section of the Culture and Language Bridge (CLB) program in your first term of study. The CLB program develops all phases of academic English and helps students overcome cultural barriers in the classroom. The graduate section is a 6-credit program and a 5-credit Business Communications class taken in the first quarter for students who have completed the equivalent of English 110 and based on a placement exam. For more information about CLB, call 206-296-6064 or consult the website at www.seattleu.edu/academics/bridge/.

SEATTLE UNIVERSITY
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Application for Graduate Admission

Mail application materials to:
Graduate Admission Office, Seattle University, 901 12th Avenue, P.O. Box 222000, Seattle, WA 98122-1090
Telephone: (206) 220-8010, Toll-free: (800) 426-7123, E-mail: grad-admissions@seattleu.edu, Web: www.seattleu.edu

PLEASE TYPE OR PRINT **Non-refundable $55 application fee**

Select one degree goal (as offered by your program of interest)
❒ Master ❒ Educational Specialist ❒ Doctorate
❒ Post-Master's Certificate ❒ JD/Joint Degree w/Law ❒ Endorsement Only
❒ Professional/Graduate Certificate

Enter the three or four letter program code as indicated on reverse side. ☐ – ☐ – ☐ – ☐

When do you wish to enroll? Year____
❒ Fall (September) ❒ Winter (January)
❒ Spring (March) ❒ Summer (June)
❒ Summer Intersession (August)
If previously enrolled through Seattle University, list last quarter/year of enrollment: Quarter_____ Year_____

Personal Information (Legal Name)

Last Name | First Name | Middle Name | Former Name

Mailing Address | Country

City/State | Zip Code | Cell Phone ( ) | Work Phone ( )

Home Address (if different) | Country

City/State | Zip Code

Preferred E-mail Address | Work E-mail Address (if different)

Social Security Number (Required for all financial aid consideration) | Date of Birth

Are you a citizen of the United States? ❒ Yes ❒ No, my status is: ❒ International ❒ Permanent Resident ❒ Other

Type of Visa while enrolled | Country of Citizenship | City/Country of birth

Is English your native language? ❒ Yes ❒ No An English proficiency test will be required of all applicants whose native language is not English.

Entrance Tests:

Test	Test Date	Date sent to SU
❒ GMAT		
❒ GRE		
❒ MAT		
❒ WEST-E		
❒ WEST-B		
❒ Writing Sample		
❒ English Proficiency (TOEFL, IELTS, MELAB or PTE)		

Have you ever been convicted of a felony or a gross misdemeanor?
❒ **Yes** ❒ **No**
(A conviction will not necessarily bar admission but will require additional documentation prior to a decision)

Have you ever been placed on probation, suspended from, dismissed from or otherwise sanctioned by (for any period of time) any higher educational institution?
❒ **Yes** ❒ **No**
If yes, attach a statement explaining each circumstance and specify which term(s) and college(s).

Education History (Attach extra sheet, if necessary.)
List *all* colleges attended (including Seattle University) starting with most recent. See instructions for required transcripts.

Institution	City	State	Dates Attended	Degree Earned	Date Received	Major

continued on other side

OPTIONAL INFORMATION

Are you of Hispanic/Latino Origin? ❒ Yes ❒ No

If Yes, please specify:

❒ Central American ❒ Hispanic ❒ Puerto Rican ❒ Spanish
❒ Chicano/a ❒ Latino/a ❒ South American
❒ Cuban ❒ Mexican ❒ Hispanic Other _____

Race: Please mark all that apply:

American Indian
❒ Native Alaskan ❒ Native American ❒ Native Other _____

Asian
❒ Asian American ❒ Filipino/a ❒ Japanese ❒ South Asian
❒ Chinese ❒ Indian ❒ Korean ❒ Southeast Asian
❒ East Asian ❒ Indonesia ❒ Pakistani ❒ Vietnamese
❒ Asian Other _____

Black/African American
❒ African ❒ Black ❒ Caribbean ❒ West Indian
❒ African American ❒ Black Other _____

Native Hawaiian/ Pacific Islander
❒ Guamanian/Chamorro ❒ Native Hawaiian ❒ Samoan
❒ Pacific Islander Other _____

White/Middle Eastern
❒ White ❒ Caucasian/European ❒ Middle East ❒ Turk
❒ Arab ❒ Israeli ❒ Middle Eastern Other _____
❒ Persian ❒ Russian/Eastern European ❒ White Other _____

Religious Preference

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Gender
❒ Male ❒ Female

Will you be applying for financial aid?
❒ Yes ❒ No

Do you have employer tuition assistance?
❒ Yes ❒ No

Would you like information on services available to those with physical or learning needs?
❒ Yes ❒ No

U.S. Armed Services Military Status?
❒ Veteran ❒ Active Duty
❒ U.S. Military Dependent
❒ U.S. Reserves/National Guard
❒ None

Employment History (Please complete even if résumé is attached)

Current Employer/Organization | Employer Phone

Employer Address | City | State | Zip

Job Title | Dates Employed (Mo/Yr to Mo/Yr) | ❒ Part-time ❒ Full-time

Previous Employer/Organization | Employer Phone

Address | City | State | Zip

Job Title | Dates Employed (Mo/Yr to Mo/Yr) | ❒ Part-time ❒ Full-time

University Relationship

Do you have any family members who attended or graduated from Seattle University? ❒ Yes ❒ No If yes, please list below.

Name	Relationship	Date Attended (Mo/Yr to Mo/Yr)	Graduation Year

How did you first hear about our graduate program? ❒ Friend/co-worker ❒ SU alum ❒ Radio ❒ Newspaper ❒ Web Research
❒ SU Mailing ❒ Campus event ❒ Employer Event ❒ Other _____

What most influenced you to apply to Seattle University?

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. Inquiries relating 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.

I certify that the information contained in this application is true and correct. I understand that misrepresentation or omission of information, such as failure to list all schools, colleges or universities attended, may result in the denial of this application, or subsequent dismissal from the university and loss of credit.

Full Legal Signature | Printed Name | Date

Programs

BUSINESS AND ECONOMICS

Accounting MPAC
Business Administration MBA
Finance MSF
International Business MIB
Post-Master's Certificate of MBA Studies CMBA
Post-Master's Certificate of MSF Studies CMSF
Post-Master's Certificate of MIB Studies CMIB
Post-Master's Certificate of MPAC Studies CPAC
Joint Business Administration and Juris Doctor MBAJ
Joint International Business and Juris Doctor MIBJ
Joint Finance and Juris Doctor MSFJ
Joint Professional Accounting and Juris Doctor PACJ

SEATTLE UNIVERSITY

*Only required for student/F1 visa applicants

International Student Declaration of Finances

Confidential financial statement of personal or family support.
Please read all application instructions on the reverse side before completing this form.

PLEASE TYPE OR PRINT

Student Section

Family Name | First Name | Middle Name | Former Name

Gender (male/female) | Birthdate (western calendar) | Country of Birth | Country of Citizenship

Mailing Address | City | Zip Code

State/Province | Country | Phone (include country/city code)

Sponsor Name | First Name | Middle Name | Relationship to applicant

Mailing Address | City | Zip Code

State/Province | Country | Phone (include country/city code)

Will you be bringing dependents? ❒ Yes ❒ No If yes, please list name, relationship, age, birthdate, and country of birth of each.

I hereby certify that the statements made on this declaration of finances are true, and that these funds are available and will be provided as indicated. I have sufficient funds available to support the student while they are attending Seattle University. Funding is to include tuition, living expenses, books, supplies, and health insurance as indicated on the back of this form.

Signature of sponsor(s) (or applicant if self-supporting) | Date

Bank Verification

We certify that the above named sponsor(s) has sufficient funds on deposit to meet the yearly costs at Seattle University. This certification is offered with no responsibility on the part of this bank or financial agency.

Name of Bank | Bank Stamp or Seal

Address of Bank | City | Zip Code

State/Province | Country | Phone (include country/city code)

Signature of bank official | Date

Statement of Responsibility

The student applicant must sign the statement below after reading carefully.

I have read the information and followed the instructions on the reverse side of this form, and I certify the statements made on this declaration of finances are true and correct. I understand that an incomplete declaration will not be accepted.

Signature of Applicant | Date

N ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
SEVIS ID# (if known)

Seattle University ID#

Fully complete then return this form to:
Seattle University
Graduate Admission Office
901 12th Avenue
P.O. Box 222000
Seattle, Washington 98122-1090
U.S.A.

Declaration of Finances.

Please use enclosed form and obtain the appropriate signatures. Students receiving scholarships from their governments or employers must submit letters verifying such scholarship awards.

Immigration policies requires that Seattle University verify the financial resources of all international applicants. This form is for that purpose.

Please note the estimated costs are for one academic year (three quarters). You are required to certify that you or your sponsor have the amounts calculated below. These estimated costs do not include transportation costs to and from the United States.

It is important to remember that student visa holders are not authorized to work in the United States except under special circumstances. You should not plan on supporting your education through employment while being a student. ***There is no financial aid available for international graduate students.***

Instructions for completing the Declaration of Finances form

- Find your total yearly estimated costs.
- Have your sponsor complete, sign, and date the student section of this form.
- Have the bank verify your sponsor's funds and sign and date the bank verification section (include bank stamp or seal).
- If the bank verification section is submitted with a bank letter, please be certain it certifies sufficient funds as stated below.
- Sign and date the statement of responsibility section.
- Photocopies, electronic copies, and facsimiles of signatures and bank stamps/seals are acceptable. For students currently living in the United States, corresponding dates must be within 6 months of quarter of entry. For students living outside of the U.S., corresponding dates must be within twelve months of the quarter of entry.
- All portions of this International Student Declaration of Finances must be completed for admission consideration and issuance of an I-20A.

Estimated Graduate Expenses for 2012-2013

Tuition:	*based upon 9 credits per quarter for three quarters*	
	Arts Leadership	$ 17,577
	Business (MBA, MIB, MPAC, MSF)	$ 21,006
	Computer Science and Software Engineering	$ 21,006
	Criminal Justice	$ 17,577
	Education-Master and Education Specialist programs	$ 16,146
	Education Doctoral Program	$ 19,116
	Nonprofit Leadership or Public Administration	$ 17,577
	Nursing (DNP)	$ 18,495
	Nursing (MSN)	$ 17,955
	Psychology	$ 17,577
	Sport Administration and Leadership	$ 18,900
	Theology and Ministry programs	$ 16,308
Room and Board:		$ 12,525
Personal expenses and health insurance		$ 4,656
	Student Total	$ 33,327–38,187
Dependents:	$9,785 for first dependent	
	$4,893 for each additional	

Annual Expenses Worksheet:	Your tuition charges	$ _____
	Room and Board	$ 12,525
	Personal expenses and health insurance	$ 4,656
	Dependants	$ _____
	Total resources needed	**$** _____

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