



**GRADUATE APPLICATION
FOR ADMISSION
ONE YEAR MBA**

**Office of Admissions
Graduate Programs**
1000 Hempstead Avenue
P.O. Box 5002
Rockville Centre, NY 11571-5002
1-888-4-MOLLOY
www.molloy.edu

MOLLOY COLLEGE GRADUATE PROGRAM:

Master of Business Administration One Year MBA

COMPLETED APPLICATION CHECKLIST

- Signed Application
- \$60.00 Non-Refundable Application Fee
- Two Letters of Reference – At least one letter from a professional colleague
- Brief Letter from Employer acknowledging awareness of program participation.
- Resume - Minimum of Two years of professional work experience required.
The resume should reflect progression in position or responsibility.
- Professional Statement - As a Molloy MBA student how will you contribute to the classroom environment, based on experiences, skills, position or disposition. 200 word maximum
- Essay - Provide persuasive statement on social responsibility and the role that business leaders should play both locally and abroad. 300 word maximum
- Official transcripts from all institutions attended (An unofficial transcript is acceptable for departmental review)
- GMAT (Recommended but not required for MBA Candidates)
- Departmental Interview

INSTRUCTIONS:

- Read application completely before answering the questions
- Answer all questions as completely and accurately as possible
- Return the application with a \$60.00

NON-REFUNDABLE APPLICATION FEE PAYABLE TO MOLLOY COLLEGE

**MOLLOY COLLEGE
OFFICE OF ADMISSIONS
GRADUATE PROGRAMS
1000 Hempstead Avenue
PO Box 5002
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PERSONAL INFORMATION:

Name: _____
Last First Middle Maiden

Social Security #: _____

Other name(s) which have been used on transcripts:

Permanent Home Address: _____
Number Street

_____ *City State Zip Code Country*

Home Telephone: _____ Cell Phone: _____

Email Address: _____

Check Appropriate Box: Male Female

Date of Birth: _____/_____/_____

Are you a United States Veteran? Yes No

Will you be eligible for Veteran's tuition benefits through yourself, spouse, or parent? Yes No

Does your employer provide financial support /tuition reimbursement for your advanced degree? Yes No

Employment Status:
 Full-Time Part-Time Not Employed

Employer: _____
Title Company/School

Employer Address: _____
Number Street City State Zip Code

Work Telephone : _____ Number of years in this employment: _____

SEMESTER APPLIED FOR: Summer (May)
 Winter (January)

CITIZEN STATUS:

Are you a citizen of the U.S.?

Yes No

If not, are you a permanent resident of the U.S.?

Yes No

Will you need an I-20 Certificate of Eligibility to obtain a visa to enter the U.S.? Yes * No

*Please note that students requesting an I-20 Certificate of Eligibility must submit financial affidavits demonstrating the financial means to support their education expenses at Molloy College.

Country of Birth: _____

Country of Citizenship: _____

APPLICANTS WHOSE NATIVE LANGUAGE IS NOT ENGLISH SHOULD ANSWER THE FOLLOWING QUESTION:

Have you taken the Test of English as a Foreign Language (TOEFL)?

Yes Date taken: _____ Date Scores submitted to Molloy: _____

No Date you plan to take TOEFL: _____

*Please note the TOEFL exam is required of students whose native language is not English a minimum score of 550 is required.

PLEASE CHECK PROGRAM TO WHICH YOU ARE APPLYING (check one):

MASTER OF BUSINESS ADMINISTRATION

M.B.A. Management – One Year

M.B.A. Accounting – One Year

Please see Dean for the following program details and approval:

M.B.A. Marketing – (12 months)

M.B.A. Finance – (12 months)

M.B.A. Healthcare –(15 months)

Have you taken the Graduate Management Admissions Test (GMAT)?

Yes On what date? _____ No If No, do you plan to take it? _____

ACADEMIC BACKGROUND:

Unofficial Transcripts can be evaluated until official transcripts are received. It is necessary that you arrange for official transcripts from all undergraduate and graduate institutions to be sent to the Molloy College Admissions Office.

COLLEGE	STATE	DATES OF ATTENDANCE	MAJOR	DEGREE EARNED
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LETTERS OF REFERENCE:

Two letters of reference are required as part of the application. At least one letter should come from a professional colleague. A brief letter is also requested from your employer acknowledging your participation in the program.

NAME OF REFERENCE	POSITION	RELATION TO APPLICANT
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ADDRESS	PHONE
---------	-------

NAME OF REFERENCE	POSITION	RELATION TO APPLICANT
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ADDRESS	PHONE
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Applicant's Letter of Reference

Please return directly to:

Molloy College

Office of Admissions/Graduate Programs

1000 Hempstead Avenue

P.O. Box 5002

Rockville Centre, NY 11571-5002

Part A. To Be Completed by Applicant

I hereby waive my right of access to information recorded on this form and any supplementary sheets attached to it.

Applicant's Signature _____ Date _____

Name of Applicant _____
Last Name First Name Middle Name

Social Security # _____

Address of Applicant _____
Number Street

_____ *City State Zip*

Please check program to which you are applying:

Business Administration:

- M.B.A Management
- M.B.A. Accounting
- M.B.A. Marketing
- M.B.A. Finance
- M.B.A. Healthcare (15 months)

Part B. To Be Completed by Person Providing Reference

Name _____

Please Print

Position _____ Phone _____

Business Address _____

Company Name

Street Address

City

State

Zip Code

How long have you known the candidate? _____

In what capacity? _____

PLEASE CHECK EACH SECTION	Outstanding Upper 10%	Very Good Upper 25%	Average Upper 50%	Below Average Lower 50%	No basis for Judgement/ Not Applicable
Intellectual Ability					
Breadth of general knowledge					
Emotional Maturity					
Imagination and Creativity					
Oral Expression					
Writing Ability					
Ability to work with others					
Perseverance					
Clinical proficiency					
Potential as a professional					

Do you recommend the applicant for graduate study?

Yes

No

Please comment on the applicant's ability to pursue graduate study.

Reference _____

Signature

Date _____

Applicant's Letter of Reference

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Applicant's Signature _____ Date _____

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Last Name First Name Middle Name

Social Security # _____

Address of Applicant _____
Number Street

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Please check program to which you are applying:

Business Administration:

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Oral Expression					
Writing Ability					
Ability to work with others					
Perseverance					
Clinical proficiency					
Potential as a professional					

Do you recommend the applicant for graduate study? Yes No

Please comment on the applicant's ability to pursue graduate study.

Reference _____ Date _____

Signature

EMPLOYMENT HISTORY

Please list each full-time position, summer job and significant part-time job you have held in the space below.
Please include military service.

DATES INSTITUTION CITY, STATE TITLE or NATURE OF WORK

HONORS AND AWARDS

Please include academic and non-academic recognition you have received.

MEMBERSHIPS AND SERVICE

List the professional and community organizations in which you are or have been active.

PROFESSIONAL GOALS STATEMENT

- Professional Statement (As a Molloy MBA student how will you contribute to the classroom environment, based on experiences, skills, position or disposition.) 200 word maximum
- Essay (Provide persuasive statement on social responsibility and the role that business leaders should play both locally and abroad.) 300 word maximum

**THE FOLLOWING INFORMATION IS FOR OUR RECORDS.
IT IS NOT REQUIRED THAT YOU PROVIDE IT.**

Please tell us how you learned about the Graduate Programs at Molloy College.

Does your employer offer tuition reimbursement?

Yes No

Do you plan to file for financial aid?

Yes No

If yes, have you filed a FAFSA?

Yes No

Will you require financial assistance:

From the TAP program? or The Graduate Student Loan Program?

Are you interested in a Graduate Assistantship?

Yes No

Ethnicity: Answering this question is optional and will in no way affect your application.

(This question is asked only to permit Molloy College to comply with the Civil Rights Act of 1964)

Do you consider yourself to be Hispanic or Latino? Yes No

In addition, select one or more of the following racial categories to describe yourself:

American Indian or Alaska Native Non-Hispanic

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White

I hereby certify that all the information I have provided in this application is true and complete to the best of my knowledge.

Signature

Date

In compliance with Section 504 of the Rehabilitation Act of 1973 and with ADA requirements, Molloy College offers the following auxiliary aids and academic adjustments free of charge to all admitted students submitting a current psychological evaluation/diagnostic testing by a certified expert in the field, indicating such need.

Auxiliary Aids:

- Extended time for course completion
- Note takers
- Use of tape recorders for class
- Extended time for tests
- Alternate testing sites
- Readers for tests
- Scribes for tests
- Tutorial services for math and science
- Personal counseling services
- Career counseling services

Academic Adjustments:

- Course substitution
- Course waiver
- Pass/Fail

Identification of Campus

Coordinators:

- ADA/Section 504 Coordinator
(516) 323-3315
- AIDS Coordinator
(516) 323-3467
- Nondiscrimination Coordinator
Title VII and IX
Lisa Miller, Director of Human
Resources
(516) 323-3046

MOLLOY COLLEGE POLICY ON EQUAL OPPORTUNITY

Molloy College does not discriminate against any person on the basis of race, color, religion, sex, national origin, age, handicap, or veteran status. This policy covers all programs, services, policies, and procedures of the College, including admission to educational programs and employment.

Molloy College has available auxiliary aids which satisfy the requirements of Section 504 of the Rehabilitation Act. If you qualify and wish to participate please notify: Disability Support Services (DSS) at (516) 323-3315 immediately upon admission. You must supply supporting diagnostic test results at that time. Students requesting services not mandated by Section 504 may request these services through STEEP. A STEEP brochure is available in the DSS Office in the Casey Center, Room 011.

Accreditation

Molloy is accredited by:

Board of Regents of the University of the State of New York
(the state education department, Albany, New York 12230)
the Middle states Association of Colleges and schools
(3624 Market Street, Philadelphia, Pennsylvania 19104-2680)

Molloy College

