

# APPLICATION PROCEDURES

## Masters in Business Administration

The admission process is designed to identify applicants who have the ability, interest, and qualities necessary to complete the program, and the potential to contribute to the fields of business, management and leadership.

### TO BE ELIGIBLE FOR ADMISSION, APPLICANTS MUST SUBMIT THE FOLLOWING:

- Completed and signed application with \$50 application fee.
- Official Undergraduate Transcript.** A bachelor's degree from an accredited institution with a GPA of 3.0 or higher is required. Students with a GPA lower than a 3.0 will be considered on case-by-case basis. In order to certify academic eligibility, students need to submit an official transcript from the college or university that awarded the degree (international transcripts must be submitted to World Education Services). Institutions should send the official transcript directly to: Graduate Admissions, 1 S. Blvd., Nyack, NY, or electronically to admissions.grad@nyack.edu.
- Writing Proficiency.** Applicants to the MBA program must demonstrate college-level writing proficiency. Submit a typed document (500-600 words) using the following as a guide:
  - Describe your career goals: short term (while you pursue your graduate degree), post-graduate work (immediately following), and long-term (10-15 years out). Why have you selected the MBA at Nyack to assist you in accomplishing these goals?
- Professional Recommendation.** Obtain a reference from a current or former employer who can accurately assess your level of competency and potential to successfully complete a graduate-level program.
- Academic Recommendation.** Obtain a reference from a professor who can accurately assess your ability to successfully complete a graduate-level program. If out of school five years or more, you may substitute a reference letter from an individual in a leadership role who can assess your potential to successfully complete a graduate-level program.
- Resume.** Provide a resume detailing academic and professional achievements.
- Graduate Management Admission Test (GMAT).** An acceptable score on the GMAT, taken within the last five years, is required. Please have official GMAT score sent to Nyack College Graduate Admissions Office. For further information about the GMAT and how to prepare for the test visit: [www.mba.com/mba/thegmat](http://www.mba.com/mba/thegmat). The Graduate Record Examination (GRE) may be submitted in place of the GMAT.
- Immunization Records.** Documentation of appropriate vaccination for measles, mumps and rubella, along with a meningitis form, must be provided by the student, in accordance with the New York State Health Regulations for colleges.
- Interview with the Director.** Prior to entering the program, applicants must be interviewed by the Director of the MBA program.

### INTERNATIONAL APPLICANTS

International applicants whose primary language is not English must take the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). The TOEFL minimum score of 550 PBT or 80 IBT or 6.5 on the IELTS is required. An official score report no more than five years old must be submitted. All foreign language documents must be accompanied by an official translation into English.

### COMPUTER LITERACY

Students in the graduate programs will use an online environment for a portion of their learning. Technology skills are necessary for successful completion of the program. Students are required to have access to a computer and the Internet. Applicants of the program should be able to send and receive email, open or send an email attachment, conduct research using the Internet, use Microsoft Word, and download files.

### FAFSA (Free Application for Student Aid)

Prior to registration, students are required to submit a current FAFSA (pertains to students who intend to receive financial aid of any kind).