Atkinson Graduate School of Management

Application for Admission – Salem, Oregon

You may use this application form to apply for admission or you may apply online at www.willamette.edu/mba

Note: We encourage you to apply online and will waive the $100 application fee for applications submitted online.

PLEASE TYPE OR PRINT CLEARLY

* denotes required fields

Demographic Information

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<tr>
<th></th>
<th>Last Name or Family Name</th>
<th>First</th>
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<tr>
<td>Name</td>
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Former Last Name(s) ______________________

Preferred First Name ______________________

*Date of Birth ____________________________

Month  Day  Year

*Social Security Number ______ - ______ - ______

Citizenship ________________________________

*Gender  ☐ Male  ☐ Female

Visa Type ________________________________

*Current Mailing Address

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<tr>
<th>Street Address</th>
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<td>Postal Code</td>
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*Permanent Address (if different)

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*Telephone Number

Mobile ____________________________

Home ____________________________

Work ____________________________

Fax ____________________________

*Full-time MBA Student Type (Select One)

☐ Early Career (MBA)  ☐ Joint Degree (JD/MBA)

☐ Career Change (MBA)  ☐ Accelerated (MBA)

☐ Willamette Combined Degree (BA/MBA)

*Year of Entry:  Fall Semester 20______
**Program Information**

Career Interests (select all that apply)

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<thead>
<tr>
<th>Sector</th>
<th>☐ Government</th>
<th>☐ Business</th>
<th>☐ Not-for-profit</th>
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<tr>
<td>Function</td>
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<td>☐ Finance</td>
<td>☐ Human Resources</td>
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<tr>
<td>☐ General Management</td>
<td>☐ Marketing</td>
<td>☐ Organization Analysis</td>
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<td>☐ International Management</td>
<td>☐ Information Systems</td>
<td>☐ Quantitative Analysis</td>
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<tr>
<td>☐ Public Management</td>
<td>☐ Undecided</td>
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**Academic Preparation**

*Please list in order (most recent first) all colleges and universities attended (undergraduate and graduate). In addition, please contact each college/university you have attended and request an official copy of your transcript be sent to the Willamette University MBA Office for Admission, 900 State Street Salem, OR 97301.

<table>
<thead>
<tr>
<th>College/University</th>
<th>City</th>
<th>State</th>
<th>Country</th>
<th>Major</th>
<th>Degree</th>
<th>Dates of Attendance</th>
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*Bachelor Degree Cumulative Grade Point Average

Four-Point Scale ______ Other Scale ______

Do you feel your grade point average accurately represents your ability to succeed in MBA course work?

☐ Yes ☐ No

If “No”, then please explain:

---

*Indicate the date you took, or will take the Graduate Management Admission Test (GMAT) or the Graduate Record Exam (GRE). If you have taken the GMAT or GRE, please also indicate your score.

**GMAT test details**

Date taken or to be taken ________ Total Score ________

**GRE test details**

Date taken or to be taken ________

GRE Quantitative ________ GRE Verbal ________
*Students whose first language is not English and who have not graduated from a college where the mode of teaching and learning was entirely in English must submit scores for the Test of English as a Foreign Language (TOEFL) or the IELTS Academic. Please indicate the exam you took and the date you took, or will take the exam. If you have taken the TOEFL or the IELTS Academic, please also indicate your score.

**TOEFL test details**

- Date taken or to be taken: _______
- Total Score: _______

**IELTS test details**

- Date taken or to be taken: _______
- Total Score: _______

**Employment Information**

Describe your full-time and part-time work experience. List your most recent position first. Attach extra sheets, if necessary.

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*Attach a copy of your resume to your application.*
References

*Applicants must submit two letters of recommendation or candidate evaluation forms. List the name, position, organization, address, and phone number of the two people who will complete your recommendations. You will need to contact your recommenders to submit the candidate evaluation form or send a letter on your behalf. Evaluators must be people directly familiar with your academic, professional, or leadership experience. One evaluation should be academically related unless unavailable for an acceptable reason. Letters may be mailed to the Willamette University MBA Office of Admission, 900 State St. Salem, OR 97301 or via email to mba-admission@willamette.edu.

Reference 1

First Name ___________________ Last Name ________________

Position/Title ____________________________

Business/Organization ____________________________

Street Address ____________________________

City __________ State __________ Postal Code __________

Country __________________________________________

Preferred Phone ____________________________

Email ________________________________________

Reference 2

First Name ___________________ Last Name ________________

Position/Title ____________________________

Business/Organization ____________________________

Street Address ____________________________

City __________ State __________ Postal Code __________

Country __________________________________________

Preferred Phone ____________________________

Email ________________________________________

Additional Questions

Recognition: List honors, awards, or other recognitions (academic, community, employment, military, etc.) you have received.

International Experience: List experience you have had living, working, studying, or traveling abroad. List languages, other than your native language, in which you are fluent in reading, writing, or speaking:

Professional Development: List or describe activities important to your professional development, leadership, or management abilities:

How did you learn about Willamette University MBA?

Influencers: Please list individuals who influenced your decision to apply to Willamette University's MBA Program.
Family Members: Please list the name(s) of any family member(s) who attended Willamette University.

Have you previously applied for admission or completed coursework at Willamette University?

☐ Yes  ☐ No

Other Schools: To which other management schools are you applying?

Contact: Would you like to be contacted by an MBA student or alum?

☐ Yes  ☐ No

If yes, would you prefer to be contacted at home or at work?

☐ Home  ☐ Work

Are you interested in visiting campus?

☐ Yes  ☐ No

OPTIONAL INFORMATION

For U.S. citizens only. The U.S. government requires Willamette University to report on the multicultural composition of its student enrollment and applicant pool. Your participation in identifying your ethnicity and race is entirely voluntary. If you would like to identify your ethnicity and/or race, please provide the following information. Thank you.

Are you Hispanic  ☐ Yes  ☐ No

What is your race? (select all that apply)

☐ American Indian or Alaska Native  ☐ Asian

☐ Black or African American  ☐ Native Hawaiian or other Pacific Islander

☐ White

TWO REQUIRED ESSAYS

Your essays are a very important part of your application. Your essays will help us learn more about you, your professional aspirations, and your reasons for applying to Willamette University’s MBA program.

Directions: Type an essay in response to each of the two essay topics below on a separate piece of paper. Be sure to respond fully and completely to each essay topic. Proofread your essays carefully before you submit your application. Remember, when the admission committee reviews your essays they believe they are reviewing the best quality of work you can provide. You are also invited to provide additional information you would like the admission committee to consider in reviewing your academic record, professional experiences, and personal accomplishments.
**Essay Questions**

1. What experiences and influences significantly shaped who you are today? (your response should be approximately 300 to 500 words in length)

2. The Willamette MBA program and employers of MBAs value many traits beyond your resume, test scores, transcripts, experience and knowledge. These traits include integrity, motivation, professional judgment, work ethic, time management, initiative, interpersonal skills, communication skills, leadership, decision making, teamwork, creativity and others. Identify 5 of these traits that are most important to you and discuss how you apply each of them in your professional or educational endeavors. (Length should be approximately 300 to 500 words.)

**Conduct History**

The following questions ask about your personal conduct history. We ask these questions to support Willamette’s commitment to providing a safe learning environment where each member of the school’s community can develop to his or her full potential.

Answer each question honestly. Disclosing conduct violations or convictions will not automatically keep you from being admitted. We understand that decisions made earlier in life may not be the decisions a person would make as a mature adult. Therefore, the important factor is to be completely honest and forthright. On the other hand, not disclosing a previous conduct issue is a violation of the Atkinson School Honor Code and will result in an automatic denial of admission to the Willamette MBA program.

If your answer to any of the conduct questions is “Yes,” please provide a complete explanation via an emailed document to Judy O’Neill, Associate Dean and Director of Admission at joneill@willamette.edu. Submit a separate explanation for each “Yes” answer. Your document should include a complete explanation of the incident, location, dates, terms of resolution (suspension, probation, fine, etc.), and any additional information that will help you communicate to the Director of Admission that similar conduct issues will not be repeated in your future.

1) Have you ever been subject to any disciplinary action, placed on probation, disciplined, suspended, or expelled by any college or university for academic reasons?  *(Required)*

   ☐ Yes  ☐ No

2) Have you ever been subject to any disciplinary action, placed on probation, disciplined, suspended, or expelled by any college or university for reasons of behavior or conduct?  *(Required)*

   ☐ Yes  ☐ No

3) Have you ever withdrawn from a college, or university after being accused of violating rules of conduct or an honor code?  *(Required)*

   ☐ Yes  ☐ No

4) As an adult or a juvenile, have you ever been arrested, charged, convicted, plead “guilty” or “no contest” to any infraction, violation of any law or ordinance, felony or misdemeanor crime other than a minor traffic or parking violation?  *(Required)*

   ☐ Yes  ☐ No

5) Are you aware of any pending criminal charges that may be brought against you?  *(Required)*

   ☐ Yes  ☐ No
*Certification

☐ By checking this box, signing below and submitting this application, I hereby certify and agree to all of the following:

All information contained in this application is honestly presented, factually correct, and complete.

I created and wrote my own essays, and no person or resource assisted me with my essays other than providing basic proofreading or a general critique of my work.

I understand that submitting false information on this application can result in the rejection of my application, withdrawal of any previous offer of admission, cancellation of my enrollment, and disciplinary action.

I will promptly notify the Admission Office of any changes in the information I provided.

All documents submitted in support of my request for admission become the property of Willamette University’s Atkinson Graduate School of Management and cannot be returned.

I authorize the University to verify the information I provided. I understand that in seeking to enroll at Willamette University’s Atkinson Graduate School of Management, the Atkinson Graduate School of Management may request my education records from college(s) I attended and these records may be disclosed to the Atkinson Graduate School of Management pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA) 4CFR 99:31(a)(2); 99:34(a)(1); 99.36(b)(3).

Submit completed application to:

Atkinson Graduate School of Management
Willamette University
900 State Street
Salem, Oregon 97301
503-370-6167 or 1-866-MBA-AGSM
mba-admission@willamette.edu