



Graduate and Continuing Education
100 State Street, P.O. Box 9101
Framingham, MA 01701-9101

Tel: 508.626.4550 Fax: 508.626.4030
dgce@framingham.edu
www.framingham.edu/dgce

Application for Admission to The Framingham MBA

(Return pages 1 and 2, and retain pages 3 and 4 for your records.)

A. Personal Information (Please type or print using pen.)

Anticipated Term of Entry: Fall

Social Security Number: _____

Sex: Male Female

Legal Name: _____

Last /Surname

First

Middle

Other name(s) under which records may appear: _____

(e.g., maiden name)

Last /Surname

First

Have you ever been convicted of a felony? Yes No If yes, please explain: _____

Mailing Address: _____

Number and Street

City _____

State

Zip Code

Country, if foreign

Birthdate: _____

Month Day Year

Birthplace: _____

State Only, or country if other than

U.S.A.

Ethnic/ Racial Background (optional)

1. Are you Hispanic/Latino? Yes No

2. What is your racial background? (Choose all that apply)

American Indian/Alaskan Native

Cape Verdean

Asian

Native Hawaiian/Other Pacific Islander

Black/African American

White

Citizenship (required)

United States

Permanent Resident

Foreign (Country): _____

Other (specify): _____

B. Contact Information (Preferred method of contact: Home Business Cell)

Home Telephone: _____

Area code + number

Business Telephone: _____

Area code + number

Cellular Telephone: _____

Area code + number

Preferred E-mail Address: _____

C. Education List all colleges, universities, graduate, and professional schools attended.

School Name	Dates Attended	Degree Earned	Academic Honors

Courses you wish to be considered for waiving of foundation courses or for transfer credit. Official transcripts required.

Course Title	Institution	Dates Attended

D. Graduate Management Admissions Test

GMAT® Program Code for Framingham State University is 293-VX-21, and the Institutional Code is 3519.

Date taken or scheduled: _____

E. Employment (Attach a professional résumé)

Position Title: _____

Employer: _____

Address: _____

F. Signature of Applicant (required): _____ Date: _____

The University reserves the right to withdraw without notice any application that is not complete. All materials submitted become the property of the University.

By my signature, I certify that the information I have provided about my academic and personal history and residency is accurate and complete. Failure to disclose any required information may result in denial of admission or retroactive administrative withdrawal from the University without refund or course credits.

I understand that information about applicants that is furnished to Framingham State University will be kept confidential and will only be released to public higher education system personnel and secondary school officials authorized to receive this information or to educational agencies and institutions for research purposes.

Application Review Checklist: (For office use only - Do not write in this box)

- Signed application
- Application fee (\$50): Check VISA MC or Discover
- Official transcripts from all colleges and universities attended

- Essay One Essay Two
- Professional Résumé
- Official GMAT test score: _____
- TOEFL score: _____
- Official Letter of recommendation:

(1) _____
 (2) _____

- Official evaluation of transcript (for International universities or colleges)

G. Instructions

(save this page)

Admission to The Framingham MBA is based on professional work experience, performance in previous college/university study, results from the Graduate Management Admission Test (GMAT), assessment of written essays, and appraisal of letters of recommendation.

Applications will not be reviewed until **all** supporting documents have been received. Students intending to apply for admission are not allowed to enroll in MBA Core or Elective Courses prior to official admission.

Courses before Admission

Applicants to The Framingham MBA must seek the advice of the MBA Director prior to enrolling in foundation courses. You may **not** enroll in MBA Core or Elective courses prior to official admission into the program.

Transcripts

Applicants must submit an official transcript from each college or university attended as an undergraduate or graduate student. To request a waiver for a foundation course or transfer credit of an equivalent course, you must submit a course description and other appropriate documentation. Please note that a maximum of two (2) graduate courses may be accepted in transfer and applied toward the MBA program. Foreign transcripts must be accompanied by certified English translations.

Letters of Recommendation

Two letters of recommendation from professors, supervisors, and/or colleagues are required along with the Framingham State University [Letter of Recommendation form](#) that is included in the application packet. Recommendations must be sent directly to the University by the recommender.

Entrance Examinations

Applicants must submit an official test score report of the Graduate Management Admissions Test (GMAT) taken within the past five years. GMAT® Program Code for Framingham State University is **293-VX-21**, and the Institutional Code is **3519**. For information on how to register and prepare for the exam go to www.mba.com.

Written Essays

Two written essays are required. Each essay should be typed or printed, single spaced and limited to the length indicated. The essay questions are:

Essay 1: What would you like the MBA Admissions Committee to know about you? (450 word limit)

Essay 2: (a) What are your three most substantial achievements and why do you consider them to be substantial achievements? (700 word limit)

OR

(b) What experience in the military, public service, or business do you have? Explain how this experience equips you for the MBA program. (700 word limit)

Professional Résumé

Attach your current professional résumé.

Non-English Speaking Applicants

TOEFL scores are required of applicants seeking admission from non-English speaking countries. The TOEFL may be waived if the applicant has successfully completed at least

two full academic years in a college/university in the United States of America, United Kingdom, Australia, New Zealand or Canada.

Financial Aid

In order to be eligible for financial aid, you must be matriculated in a degree program and enrolled in at least two courses per semester. Visit www.framingham.edu/financialaid or call 508-626-4534 (Monday through Friday, 8:30a.m. to 4:30p.m.).

Tuition Management Systems (TMS)

The Monthly Payment Option offered through TMS enables students to budget all or part of their semester tuition costs – interest-free. The Monthly Payment Option may be used in conjunction with financial aid. You may participate in this payment plan by budgeting your costs for fall or spring semester – summer session is not included. You must enroll with TMS **prior** to registering for classes and include your TMS account number on your registration form. Monthly payments must be made to TMS by the first of each month. This service is available for a small enrollment fee and includes personal account service and automated account information 24 hours a day. For more information on payment options, education loans, and free education payment counseling, call 800-722-4867 or visit www.afford.com.

Application Deadlines

You are encouraged to submit completed applications by December 1 for priority decision and by May 1 for regular decision for fall admission. Your application will not be reviewed until we receive all supporting documentation (see checklist).

H. Checklist

- Signed application
- \$50 Application fee (non-refundable and payable to: Framingham State University)
- Official transcripts from all colleges and universities attended
- [Letters of recommendation](#) sent directly to the University by the recommender
- Official GMAT test scores
- Two essays (450 and 700 word limit)
- Professional Résumé
- TOEFL scores (for applicants from non-English speaking countries)

I. Where to send

Send completed application to:

Framingham State University
Division of Graduate and Continuing Education
100 State Street, P.O. Box 9101
Framingham, MA 01701-9101

Notice to students: This application is a guide for information and not a contract. The University reserves the right to change requirements for degrees, prerequisites, scheduling and all other information provided. The University will make reasonable efforts to reduce hardships which result from any new curricular requirements on students who have entered under an earlier set of requirements.

The financial requirements of the University, legislative action and/or other circumstances may require adjustments in tuition and/or fees. The University reserves the right to make adjustments in these charges as may from time to time be required. Students acknowledge this reservation by submitting this application for admission and/or by registering for classes.

Nondiscrimination policy: Framingham State University prohibits discrimination in education on the basis of race, color, sex, sexual orientation, religion, creed, disability, veteran status, age, national origin or marital status. The University is committed to providing fair treatment and equal opportunity in all aspects of the recruitment and admission of students through its policies and programs and as required by Federal and State laws and regulations.

Inquiries regarding the application of these policies, laws and regulations may be referred to the Office of Affirmative Action/ADA Coordinator, Framingham State University, 100 State Street, P.O. Box 9101, Framingham, MA 01701-9101, or to the Office of the Assistant Secretary of Civil Rights, United States Department of Education, Washington, D.C.