



GEORGE FOX
SCHOOL OF MANAGEMENT

Application for Admission

Master of Business Administration

George Fox University
Office of Admissions

12753 S.W. 68th Ave.
Portland, OR 97223
503-554-6123 • 888-888-0178
FAX 503-554-6111
mba@georgefox.edu

•
mba.georgefox.edu

•
Boise Center

1810 S. Eagle Road
Meridian, ID 83642
208-375-3900 • 800-749-4369
FAX 208-375-3564

boise.georgefox.edu

GEORGE FOX UNIVERSITY

Master of Business Administration

Application Procedure

The following must be furnished by the applicant:

1. Completed and signed application form
2. \$40 nonrefundable application fee
3. Résumé (*You may send a hard copy or send it electronically to mba@georgefox.edu*)
4. Applicant's admission statement (*You may send a hard copy or send it electronically to mba@georgefox.edu*)
5. Three references — two professional and one personal reference required (*must use forms included in packet*)
6. One official transcript from each college or university attended (*request forms included, or you may call the institution to request your transcripts*)

Return all application materials to:

Office of Admissions
George Fox University
Portland Center
12753 S.W. 68th Ave.
Portland, OR 97223
503-554-6123 • 888-888-0178

or

George Fox Boise Center
1810 S. Eagle Road
Meridian, ID 83642
208-375-3900 • 800-749-4369

Notes:

1. George Fox University reserves the right to select students on the basis of academic performance and professional qualifications. George Fox University does not discriminate in its educational programs or activities, including employment, on the basis of age, sex, handicap/disability, race, color, national or ethnic origin, or other statuses protected by applicable nondiscrimination laws.
2. All questions must be answered, with the exception of those marked "optional." See catalog for full information regarding entrance requirements.
3. An interview is required of applicants as part of the admission process.
4. Application materials become the property of George Fox University and are not returned or transferred to another institution.

Application for Admission

School of Management

Please indicate the program you are applying for:

- Master of Business Administration – Professional track
 - Portland
 - Boise
- Master of Business Administration for Executives – Executive track
- 4+1
 - Portland
 - Boise

I. Personal Information

Name in full _____
FIRST MIDDLE LAST

Preferred name _____

Other names used (*including maiden name, if married*) _____

Present mailing address _____

E-mail address _____

Telephone Home () _____ Work () _____

Permanent address _____

Country of citizenship _____ Are you a U.S. resident? Yes No

Optional Information

Social Security number* (*required for financial aid/student loan eligibility*) _____

Date of birth _____ Birthplace _____ Male Female

Marital status: Single Married

Ethnic origin: African-American Asian-American Caucasian Hispanic/Latino

Native American Pacific Islander Other _____

** If you provide your Social Security number, George Fox University uses it for keeping records, doing research, and reporting. The University does not use your number to make any decision directly affecting you or any other person. Your Social Security number is not given to the general public. If you choose not to provide your Social Security number, you are not denied any rights as a student. Providing your Social Security number means that you consent to the use of the number in the manner described.*

II. Applicant Information

Expected date of enrollment _____

Please list the names of other schools where you may be applying (*optional*)

We would appreciate knowing how you became acquainted with George Fox University. Please be as specific as possible.

Have you ever been convicted of a crime? Yes No If yes, please explain. Use an extra page if needed.

III. Work Experience

Employment history (*give appropriate dates and submit a résumé*)

1. Job title _____ Employer _____

City _____ State _____

Dates _____ to _____ Supervisor's name _____ Telephone _____

2. Job title _____ Employer _____

City _____ State _____

Dates _____ to _____ Supervisor's name _____ Telephone _____

3. Job title _____ Employer _____

City _____ State _____

Dates _____ to _____ Supervisor's name _____ Telephone _____

Other experience (*e.g., boards, service clubs, volunteer positions, etc. Be as specific as possible*)

IV. Education

Please list, in chronological order, all colleges and postsecondary institutions attended. *(It is your responsibility to see that one official transcript is sent directly to us by every college or university you have attended.)*

_____	Dates _____ to _____	Major _____	Degree _____
_____	Dates _____ to _____	Major _____	Degree _____
_____	Dates _____ to _____	Major _____	Degree _____
_____	Dates _____ to _____	Major _____	Degree _____

V. References

Two professional references and one personal reference required.

Name _____	_____
Phone _____	E-mail address _____
Name _____	_____
Phone _____	E-mail address _____
Name _____	_____
Phone _____	E-mail address _____

VI. Financial

Do you expect to file an application for financial aid? Yes No

Are you a veteran? Yes No

VII. Applicant's Admission Statement

Instructions for essay completion: Please read carefully

During graduate studies at George Fox University, students do a considerable amount of writing that must be done in accordance with university standards. This essay is evaluated as an indicator of your writing ability. You are therefore encouraged to carefully compose and edit the essay in order to provide us with a sample of your best written communication. Besides clearly communicating your thoughts, be sure to pay careful attention to sentence and paragraph structure, as well as to the mechanical details of spelling, punctuation, and grammar. Your writing will be reviewed for organization, content, and clarity. The results of the statement evaluation are considered in the admission process.

Compose an essay that identifies why you have decided to pursue an MBA, what knowledge and skills you expect to obtain from this experience, why you are considering an MBA from George Fox University, and why at this time in your life. To facilitate evaluation of your essay, please use the following four headings to organize your writing:

Why an MBA, What I Expect to Learn, Why George Fox, and Why Now. Your essay should be double spaced, typewritten, and 3 to 5 pages in length (approximately 850–1500 words). You may submit a hard copy or send it electronically to mba@georgefox.edu.

VIII. Educational and Social Philosophy

George Fox University is a Christian university of the arts, sciences, and professional studies committed to intellectual and academic excellence. During the times you are a student on the George Fox campus or involved in a George Fox project off campus, you are expected to comply with and respect the spirit and intention of the George Fox University community (see catalog).

Your completion of this application and your signature below indicate your willingness to cooperate and comply with the purpose and expectations of the university.

I authorize investigation of all information provided during the application process. References provided may give George Fox University any and all information requested, as well as any pertinent information they may have, personal or otherwise. References may be contacted by phone. I release from all liability or responsibility George Fox University, its agents, and all people, companies, or corporations providing information to the university about me.

SIGNATURE

DATE

GEORGE FOX UNIVERSITY

Professional Reference Form

Master of Business Administration

This form is to be filled out by an individual who can attest to your professional work. It should not be completed by a member of your immediate family.

Section A: To be completed by applicant

Applicant's name (*Please print*) _____

Under the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), which gives students the right to inspect and review their educational records, students may waive their right to see specific confidential letters or recommendations. In the belief that applicants and the people from whom they request evaluations may wish to preserve the confidentiality of those evaluations, we are giving you an opportunity to sign one of the following statements:

1. I waive my right to examine this form.

SIGNATURE

DATE

2. I do not waive my right to examine this form, and I authorize the person completing this form to provide a candid evaluation.

SIGNATURE

DATE

Section B: To be completed by reference (*Use an extra page if needed.*)

1. How long have you known the applicant? How well? In what capacity?

2. Is a graduate business administration program appropriate at this time in the applicant's career? Why or why not?

3. Evaluate the applicant's management potential.

4. Has the applicant demonstrated skill in interpersonal communication? What is this person's influence on others?

5. How do you evaluate this person's character, ethics, and/or relationship given your perception of requirements for a professional in the field of management?

6. Evaluate the applicant's present situation. Is the applicant demonstrating the aptitude and initiative necessary for graduate study in business?

7. As an aid to our evaluation of the applicant, we would appreciate any additional information you can provide in terms of specific strengths and weaknesses of the applicant.

In consideration of the applicant's suitability for study and overall potential for success in an academic program, please check one of the following:

- I do not recommend I recommend with reservation I recommend I highly recommend

NAME (please print or type)

SIGNATURE

DATE

ADDRESS

DAYTIME TELEPHONE

POSITION

ORGANIZATION

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Send to:

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SIGNATURE

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Personal Reference Form

Master of Business Administration

This form is to be filled out by an individual who can attest to your character. It should not be completed by a member of your immediate family.

Section A: To be completed by applicant

Applicant's name (*Please print*) _____

Under the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), which gives students the right to inspect and review their educational records, students may waive their right to see specific confidential letters or recommendations. In the belief that applicants and the people from whom they request evaluations may wish to preserve the confidentiality of those evaluations, we are giving you an opportunity to sign one of the following statements:

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SIGNATURE

DATE

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SIGNATURE

DATE

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REQUEST FOR OFFICIAL TRANSCRIPT

Institution _____

Name _____
LAST FIRST MIDDLE

Name used when attending the institution listed above:

_____ LAST FIRST MIDDLE

Social Security or ID number _____ Date of birth _____

Number of copies requested: For institution below _____ For student _____

Dates attended: From _____ To _____

Mail transcripts to: Office of Admissions, Portland Center • George Fox University • 12753 SW 68th Ave. • Portland, OR 97223
 George Fox University Boise Center • 1810 S. Eagle Road • Meridian, ID 83642

Student address _____

A check for \$ _____ is attached to cover transcript fees. _____

STUDENT SIGNATURE

REQUEST FOR OFFICIAL TRANSCRIPT

Institution _____

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