

APPLICATION FOR GRADUATE ADMISSION

MASTER OF BUSINESS ADMINISTRATION



FORWARD, WITH CHRIST AT THE HELM

BETHEL
COLLEGE
INDIANA



APPLICATION INSTRUCTIONS

MASTER OF BUSINESS ADMINISTRATION

DESCRIPTION OF PROGRAM

The Graduate Studies Division of Bethel College offers a Master of Business Administration degree (MBA).

The academic year is composed of three semesters: fall, spring and summer. All three semesters are divided into two eight-week class sessions. Since the majority of our students are employed full time, the classes are offered in the evenings. Students who are employed full time typically take a maximum of six hours of study a semester.

APPLICATION STEPS

You will need to submit the following:

1. **Application for Admission.** Complete all sections and enclose a nonrefundable \$25.00 application fee. All checks should be made payable to Bethel College. (The fee is waived for anyone who has previously attended Bethel College).
2. **Official transcripts** of all undergraduate college or university coursework and any completed graduate school coursework. Have official transcripts sent to the MBA office.
3. **Autobiographical statement** that includes information about yourself, your recent work experience, your reason(s) for pursuing graduate studies and the reason(s) you selected Bethel College.

4. **GMAT** scores (may be waived by program director).
5. **Interview** with the MBA program director.
6. **TOEFL** score or proficiency if you are an international student.

All documentation should be sent to the MBA office at Bethel College.

If you desire to take individual courses but not pursue a degree, you may request entry by completing steps 1, 2 and 5 of the application process.

Contact Information

If you have any questions about the application process or the MBA program, please contact the MBA office.

BETHEL COLLEGE

Graduate Studies–MBA
1001 West McKinley Avenue
Mishawaka, IN 46545-5591
574.257.3412

CHURCH INFORMATION

Church name _____ Denomination _____
Address _____
City State Zip Country
Pastor's name _____ Telephone (_____) _____
Area Code

AUTOBIOGRAPHICAL STATEMENT

Please write a 300-word autobiographical sketch that includes information about yourself, your recent work experience, your reason(s) for pursuing graduate studies and the reason(s) you selected Bethel College.

WORK EXPERIENCE

List any jobs you have held. *(Attach additional pages if necessary.)*

Nature of work	Employer	Dates employed	Hours per week

List community and church experiences in which you have been involved. _____

APPLICANT STATEMENT

Bethel College respects your integrity as an individual. At the same time, your life is expected to be consistent with the ideals and purposes of a Christian community. Students are expected to reflect a positive lifestyle that is congruent with a Christian college setting in all matters of public conduct. Modesty and good taste are expected in student attire. The use of tobacco in any form is not permitted anywhere on the campus. Students are also advised to refrain from using any kind of habitual or harmful drugs including alcoholic beverages, and they are to refrain from using improper and inappropriate language. These standards apply to class activities, field trips and all other college-sponsored activities. Bethel College seeks to enroll students who are in agreement with the spirit and ideals of the college and who will have a positive influence on their fellow students.

I hereby apply for admission to Bethel College and I agree to abide by the rules and regulations of Bethel College. With this in mind, I realize that actions on my part that do not agree with the guidelines of conduct established by the college may result in forfeiture of any or all Bethel College sponsored scholarships. I hereby certify that all information provided on this application is correct. I understand that withholding information on my application for admission or giving false information may make me ineligible for admission to Bethel College or may subject me to later dismissal.

Signature _____ Date _____
(To be signed by applicant)

Acceptance to Bethel College prior to the applicant's completion of course work required for admission is provisional, subject to successful work during the remainder of the coursework and proof of graduation. All application materials become the property of Bethel College. The Bethel College catalog is available at www.BethelCollege.edu.

Within the context of its religious principles, heritage and mission, Bethel College admits students of any race, national or ethnic origin, age or gender to its programs and activities. It does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, athletic or other college-administered programs. The college makes every reasonable attempt to accommodate students with limiting physical impairment; however, each division reserves the right to examine applicants for suitability for the participation in the educational activities of the division.



1001 WEST MCKINLEY AVENUE
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