



Reinhardt College
Advantage Master of Business
Administration
Application for Admission

Graduate Applicant Checklist:

- Complete and submit this Application for Admission. The application fee of \$25.00 should accompany the application. Please call 770-720-9191 or e-mail MBA@reinhardt.edu if you have any questions about how to complete.
- Submit a 300-word handwritten essay on how the MBA fits with your career goals. The essay should be submitted with your Application for Admission.
- Submit a resume or one-page summary of all work experience relevant for the MBA with your Application for Admission.
- Contact all post secondary schools (colleges, universities, technical schools) you attended, whether you earned credit or not, and have each send an official transcript to:

MBA Program
The North Fulton Center of Reinhardt College
4100 Old Milton Parkway
Alpharetta, GA 30005

These records must be requested in writing or via the web, depending on the procedures for each institution. Some may require payment for your records to be sent to Reinhardt College. If your records will be under a different last name (i.e. maiden name, etc.), please note on the admission application appropriately. (Note: if you previously attended Reinhardt College as a degree-seeking student, official transcripts from previous post secondary institutions may already be on file. Please contact the Admissions Office at 770-720-5526 to verify if you need to resubmit these records.)

- Submit official GMAT (Graduate Management Admission Test) scores. Information about the GMAT is found at www.mba.com.
- Forward recommendation forms to three professional/educational references for completion documenting your ability to carry out graduate course work. You should encourage the references to return these forms to Reinhardt in a timely manner to expedite processing.
- Arrange a personal interview with the MBA program coordinator or his/her designee.



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When all your documentation has been received, our staff will evaluate your application. You can expect a decision regarding your acceptance within two weeks.

I. BIOGRAPHIC INFORMATION

Name: _____ Preferred Name: _____
Last First Middle/Maiden

Mailing Address: _____
Street/PO Box City State Zip

County of Residence: _____ **Country of Citizenship:** _____

Telephone Number: _____
Home Alternate/Cell

Email Address: _____ **Marital Status:** _____

Social Security Number: _ _ _ - _ _ - _ _ _ **Date of Birth:** _____

Ethnic Origin (Optional): ___ *American Indian or* ___ *Native Hawaiian*
 ___ *Alaska Native* ___ *or Pacific Islander*
 ___ *Asian* ___ *Hispanic/Latino*
 ___ *White* ___ *Not Hispanic/Latino*
 ___ *Black or African American*

Gender (Optional) : ___ Female ___ Male

Did you previously attend Reinhardt College: ___ Yes ___ No

If transcripts, test scores, or other documentation may arrive under any name(s) other than the one above, please list: _____

Desired Semester/Term of Entry: ___ *Fall* ___ *Spring* **Year of Entry: 20** _____

Have you ever been convicted of any crime? ___
(If yes, please explain on a separate sheet of paper)

II. Educational Experience

Post Secondary Education (list most recent first):

Previous colleges attended	Dates attended	Degree Earned	Hours Earned



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Have you ever been placed on probation or dismissed from any college/university? _____
(If yes, please explain on a separate sheet of paper)

III. Employment

Employment History (list most recent employment first):

Employer	Address	Position	Dates (From/To)

Current Work Telephone: _____ **Fax Work Number:** _____
Does your employer offer a tuition reimbursement benefit? _____

IV. Emergency Contact Information

Name: _____ **Relationship:** _____
Last First/Preferred

Address: _____
Street/PO Box City State Zip

Daytime Telephone: _____ **Alternate Telephone:** _____

V. Other

How did you learn about the Advantage MBA Program? _____

I certify that the information provided on this application is true and accurate. I understand that it is solely my responsibility to complete the admission process correctly, in a timely manner, and to determine if materials requested by been received by the College prior to the deadline. False statements on this application may result in denial of admission and/or dismissal from the College. I agree to abide by all rules, regulations and financial policies set forth by Reinhardt College.

Applicant Signature: _____ **Date:** _____

Reinhardt College is an equal opportunity college, committed to providing equal education and employment opportunity to all qualified persons regardless of their economic or social status. Reinhardt does not discriminate in any of its policies, programs, or activities on the basis of race, age, culture, nationality, socioeconomic status, gender, religious belief, sexual orientation, physical (dis)ability and ideology.

MBA Program