Graduate Applicant Checklist:

- Complete and submit this Application for Admission. The application fee of $25.00 should accompany the application.

- 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:
  
  Office of Graduate Studies
  Reinhardt University
  7300 Reinhardt Circle
  Waleska, GA 30183

  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 University. 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 University as a degree-seeking student, official transcripts from previous post secondary institutions may already be on file. Please contact the Office of Graduate Studies at GradStudies@reinhardt.edu 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.

- Submit a signed Registration Form with an “X” through the location you will NOT attend.

- The Program Coordinator will arrange a personal interview once all material has been received.
Reinhardt University
Master of Business Administration
Application for Admission

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

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: __________

Race (Optional): ___ American Indian or Alaska Native  Ethnic Origin (Optional):

___ Asian   ___ Hispanic/Latino
___ White   ___ Not Hispanic/Latino
___ Black or African American
___ Native Hawaiian or Pacific Islander

Gender: ___ Female ___ Male Did you previously attend Reinhardt University? ___Yes ___ No

Are you a veteran? ___Yes ___ No Are you currently serving in the military? ___Yes ___ No

Are you eligible for benefits? ___Yes ___No

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

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Have you ever been placed on probation or dismissed from any college/university? _____

(If yes, please explain on a separate sheet of paper)
Reinhardt University  
Master of Business Administration  
Application for Admission

III. Employment

Employment History (list most recent employment first):

<table>
<thead>
<tr>
<th>Employer</th>
<th>Address</th>
<th>Position</th>
<th>Dates (From/To)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Current Work Telephone: _______________  Work Fax Number: _______________

Does your employer offer a tuition reimbursement benefit? ____

IV. Emergency Contact Information

Name: ___________________________________  Relationship: __________

<table>
<thead>
<tr>
<th>Last</th>
<th>First/Preferred</th>
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<tbody>
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</table>

Address: ______________________________________________________

<table>
<thead>
<tr>
<th>Street/PO Box</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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</table>

Daytime Telephone: _______________  Alternate Telephone: _______________

V. Other

How did you learn about Reinhardt’s 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 have been received by the University prior to the deadline. False statements on this application may result in denial of admission and/or dismissal from the University. I agree to abide by all rules, regulations and financial policies set forth by Reinhardt University.

Applicant Signature: ___________________________  Date: _______________

Reinhardt University is an equal opportunity university, 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.

Office of Graduate Studies  
Reinhardt University  
7300 Reinhardt Circle  
Waleska, GA  30183  
770-720-5797  
FAX: 770-720-9236  
Email: GradStudies@reinhardt.edu