

**APPLICATION FOR ADMISSION  
MASTER IN BUSINESS ADMINISTRATION**

School of Business  
Southern Oregon University  
1250 Siskiyou Boulevard  
Ashland, Oregon 97520 / 541-552-8203

**PLEASE TYPE OR PRINT CLEARLY**

1. Name \_\_\_\_\_  
LAST NAME OR FAMILY NAME FIRST MIDDLE PREFERRED FIRST NAME

**2. Contact Information**

STREET ADDRESS \_\_\_\_\_  
Work Phone \_\_\_\_\_  
AREA CODE \_\_\_\_\_  
Home Phone \_\_\_\_\_  
AREA CODE \_\_\_\_\_  
CITY STATE COUNTRY ZIP \_\_\_\_\_  
Cell \_\_\_\_\_  
AREA CODE \_\_\_\_\_

3. Date of Birth \_\_\_\_\_ 4.  Male  Female  
MONTH DAY YEAR

5. Year of Entry Fall \_\_\_\_\_  
YEAR AREA CODE \_\_\_\_\_  
Fax \_\_\_\_\_  
AREA CODE \_\_\_\_\_

**6. Application Procedures**

**SOU Admissions**

- Request that *official* transcripts from *every* institution you have attended for credit be sent directly to the SOU Office of Admissions. If your college coursework was completed exclusively at SOU, the Registrar will refer to your transcript on file. **Note:** Transcripts sent by fax are *not* considered official.
- Complete the Application for Graduate Admission to SOU.
- Enclose an application fee of \$50 (nonrefundable; fee subject to change).
- Forward the above to:

Office of Admissions  
Southern Oregon University  
1250 Siskiyou Boulevard  
Ashland, OR 97520

**MBA Program Admissions**

- Complete and sign this application. Attachments may be included, if necessary, for items 9 through 11.
- Forward evaluation forms to the individuals named in your application. **Two completed references should be sent directly to the MBA Program.**
- Provide a current professional resumé. Your resumé must include your current and previous work experience and memberships in professional organizations, if any.
- Forward this application, statement of purpose, and resumé to:

Master in Business Administration  
School of Business  
Southern Oregon University  
1250 Siskiyou Boulevard  
Ashland, OR 97520

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**OFFICE USE ONLY**

Student ID# \_\_\_\_\_ Date Received \_\_\_\_\_

Admissions Status \_\_\_\_\_

**7. Education.** List in order (most recent first) all colleges and universities attended for credit.

Institution	Location (CITY AND STATE)	Dates Attended (MONTH, YEAR)	Degree Earned
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**8. Major Field of Undergraduate Study** \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

**9. Statement of Purpose.** Write and attach an **essay of 400 words or less** describing your professional aspirations and your reasons for applying for the Master in Business Administration. Be sure your statement:

- identifies your career goals,
- describes the experiences and influences that have shaped your career goals, and
- identifies how participation in this program would contribute to your personal and professional development.

**10. Graduate Exams.** Students with an undergraduate GPA of 3.0 or above in their last 90 quarter hours (60 semester) are not required to take a graduate exam for acceptance to the MBA program. Students with a GPA lower than 3.0 must have a GMAT score of 500 or above. If you have taken the GMAT Exam to qualify for admission, please indicate below the date taken and the score. Request that your scores be forwarded to SOU.  
Exam Date \_\_\_\_\_ Score \_\_\_\_\_

**11. TOEFL Scores.** If your native language is not English, you must submit scores for the Test of English as a Foreign Language (TOEFL). The minimum TOEFL score required for MBA admission is 540 (paper-based), 207 (computer-based), or 76 (Internet-based).  
Exam Date \_\_\_\_\_ Score \_\_\_\_\_

**12. Signature.** My signature below indicates that all of the information contained in my application materials is honestly presented, accurate, and as complete as possible. The Statement of Purpose was composed solely by me.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For more information, please contact:**

Dr. Donna Lane  
MBA Coordinator  
Phone: 541-552-8203  
Fax: 541-552-6715  
Email: laned@sou.edu  
Web: www.sou.edu/business/mba

Affirmative Action Statement: Southern Oregon University is committed to providing equal opportunity in its recruitment, admissions, educational programs, activities, and employment without discrimination on the basis of age, disability, national origin, race, color, marital status, religion, sex, or sexual orientation. Affirmative Action Officers: Dean of Students (Students): 541-552-6223; Associate Provost (Faculty): 541-552-6114; and Associate Vice President for Human Resources (Administrators and Classified Staff): 541-552-6514. Southern Oregon University, 1250 Siskiyou Blvd., Ashland, OR 97520. Campus information: 541-552-7672.