



APPLICATION CHECK-LIST

ELIGIBILITY:

Bachelor's Degree from a regionally accredited institution

DOMESTIC APPLICANTS

DIRECT ADMIT TRACK - Applicants must submit official test scores and meet minimum requirements.

- Completed Application for Admission
- Official transcripts from ALL Colleges and Universities attended
- Official GMAT or GRE Score Report
- Professional Resume
- (2) Letters of Recommendation (Academic and/or Professional)
- Statement of Purpose: 2-3 page essay describing your qualifications for acceptance into the MBA program. Address your leadership potential, motivational aptitude, and career goals. Discuss how Woodbury's MBA will assist you in accomplishing your goal.

PROFESSIONAL ADMIT TRACK - Applicants must have professional work experience and meet minimum requirements.

- Completed Application for Admission
- Official transcripts from ALL Colleges and Universities attended
- Extended Professional Resume (3-5 Years of Professional Work Experience)
- (3) Letters of Recommendation (One Academic and Two Professional)
- Statement of Purpose: 2-3 page essay describing your qualifications for acceptance into the MBA program. Address your leadership potential, motivational aptitude, and career goals. Discuss how Woodbury's MBA will assist you in accomplishing your goal.

INTERNATIONAL APPLICANTS

In addition to above admissions requirements, international students must submit the following:

- English translations of all academic records
- Official TOEFL, IELTS, iTep or the equivalent score reports:
 - Minimum TOEFL ibt – 80/pbt - 550
 - Minimum IELTS – 6.5
 - Minimum iTep – 5.0
- Copy of Passport and/or current VISA
- Official Credential Evaluation Report from a NACES approved agency (www.naces.org)
- Financial Statement – Official bank statement with minimum balance to cover cost of Tuition and Room & Board. The Bank Affidavit may be submitted in the form of an ORIGINAL bank statement [checking and/or savings account] issued within the last six months. Photocopies of original documents cannot be accepted. All documents must be original and translated into \$[USD].

Send all application documents to:

Woodbury University, Office of Graduate Admissions, 7500 Glenoaks Blvd., Burbank, CA 91510-7846, USA

PREVIOUS EDUCATION

Please list:

- Community colleges, junior colleges, colleges or universities you have attended for academic credit. An official transcript will be required from each school listed.
- If applicable, list branch of military service. A notarized copy of your DD214 form and other appropriate military records are necessary for the complete evaluation of military credit.

School name or military service	Location	Dates Attended	Approximate # of transfer credits	Degree earned Month/Year
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TEST SCORES

All college tests taken (GMAT, TOEFL, etc.). An official transcript will be required for test scores.

EMPLOYMENT HISTORY

Include a detailed professional resume.

Current Employer _____ Years _____ Work Phone (____) _____

May we contact you at your work phone number? Yes No

I hereby certify that to the best of my knowledge, the information furnished on this application is true and complete without evasion or misrepresentation. I understand that if found otherwise, it is sufficient cause for rejection or dismissal. I further authorize Woodbury University to make appropriate inquiries when necessary to certify the accuracy of records.

Applicant's Signature _____ Date ____/____/____

Send all application documents to: Woodbury University, Office of Graduate Admissions, 7500 Glenoaks Blvd., Burbank, CA 91510-7846, USA

Woodbury University is accredited by the Senior Commission of the Western Association of Schools and Colleges, and is approved by the Post Secondary Commission, California Department of Education. Woodbury University does not discriminate on the basis of sex, race, color, physical handicap, or national or ethnic origin in the administration of its policies. The School of Business and Management is accredited by the Association of Collegiate Business Schools and Programs.

WOODBURY UNIVERSITY

1.818.767.0888

check us out online @ woodbury.edu

7500 Glenoaks Boulevard, Burbank, CA 91510-7846