



### ■ 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
- ☐ (3) 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 supervisory 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 supervisory level work experience)
- ☐ (3) 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.

### ■ INTERNATIONAL APPLICANTS

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

- ☐ Certified and/or official copies of your academic records with certified English translations.
- ☐ 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](http://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 supporting documents to: Office of Graduate Admissions  
7500 Glenoaks Boulevard, Burbank, CA 91510-7846

# APPLICATION

I wish to be considered for: YEAR 20\_\_\_\_\_ TERM ☐ Fall ☐ Spring ☐ Summer  
SESSION ☐ I ☐ II  
TRACK ☐ Direct ☐ Professional

Name: \_\_\_\_\_ ☐ Female ☐ Male  
Last First Middle Initial  
Preferred Name \_\_\_\_\_ Former Names \_\_\_\_\_  
Country of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_  
mm/dd/yy  
Social Security Number \_\_\_\_\_ Marital Status ☐ Single ☐ Married Retired ☐ Yes ☐ No  
Address \_\_\_\_\_  
Street City State Zip Code Country  
Permanent Address \_\_\_\_\_  
Street City State Zip Code Country  
Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
Country of Citizenship \_\_\_\_\_ If not a U.S. citizen, are you a permanent resident? ☐ Yes ☐ No  
Country  
Dual Citizenship \_\_\_\_\_ Primary Language \_\_\_\_\_ Secondary Language \_\_\_\_\_  
Do you currently have a U.S. Visa? ☐ Yes ☐ No If yes, what type? \_\_\_\_\_  
How long have you resided in the U.S? \_\_\_\_\_

## ETHNIC BACKGROUND

Colleges and universities are asked by many, including the federal government, accrediting associations, college guides, newspapers, and our own college/university communities to describe the racial/ethnic backgrounds of our students and employees. In order to respond to these requests, we ask you to answer the following two questions:

1. Do you consider yourself to be Hispanic/Latino? ☐ Yes ☐ No

2. In addition, select one or more of the following racial categories to describe yourself:

- ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American  
☐ Native Hawaiian or Pacific Islander ☐ White

Emergency Contact \_\_\_\_\_  
Name Phone # Relationship  
Do you intend to apply for financial aid? ☐ Yes ☐ No  
How did you learn about Woodbury University? \_\_\_\_\_  
Have you ever enrolled in another program at Woodbury University? ☐ Yes ☐ No  
If yes, please specify major or degree \_\_\_\_\_

# APPLICATION

## PREVIOUS EDUCATION

Please list:

Community colleges or universities you have attended for academic credit.

An official transcript will be required from each school listed.

School Name	Location	Degree Earned	Month/Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## TEST SCORES

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

TEST \_\_\_\_\_ SCORE \_\_\_\_\_      TEST \_\_\_\_\_ SCORE \_\_\_\_\_      TEST \_\_\_\_\_ SCORE \_\_\_\_\_      TEST \_\_\_\_\_ SCORE \_\_\_\_\_

## EMPLOYMENT HISTORY

Include a detailed professional resume.

Current Employer \_\_\_\_\_ Years \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_

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

Does your company have a tuition reimbursement policy? ☐ Yes ☐ No If yes, what %? \_\_\_\_\_

*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

**818.767.0888**

Office of Graduate Admissions 818.252.5221  
7500 Glenoaks Boulevard, Burbank, CA 91510-7846