



## 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
- ☐ (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 goals.

**PROFESSIONAL ADMIT TRACK** - Applicants must have supervisory/management level 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 supervisory/management level 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 goals.

### ■ INTERNATIONAL APPLICANTS

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

- ☐ Certified and/or official copies of 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  
[mba@woodbury.edu](mailto:mba@woodbury.edu)