

MASTER OF ARTS IN ORGANIZATIONAL LEADERSHIP



APPLICATION CHECK-LIST

ELIGIBILITY

Bachelor's Degree from a regionally accredited four-year institution in any discipline.

APPLICATION REQUIREMENTS

☐ **Application Form**

All applicants are required to submit a completed application form together with their supporting documents.

☐ **Application Fee**

A \$50 [USD] fee must accompany the application form. For International Students the application fee is \$75. Payment of this fee may be made with a check or money order payable to Woodbury University.

☐ **Academic Transcripts**

Official Transcripts from all schools attended are required regardless of credit received or courses completed. These items must be submitted sealed (unopened) to the Office of Graduate Admissions or mailed directly from the school. International students must submit certified and/or official copies of their academic records with certified English translations.

☐ **Letters of Recommendation**

Three (3) letters of recommendation, attesting to the applicant's academic achievements or professional experience, written by academic or professional personnel, counselors, supervisors, or teachers are required for all graduate applicants. The letters should be submitted on the sender's letterhead and signed into a sealed (unopened) envelope.

☐ **Professional Resume**

All graduate applicants are required to submit a resume or curriculum vitae. This information should list applicant's academic research, professional experience, and/or published works.

☐ **Leadership Essay**

A 2–3 page essay on the applicant's leadership philosophy and self-assessment of leadership capacity.

☐ **Interview**

An interview, by person or by phone, is required. Once all application material is submitted, contact the Institute of Transdisciplinary Studies at 818 394-3342 to make arrangements.

☐ **Leadership Training Program LASDU, LAFD, & LAPD Applicants**

Students seeking credit for successful completion of leadership program, must submit a written capstone report of courses completed. The report will be evaluated by a team of Woodbury University faculty.

GPA REQUIREMENTS

☐ **GPA ranging from 4.0 to 3.0**

No additional documents required.

☐ **GPA ranging from 2.5 to 2.99**

2-3 page Statement of Purpose. The essay should explain why this degree will be applicable to you. Why do you want a degree in organizational leadership?

☐ **GPA ranging from 2.00 to 2.49**

Applicants for the MA Program with a cumulative GPA of less than 2.5 are required to submit test results from the Graduate Record Exam General Test (GRE). The required minimum score for admission into this program is 273. For more information on the GRE, go to www.ets.org/gre. Students should take exams no later than 6 months before the anticipated start date.

INTERNATIONAL APPLICANTS

In addition to the above documents, international students are required to submit the following items:

☐ **Credential Evaluation**

Official (unopened) Credential Evaluation Report from a NACES approved agency (www.naces.org)

☐ **Certified Bank Affidavit**

The international applicant must provide a certified bank affidavit for each source of funds, including personal funds. This requirement is set by the United States Immigration and Naturalization Service [INS] and must be met before any university is permitted to issue an I-20. 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].

☐ **English Language Proficiency**

Demonstration of proficiency in the English language is required for admission to Graduate programs. Applicants should request that an official copy of their TOEFL [Test of English as a Foreign Language] or IELTS [International English Language testing System] scores be sent by the affiliated organization to Woodbury University's Office of Graduate Admissions. The minimum TOEFL score for admission to the MA program is 80 internet-based. The minimum IELTS score for admission is 6.5. For more information on these two testing systems, please visit www.toefl.org or www.ielts.org.

☐ **Passport & Visa**

Include a copy of the applicant's passport and/or Visa in the application submitted.

WOODBURY UNIVERSITY

818.767.0888

Office of Graduate Admissions 818.252.5221
7500 Glenoaks Boulevard, Burbank, CA 91504-1052

APPLICATION

I wish to be considered for: YEAR 20_____ TERM ☐ Fall ☐ Spring ☐ Summer

Cohort Meeting Day _____

CAMPUS ☐ Beverly Hills ☐ Burbank ☐ Glendale ☐ Other _____

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

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 _____

Have you ever enrolled in the following programs?

☐ DLI ☐ LAFD ☐ LAPD ☐ Leadership Burbank ☐ Leadership Glendale ☐ Leadership Pasadena

APPLICATION

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.

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

TEST SCORES

All college tests taken (GRE, 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

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.

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