



## MBA APPLICATION FOR (CIRCLE ONE) ADMISSION OR READMISSION

PLEASE READ INSTRUCTIONS ON BACK BEFORE COMPLETING FORM. ENCLOSE \$35.00 APPLICATION FEE DATATEL \_\_\_\_\_  
Print with ballpoint pen or type.

## Personal Information

1. Full Legal Name \_\_\_\_\_  
Last First Middle/Or Any Other Name You Have Used
2. Mailing Address \_\_\_\_\_  
Number and Street City State Zip Code
3. Social Security Number \_\_\_\_\_ 4. Telephone Number (Home) ( ) \_\_\_\_\_
5. Sex: Male \_\_\_\_\_ Female \_\_\_\_\_ e-mail address \_\_\_\_\_ (Work) ( ) \_\_\_\_\_
6. Birthplace \_\_\_\_\_ Birth date \_\_\_\_\_  
City State Month Day Year
7. Present occupation (include firm or institution) \_\_\_\_\_
8. Are you a United States Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_ If not, are you a permanent resident? Yes \_\_\_\_\_ No \_\_\_\_\_  
If not indicate Country \_\_\_\_\_ Visa Type \_\_\_\_\_  
If immigrant, please give your Alien Registration # \_\_\_\_\_
9. (Optional – you may choose not to answer this question)  
PREDOMINANT ETHNIC INFORMATION (Required by U.S. Dept. of H.E.W. under Title IV of the Civil Rights Act)  
Native American or Alaskan Native \_\_\_\_\_ Black (Non-Hispanic) \_\_\_\_\_ Asian or Pacific Islander \_\_\_\_\_  
Spanish American or Hispanic \_\_\_\_\_ White (Non-Hispanic) \_\_\_\_\_ Other \_\_\_\_\_
- Education Information
10. Enrollment Status: Beginning Graduate Student \_\_\_\_\_ Transfer Graduate Student \_\_\_\_\_ Non-Degree Student \_\_\_\_\_
11. Intended enrollment date? \_\_\_\_\_
12. What is your intended concentration? HRM \_\_\_\_\_ Finance \_\_\_\_\_ MIS \_\_\_\_\_ None \_\_\_\_\_
13. Have you previously applied for CSF graduate study? No \_\_\_\_\_ Yes \_\_\_\_\_ (Year \_\_\_\_\_)
14. Indicate academic years previously enrolled at CSF. Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_ Non-Degree \_\_\_\_\_
15. List ALL colleges and universities attended in any status. Include enrollments at CSF.
- Name of Institution \_\_\_\_\_ City and State \_\_\_\_\_  
Attendance Dates(Month and Year) \_\_\_\_\_ Graduation Degree \_\_\_\_\_ Date \_\_\_\_\_ Major \_\_\_\_\_  
Name of Institution \_\_\_\_\_ City and State \_\_\_\_\_  
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Name of Institution \_\_\_\_\_ City and State \_\_\_\_\_  
Attendance Dates(Month and Year) \_\_\_\_\_ Graduation Degree \_\_\_\_\_ Date \_\_\_\_\_ Major \_\_\_\_\_
16. Are you seeking financial aid from CSF? Yes \_\_\_\_\_ No \_\_\_\_\_
17. I certify that all the information I have given on this form is correct.

Date

Signature

NOTICE OF NONDISCRIMINATORY POLICY TO STUDENTS: The College of Santa Fe is committed to providing equal educational and employment opportunity. CSF prohibits discrimination on the basis of race, age, color, national origin, disability, or sexual orientation, and discrimination against disabled and Vietnam veterans. The IX of the Educational Amendment of 1972 prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance by way of grant, contract or loan. Title IX of the Civil Rights Act of 1964, is similar in its prohibition of discrimination on the basis of race, color or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against qualified handicapped persons. Equal educational opportunity includes: admission, recruitment, extracurricular activities and programs, housing facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services.

## GRADUATE MBA APPLICATION INSTRUCTIONS

All application materials must be mailed to the following address:

COLLEGE OF SANTA FE  
OFFICE OF GRADUATE ADMISSIONS  
ATTN: MICHELLE GALLEGOS  
1600 ST. MICHAEL'S DRIVE  
SANTA FE, NM 87505

The MBA Committee will give your application prompt attention after all of the following items have been received by the Office of Graduate Admissions.

1. The application for graduate admission.
2. A non-refundable \$35.00 application fee, payable to The College of Santa Fe.
3. One official copy of your academic transcript from your undergraduate degree granting institution (applicants previously enrolled at CSF need not submit CSF transcripts) and any college or university where you completed MBA Program prerequisites. Please note an unofficial transcript can be submitted from all institutions attended for MBA Committee review, however, official copies must be received for acceptance to The College of Santa Fe. Allow ample time for forwarding of transcripts.
4. Two letters of recommendation, sent directly from teachers or employers to MBA Admissions, using the CSF recommendation form. (If necessary, the form may be photocopied.)
5. A completed pre-admissions interview with one of the graduate advisors. This interview must be arranged by you and may be conducted by telephone if circumstances require it. In Santa Fe call (505) 473-6177 – In Albuquerque call (505) 855-7281.
6. It is suggested, but not required, that you include with your application a resume or letter in which you describe your work experience, professional objectives, and any other information supporting your qualifications for graduate work.

**DEADLINES:** All of the above must be received by MBA Admissions at least 20 days prior to the starting date of the term you intend to enroll.

**NON-DEGREE STATUS:** You may apply as a non-degree seeking student to complete up to 6 hours or less of graduate course work. Those applying for non-degree status must follow the above instructions, although unofficial transcripts are sufficient and letters of recommendation are not required.

### GUIDELINES FOR ADMISSION:

1. Applicants must have a bachelor's degree from an accredited institution.
2. A GPA of 3.0 in undergraduate/or graduate course work is preferred. Students with a GPA lower than a 3.0 are encouraged to take the GMAT.
3. Students whose transcripts do not reflect credit for prerequisites may be admitted provisionally with the understanding that these courses must be completed in the appropriate sequence.