



MBA Admission Procedures

STEP 1: Apply for Graduate Admission to the University

Application Guidelines

Before a student is considered for admission to a post-baccalaureate program, they must have on file with the Office of the Graduate Admissions the following documents:

- 1) A completed [application for graduate admission](#)
- 2) Two letters of recommendation
- 3) Application fee of \$40 (Applications will not be processed without the application fee)
- 4) Official transcript from each accredited institution attended. One of which must indicate the completion of a Baccalaureate degree from a regionally accredited institution

Note: Eligibility to a specific program is determined by the requirements of the academic department or school in which the student intends to earn a post-baccalaureate degree or certificate.

Mail Application Material and Application Fee to:

Graduate Admissions
Point Loma Nazarene University - Mission Valley
4007 Camino Del Rio South, Suite 101
San Diego, CA 92108

STEP 2: Master of Business Administration program requirements

- 1) A personal essay that describes why the applicant desires to participate in the MBA program and a description of the applicant's future goals
- 2) Scores from the Graduate Management Admission Test (GMAT) or proof of the successful completion of a post-baccalaureate professional certificate program or graduate degree program
- 3) An interview with the Director of Graduate Programs and/or a member of the Fermanian School of Business faculty to discuss the applicant's professional development goals and graduate degree course of study.
- 4) Evidence of basic knowledge of common professional competencies (i.e. economics, finance, business math, and accounting). This can be accomplished through transcripts (from a

regionally accredited university or college with a 3.0 GPA or better), successful completion of an on-line assessment test provided by the Fermanian School of Business, or enrollment in Business Basics courses available through the Fermanian School of Business.

- 5) Evidence of basic knowledge of business law, marketing and business communication. This can be accomplished through transcripts (from a regionally accredited university or college with a 3.0 GPA or better), professional experience, or enrollment in Business Basics courses available through the Fermanian School of Business.

Exceptions Policy:

Applicants who do not meet the above standards, but can demonstrate that they have an exceptionally rich experiential background and/or have demonstrated dramatic change in academic performance, may petition the Fermanian School of Business to review their status. The Fermanian School of Business will follow the exceptions policy as published in the current catalog.

Mail Program Requirements to:

Master of Business Administration
Point Loma Nazarene University - Mission Valley
4007 Camino Del Rio South, Suite 101
San Diego, CA 92108



POINT LOMA
NAZARENE UNIVERSITY

Recommendation for Master of Business Administration

TO THE APPLICANT FOR ADMISSION

Complete this section and give to a supervisor, professor, or someone who can speak to your academic and/or professional strengths. This person should know you well but should not be related to you.

Name of Applicant _____

Address _____

City _____ State _____ Zip _____

The Family Education Rights and Privacy Act of 1974 provides permission for a matriculated student to have access to his/her file unless a waiver of that right has been signed. If you wish to waive your right of access to your file, sign your name in the space provided.

I HEREBY WAIVE MY RIGHT OF ACCESS TO THIS LETTER OF RECOMMENDATION

Signature of Applicant _____ Date _____

TO THE PERSON PROVIDING THE RECOMMENDATION

The applicant in part A is applying for admission to Point Loma Nazarene University. The Admissions Committee finds candid, thorough evaluations invaluable in the decision-making process. **PLEASE ATTACH A LETTER** to this form and include any information that you feel is pertinent and speaks to the candidate's abilities and likelihood of success in a graduate program. Please remember your prompt appraisal of the candidate will help ensure full consideration.

Name of Evaluator _____

Address _____

City _____ State _____ Zip _____

Title/Position _____

School/Organization _____

I have known the applicant for _____ years

In the following capacity _____

I recommend this applicant:

Enthusiastically Strongly Fairly Strongly

With Reservation I Do Not Recommend

Evaluator's Signature _____ Date _____