

LE MOYNE

SPIRIT. INQUIRY. LEADERSHIP. *JESUIT.*



Application for
Graduate Business Programs

Master of Business Administration
Information Systems

MADDEN SCHOOL OF BUSINESS

A graduate business program candidate may take as many as two courses (six credits) as a nonmatriculated student. A third course will not be permitted until admission is awarded.

Before registering for courses, an applicant must schedule an advising appointment with the graduate program director. Course selection will be discussed and course waivers will be granted, if applicable.

APPLICATION DEADLINES

Admission decisions for the graduate business programs follow a rolling admission policy with the following deadline guidelines:

- July 1** – Fall matriculation **November 1** – Spring matriculation **April 1** – Summer matriculation
March 15 – The 150-hour Accounting MBA deadline (available only to Le Moyne College accounting students)
– The 150-hour Accounting MSIS deadline (available only to Le Moyne College accounting students)

ADMISSION NOTIFICATION

Admission notification will be made by official letter within two weeks of application completion.

APPLICATION CHECKLIST

All application materials must be submitted to the Office of Graduate Admission. The following are required for application completion:

- _____ **Completed Application**
- _____ **An Earned Bachelor's Degree**
- _____ **Official Graduate Management Admission Test (GMAT) or Graduate Record Exam (GRE) report**
– Please have official score report sent directly to Le Moyne College.
- _____ **Official Transcripts** – Please have an official transcript from all undergraduate and graduate colleges and/or universities attended sent directly to you to include in the application packet or you may have it sent directly to the Office of Graduate Admission at Le Moyne College. (For this application, a transcript will be provided for alumni).
- _____ **Two Letters of Recommendation** – Submit the attached form to two professionals and/or academic advisors who can attest to your ability to be successful in a graduate program. Please have them sign over the sealed back of the envelope before sending the letters of recommendation to you.
- _____ **Résumé**
- _____ **Advising Appointment** – Schedule an advising appointment with the graduate program director by calling (315) 445-4786. Date of appointment: _____ .

INTERNATIONAL APPLICANTS

- A Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) score report is required of non-native English speaking applicants in addition to the GMAT or GRE. A score of at least 79 is required on the TOEFL or at least 6.5 on the IELTS.
- International applicants must have a course-by-course transcript evaluation completed by World Education Services (wes.org). It must also show that a bachelor's degree equivalent to one in the United States has been earned.
- In order to qualify for the Certificate of Eligibility (Form I-20) for an F-1 student visa, students must be admitted into the program full time and provide proof of sufficient funding for at least the first year of graduate study. To do so, students need to complete the Le Moyne College Certificate of Finance found at www.lemoyne.edu/foreign_financial.

COMPLETED APPLICATION PACKET

Please send completed application and application materials to:

Office of Graduate Admission

Le Moyne College

Grewen Hall 322

1419 Salt Springs Road

Syracuse, NY 13214-1301

Phone: (315) 445-5444

Fax: (315) 445-6092

Email: GradAdmission@lemoyne.edu

Note: New York state law requires all students to submit immunization records before registering for courses. Please find instructions, the Immunization Record and the Meningococcal Meningitis Vaccination Response forms at www.lemoyne.edu/health_center. If you have questions, please contact Student Health Services at (315) 445-4440.

PERSONAL DATA

Date _____

Legal Name (Last, First, Middle) _____ Other Name, if Applicable _____

Permanent Address _____

City _____ State _____ ZIP _____ Country _____

Phone Cell Home (_____) _____ Email _____

Date of Birth Month _____ Day _____ Year _____ Female Male

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

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

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

Citizenship

- U.S. citizen
 Dual U.S. citizen; please specify other country of citizenship _____
 U.S. permanent resident visa, PRA# _____
 Other citizenship _____

Do you need an I-20 issued by Le Moyne College? Yes No

How did you hear about the graduate business programs at Le Moyne College? (Please check all that apply.)

- | | |
|---|--|
| <input type="checkbox"/> Attendance at a specialized graduate forum/fair (city) _____ | <input type="checkbox"/> Alumnus/a (name) _____ |
| <input type="checkbox"/> Program brochure | <input type="checkbox"/> Faculty member at your undergraduate school |
| <input type="checkbox"/> Open house/campus visit | <input type="checkbox"/> Placement/career counseling office at your undergraduate school |
| <input type="checkbox"/> College Guide listing _____ | <input type="checkbox"/> Employer _____ |
| <input type="checkbox"/> Television ad | <input type="checkbox"/> Friend/co-worker |
| <input type="checkbox"/> Radio ad | <input type="checkbox"/> Relative |
| <input type="checkbox"/> Printed ad (what publication) _____ | <input type="checkbox"/> Le Moyne College website |
| <input type="checkbox"/> Admission representative _____ | <input type="checkbox"/> Other _____ |

PROGRAM OF STUDY

I am applying to the following program MBA MSIS SUNY ESF 4+1 program Cazenovia College 4+1 program

- MBA/School District Business Leader (SDBL) 150-hour Accounting MBA (available only to accounting students in their junior year at Le Moyne College)
 150-hour Accounting MSIS (available only to accounting students in their junior year at Le Moyne College)

ACADEMIC PLAN

I am applying for the following semester Fall Spring Summer Year _____

I plan to study Full time (nine or more credits) Part time

ACADEMIC HISTORY

List below the colleges from which you graduated and other college(s) you have attended. All college-level work must be included. Please request that each of these institutions send official transcripts to you for inclusion in your application packet or directly to the Office of Graduate Admission at Le Moyne College.

Institution (State, Country)	Dates Attended	Major Field	Degree Earned	Check if Non-degree	Date Awarded	GPA (4.0 scale)

Have you ever been found responsible for a disciplinary violation at an educational institution you have attended from ninth grade (or international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in your probation, suspension, removal, dismissal or expulsion from the institution? No Yes

Have you ever been convicted of a felony or misdemeanor? No Yes

If you answered yes to either or both questions, please attach a separate sheet that gives the approximate date of each incident and explanation of the circumstances.

OTHER

Are you eligible to receive Veteran's benefits? No Yes

CURRENT OR MOST RECENT EMPLOYMENT

Current or Most Recent Employer _____ Job Title _____

Dates of Employment _____ Are you employed Full time Part time

Employer Address _____

Does your employer provide tuition benefits? No Yes

REFERENCES

Please list the names of two professional and/or academic references who you will ask to complete the attached Recommendation forms.

1. Name _____ Relationship _____

2. Name _____ Relationship _____

STATEMENT OF PURPOSE

Please write a brief essay stating, as specifically as possible, your educational and career goals. Indicate what you plan to accomplish by enrolling in a graduate business program at Le Moyne College. (Attach additional pages if necessary.)

I certify that the information I have provided on this application is correct and complete. I understand that withholding information on this application or giving false information will make me ineligible for admission.

Signature of Applicant _____ Date _____

(Your signature is necessary in order to process the application.)

LE MOYNE COLLEGE

MADDEN SCHOOL OF BUSINESS GRADUATE PROGRAMS

RECOMMENDATION FORM

To the Applicant: This form should be given to two professional colleagues, preferably one of whom can speak to your academic abilities and the other to your professional abilities as evidence of your qualifications for graduate study.

TO BE COMPLETED BY APPLICANT

Name (First, MI, Last) _____ Date _____

Address _____ City _____ State _____ ZIP _____

Phone Cell Home (____) _____ Email _____

Program applying to: MBA MSIS SUNY ESF 4+1 program Cazenovia College 4+1 program
 MBA/School District Business Leader (SDBL) 150-hour Accounting MBA 150-hour Accounting MSIS

Please Provide Name of Reference _____

In accordance with the Family Educational Rights Privacy Act of 1974, please check one: I do I do not waive my right to read this recommendation.

Signed _____ Date _____

TO BE COMPLETED BY EVALUATOR

Name (First, MI, Last) _____ Date _____

Organization _____ Job Title _____

Address _____ City _____ State _____ ZIP _____

Phone (____) _____ Email _____

How long have you known the applicant? _____

How well do you know the applicant? Very Well Well Somewhat

In what capacity have you known the applicant? _____

Personal and Professional Appraisal:

Please check the category that best indicates your evaluation of the applicant in terms of the listed characteristics.

Characteristics	Superior	Above Average	Average	Below Average	No Basis for Evaluation
Academic Potential					
Leadership Ability					
Professional Competence					
Sense of Honesty and Integrity					
Ability to Work and Cooperate with Others					
Time Management Skills					
Ability to Work Independently					
Reliability					
Oral Communication Skills					
Written Communication Skills					
Problem Solving Skills					

In the space below, please explain your recommendation and provide a brief assessment of the applicant's ability to successfully complete graduate study. Please use additional space if necessary. (Optional for faculty recommending Le Moyne College accounting students applying to the 150-hour Accounting MBA program or the 150-hour Accounting MSIS program.)

Recommendation based on applicant's ability to pursue graduate study:

Strongly recommend Recommend Recommend with reservations Do not recommend

To the evaluator: Please return this recommendation to the person requesting your assistance in a sealed envelope with your signature across the envelope seal.

Signed _____ Date _____

LE MOYNE COLLEGE

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Reliability					
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Signed _____ Date _____

MADDEN SCHOOL OF BUSINESS MISSION STATEMENT

The Madden School of Business strives for excellence through a business core curriculum and selected majors that provide a strong grounding in broad-based fundamental business knowledge and skills to prepare students for meaningful and productive careers as managers and professionals.

LE MOYNE COLLEGE MISSION STATEMENT

Le Moyne College is a diverse learning community that strives for academic excellence in the Catholic and Jesuit tradition through its comprehensive programs rooted in the liberal arts and sciences. Its emphasis is on education of the whole person and on the search for meaning and value as integral parts of the intellectual life. Le Moyne College seeks to prepare its members for leadership and service in their personal and professional lives to promote a more just society.

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MADDEN SCHOOL OF BUSINESS GRADUATE PROGRAMS

Le Moyne College
Mitchell Hall 102
1419 Salt Springs Road
Syracuse, NY 13214-1301
PH: (315) 445-4786
FAX: (315) 445-4787
business@lemoyne.edu

Le Moyne College is an affirmative action/equal opportunity employer and equal opportunity institution.

NONDISCRIMINATION STATEMENT Le Moyne College is an Affirmative Action/Equal Opportunity Employer, and does not discriminate on the basis of race, color, gender, creed, age, disability, marital status, sexual orientation, veteran status, or national or ethnic origin. For more information visit www.lemoyne.edu/compliance.