



WILLAMETTE UNIVERSITY
Atkinson Graduate School of Management

Application for Admission—Professional MBA Program

Please type or print clearly.

The admissions committee is pleased to accept your application for admission to the Willamette University PMBA program. Admission to this program is selective, and evaluation is based on the application materials submitted.

Application Instructions

Step 1: Complete All Sections of the Application

Complete each of the seven sections. Please type or print clearly.

Step 2: Process the Required Forms

At the end of this application are two copies of the Letter of Recommendation Form. Complete, sign and give one to each of the two individuals you list in Section 5 of the application. Complete and sign the Signature Form and attach it to this application. If your employer requires notification of enrollment in a degree program, sign the Employer Notification Form and submit the form to your employer for completion. If your employer does not require notification, complete and sign the Employer Notification Form and attach it to this application. Attach a copy of your professional resume to this application.

Step 3: Check Your Application

Check your application for missing information to be sure that you have filled out all the required fields. You should proofread it carefully before formally submitting it.

Step 4: Formally Submit Your Application

When complete, formally submit your application by mail. Be sure to include enough postage, the signed Signature Form, required essays, professional resume, Employer Notification Form and any additional sheets used to elaborate on questions from the application.

Do not submit books, research papers or videotapes as supplements to your application.

Submission of this application verifies that 1) all information contained in this application is honestly presented, factually correct and complete; 2) the essays were written solely by you, without assistance from other individuals; and 3) you will promptly notify the Atkinson School if there is any change in any aspect of your application.

Please mail your application to:

Director of Admission
Atkinson Graduate School of Management
Willamette University Portland Center
1120 NW Couch Street, Suite 450
Portland, OR 97209

We're available to assist you through every step of your PMBA experience, from your first inquiry through graduation. Email us at pmba@willamette.edu or call 866-385-PMBA (7622)

Thank you for your application for admission.

Application for Admission—Professional MBA Program

Application Materials Checklist

The application to the Willamette University Professional MBA program is available online or as a downloadable Acrobat (Pdf) file. We encourage you to apply online. The application fee for online application submission is waived. A \$50 dollar non-refundable application fee must accompany your completed hardcopy application form. Checks or money orders should be made payable to Willamette University.

Admission to Willamette University's PMBA program is selective. Admission evaluation is based upon the application materials submitted. Materials may be submitted all together or piece by piece.

To be considered for admission, you must have a minimum of a bachelor's degree from an accredited university or college, three years' professional-level work experience and submit the following:

- 1. Application**
Completed Professional MBA application including required essays. There are two required and one optional essay. The Admission Committee reviews your essays to evaluate your career planning and goals, professional strengths and written communication skills.
- 2. Application Signature Form**
Complete, sign and attach the Application Signature Form. The completed Application Signature Form must be received before your application can be reviewed.
- 3. Resume**
Your professional resume should detail your career progression and can include professional achievements and awards. Attach, mail or email pmba@willamette.edu your most current resume to the Professional MBA office.
- 4. Letters of Recommendation including the Recommendation Release Form**
Two letters of recommendation written by individuals who are familiar with your work performance, professional or leadership experience and accompanied by the Recommendation Release Form. We encourage Letters of Recommendation be submitted directly from the author to the PMBA office. Letters submitted by candidates must be received in sealed envelopes, signed by the author.
- 5. GMAT**
An official score on the Graduate Management Admission Test® (GMAT®), taken within the last five years. The GMAT code for the Willamette University Professional MBA is 3MZ-PZ-34.
- 6. Transcripts**
Official transcripts of all academic coursework. We encourage you to request transcripts be mailed directly to the Professional MBA office. Official transcripts submitted by applicants must be received in a sealed envelope and display the appropriate official signature and/or seal of the institution.
- 7. Employer Notification Form**
Sign and submit the Employer Notification Form to your employer for completion if your employer requires notification. We encourage you to request the form be mailed directly to the Professional MBA office. If after due diligence you ascertain that notification is not required, sign and attach or mail the Employer Notification Form to the Professional MBA office.

Section 1: Demographic Information

1. Name _____
Last Name or Family Name First Middle Preferred First Name

2. Former Name(s) _____

3. Date of Birth ____ / ____ / ____
Month Day Year

4. Place of Birth _____
City State Country

5. Social Security Number ____ - ____ - ____

6. Gender: Male Female

7. Citizenship:
 U.S.
 Permanent Resident U.S.
 Other Country _____

Visa Type _____

8. Current Address and Contact:

_____ Cell (____) _____
Address Area Code

_____ Home (____) _____
City State ZIP Code Area Code

_____ Fax (____) _____
Country Area Code

_____ Email

9. Date after which this address should not be used: ____ / ____ / ____
Month Day Year

10. Permanent Address and Contact (if different from current address):

_____ Cell (____) _____
Address Area Code

_____ Home (____) _____
City State ZIP Code Area Code

_____ Fax (____) _____
Country Area Code

_____ Email

11. Current Employment (Leave blank if you are not currently employed.)

Employer Name

Your Title

Department

Address

Cell (_____) _____
Area Code

City State ZIP Code

Home (_____) _____
Area Code

Country

Fax (_____) _____
Area Code

Email

12. For U.S. Citizens Only: The U.S. government requires Willamette University to report on the multicultural composition of its student enrollment and applicant pool. However, identification is entirely voluntary. If you would like to be identified with a particular ethnic group, please check the appropriate box.

- African American, Black
- American Indian, Alaskan Native _____
Tribal Affiliation Enrolled
- Asian American _____
Country of Family's Origin
- Asian (Indian Subcontinent) _____
Country
- Caucasian, White
- Hispanic, Latino _____
Country
- Mexican American, Chicano
- Native Hawaiian, Pacific Islander
- Puerto Rican
- Multiracial (specify) _____
- Other (specify) _____

Section 2: Program Information

- 1. When would you like to begin the program? (select one)
 - January 2007
 - September 2007

- 2. Which program location do you prefer to attend classes? (select one)
 - Portland (Pearl District)
 - Salem (Willamette Campus)
 - Either

- 3. Are you interested in financial assistance? (optional)
 - Yes
 - No

(If yes and you are a U.S. citizen or permanent resident, file the Free Application for Federal Student Aid [FAFSA] available at www.fafsa.ed.gov to apply for assistance. Your answer is reviewed solely for the purpose of assisting you with the financial aid process.)

Section 3: Academic Preparation

- 1. List in order (most recent first) the name and location of all colleges and universities attended (undergraduate and graduate). Please request an official transcript be sent to the Atkinson School from each school listed. Attach extra sheets as necessary.

Institution / City / State / Country	Dates of Attendance / Major / Degree Received

- 2. What was your grade point average (GPA)? Undergraduate _____ Graduate _____

- 3. Do you feel your grade point average(s) accurately represent your ability to succeed in graduate-level coursework?
 - Yes
 - No

If no, please explain: _____

- 4. Indicate the date you took, or will take, the Graduate Management Admission Test (GMAT). If you have already taken the GMAT, please indicate your score.

Score _____ Date _____
Month/Year

Students whose first language is not English must submit scores for the Test of English as a Foreign Language (TOEFL). Please indicate the date you took, or will take, the exam. If you have already taken the TOEFL, please indicate your score.

Score _____ Date _____
Month/Year

Section 4: Employment History

1. Describe your work experience. List your most recent position first. Attach extra sheets as necessary.

a. _____
Employer City State Country

Industry Employer's principle product or service

Dates (From–To) Title

Annual Salary Division/Department

Title to Whom You Reported

Responsibilities: _____

b. _____
Employer City State Country

Industry Employer's principle product or service

Dates (From–To) Title

Annual Salary Division/Department

Title to Whom You Reported

Responsibilities: _____

c. _____
Employer City State Country

Industry Employer's principle product or service

Dates (From–To) Title

Annual Salary Division/Department

Title to Whom You Reported

Responsibilities: _____

Section 5: Letters of Recommendation

1. List the name, position, organization, address and phone number of the two people who will complete your letters of recommendation. Evaluators must be people directly familiar with your academic, professional or leadership experience.

Recommender 1:

Name

Position

Organization

Address City State ZIP Code

Phone (_____) _____

Area Code

Recommender 2:

Name

Position

Organization

Address City State ZIP Code

Phone (_____) _____

Area Code

Letters of recommendation must be submitted along with the Letter of Recommendation Form (found at the end of this application), which you sign and provide to your recommenders.

2. Does your employer require notification of your attending a degree program? (select one)
- Yes
- No

If yes, sign and submit the Employer Notification Form to your employer for completion. We encourage you to request the form be mailed directly to the Professional MBA office.

If no, after due diligence you ascertain that notification is not required, complete, sign and attach or mail the Employer Notification Form to the Professional MBA office.

Section 6: Additional Questions

The additional questions section is optional. We would appreciate your participation.

- 1. List honors, awards or other recognition (academic, community, employment, military, etc.) you have received:

- 2. List languages, other than your native language, in which you are fluent in reading, writing or speaking:

- 3. List or describe activities you engage in important to your professional development, leadership and management abilities:

- 4. How did you learn of the Willamette University Professional MBA Program?

- 5. Please list individuals who influenced your decision to apply to the Professional MBA Program:

- 6. Please list any family members who attended Willamette University:

- 7. To which other management schools are you applying?

Section 7: Essays

The Admission Committee reviews your essays to evaluate your career planning and goals, professional strengths and written communication skills. Essays 1 and 2 are required. Essay 3 is optional. Each essay should be no more than 1,000 words; all essays should be submitted with this application.

Essay 1:

Discuss why you have chosen to seek an MBA at this time. Include a discussion of how this degree fits into your career goals.

Essay 2:

Describe a challenging career or job event that you overcame. Include a discussion of how you utilized your unique qualities to achieve success.

Essay 3:

You are welcome to provide additional information you feel is relevant in evaluating your candidacy.

Employer Agreement Form

Dear Employer,

Thank you for reading, signing and returning this form by mail or fax.

Candidate Name _____ has applied for admission to the Willamette University Professional MBA Program. The PMBA program is designed to allow completion in just two years. Courses are delivered two nights per week, three semesters per year (September, January, May).

This form secures your acknowledgement that you have been notified that the above-mentioned candidate intends to enroll in a degree program in accordance with your company’s policy. Signing this form does not indicate financial support.

Company Name

Company Representative Name

Phone

Company Representative Signature

Date

Please send the completed form to:

Fax: (503) 808-9903

Mail: Professional MBA Program
Atkinson Graduate School of Management
Willamette University Portland Center
1120 NW Couch Street, Suite 450
Portland, OR 97209

I authorize my employer to sign and return this form to Willamette University on my behalf.

Candidate Signature

Date