The admissions committee is pleased to accept your application for admission to the Willamette University MBA for Professionals 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 MBA for Professionals experience, from your first inquiry through graduation. Email us at pmba@willamette.edu or call 866-385-7622.

Thank you for your application for admission.
WILLAMETTE UNIVERSITY
MBA for Professionals

Application for Admission
Please type or print clearly.

Application Materials Checklist

The application to the Willamette University MBA for Professionals 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 MBA for Professionals 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 MBA for Professionals 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 MBA for Professionals 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 MBA for Professionals 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 MBA for Professionals is 3MZ-PZ-34.

6. **Transcripts**
   Official transcripts of all academic coursework. We encourage you to request transcripts be mailed directly to the MBA for Professionals 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 MBA for Professionals office. If after due diligence you ascertain that notification is not required, sign and attach or mail the Employer Notification Form to the MBA for Professionals office.

8. **Admission Interview**
   Applicants whose completed application materials indicate a potential for a positive admission decision will be invited by the Admission Committee to interview with the Director of Admission. Applicants may be denied admission at any time after submission of the application.
Application for Admission

Section 1: Demographic Information

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

2. Former Name(s) ____________________

3. Date of Birth ______/_____/______  4. Place of Birth ____________________________
   Month    Day    Year                   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:

   Address ____________________________________________________________

   City   State   Zip ______________________________________________

   Home (______) ____________________________
   Area Code

   Fax (______) ____________________________
   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):

    Address ____________________________________________________________

    City   State   Zip ______________________________________________

    Home (______) ____________________________
    Area Code

    Fax (______) ____________________________
    Area Code

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

Employer Name

Your Title

Department

Cell (_____) __________________________

Area Code

Home (_____) __________________________

Area Code

City State Zip

Fax (_____) __________________________

Country

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 identify your ethnicity and/or race, please provide the following information. Thank you.

Are you of Hispanic or Latino origin? ☐ Yes ☐ No

What is your race? (Please check all appropriate boxes)

☐ American Indian, Alaskan Native

☐ Asian American

☐ Black or African American

☐ Native Hawaiian, Pacific Islander

☐ White
Application for Admission

Section 2: Program Information

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

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_________________________

   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_________________________
### Section 4: Employment History

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

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Application for Admission

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 (Letter of Recommendation form on page 11).

Recommender 1:

Name

Position

Organization

Name

Address      City     State    Zip Code

Phone (_____)___________________________

Recommender 2:

Name

Position

Organization

Name

Address      City     State    Zip Code

Phone (_____)___________________________

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 MBA for Professionals 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 MBA for Professionals 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 MBA for Professionals program?

________________________________________________________________________

5. Please list individuals who influenced your decision to apply to the MBA for Professionals program:

________________________________________________________________________
________________________________________________________________________

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

________________________________________________________________________
________________________________________________________________________

7. To which other management schools are you applying?

________________________________________________________________________
Applications for Admission

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:
Describe your career progress to date, your short-term and long-term career goals, and how the opportunity to participate in the Willamette MBA for Professionals program can help you achieve your goals. (The length of this essay should be a minimum of 300 words)

Essay 2:
The Willamette MBA program and employers of MBA’s value many traits beyond your resume, test scores, transcripts, experience and knowledge. These traits include integrity, motivation, professional judgment, work ethic, time management, initiative, interpersonal skills, communication skills, leadership, decision making, teamwork, creativity and others. Identify 5 of these traits that are most important to you and discuss how you apply each of them in your professional and educational endeavors. (The length of this essay should be a minimum of 500 words)

Essay 3:
You are welcome to provide additional information you feel is relevant in evaluating your candidacy.
Application for Admission

Employer Notification Form

All applicants must complete and mail a hardcopy of the Employer Notification Form to the Willamette MBA for Professionals office to be included in their application file. The completed Employer Notification Form must be received before your application file is considered complete.

Applicants choose whether to include their employer in this step. There are advantages to sharing education intentions with management and/or Human Resources. Please exercise good judgment in this decision.

APPLICANT (choose one)

☐ I authorize my employer to sign and return this form to Willamette University on my behalf. (Submit this signed form to your employer for completion.)

☐ My signature indicates that I have exercised due diligence in ascertaining that my employer does not require notification that I intend to enroll in a degree program. (Submit signed form to the Willamette MBA)

Applicant Name ____________________________________________

Applicant Signature _________________________________________ Date __________________

EMPLOYER

The person named above is applying for admission to the Willamette University MBA for Professionals program. The MBA program is designed to allow completion in two years while continuing full employment. Courses are delivered two weeknights per week, three semesters per year.

Employers acknowledge only they have been notified that the person named above intends to enroll in a degree program. The employer’s signature on 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: Director of Admission
Atkinson Graduate School of Management
Willamette University Portland Center
1120 NW Couch Street, Suite 450
Portland, OR 97209

Questions, contact us at: 1-866-385-7622 or pmba-admission@willamette.edu
Application for Admission

Please type or print clearly.

Letter of Recommendation Form

All applicants must receive at least two letters of recommendations mailed or emailed to the Willamette MBA for Professionals office to be included in their application file. Two letters of recommendation accompanied by the completed Letter of Recommendation Form must be received before your application file is considered complete.

Applicant: Sign and complete items 1 and 2 before giving this form to your recommender.

1. Complete full name as it appears on your application and signature

Applicant Name

Applicant Signature

Date

2. I understand that Federal Law provides me, after enrollment, a right of access to this evaluation.

Choose One: I hereby:

☐ waive

☐ do not waive my right to access this evaluation

Recommender: The person named above is applying for admission to the Willamette University MBA for Professionals program. The MBA program is designed to allow completion in two years while continuing full employment. Courses are delivered two weeknights per week, three semesters per year.

3. The applicant selected you to write a letter of recommendation on his/her behalf. Receipt of your recommendation will help complete the applicant’s required materials for admission. The information you provide will be used only for the purpose of assessing the applicant’s qualification for admission. Please print or type your letter of recommendation, and sign and attach this form which provides a record of the applicant’s decision to waive or not to waive his/her right to access the evaluation.

Recommender Information:

Name

Position

Organization

Name

Address

City

State

Zip Code

Phone (____)__________________________

Please send the completed form to: Fax: (503) 808-9903

Mail: Director of Admission

Atkinson Graduate School of Management

Willamette University Portland Center

1120 NW Couch Street, Suite 450

Portland, OR 97209

Questions, contact us at: 1-866-385-7622 or pmba-admission@willamette.edu
Application for Admission

Application Signature Form

All applicants must complete and mail a hardcopy of the Application Signature Form to the Willamette MBA for Professionals office upon submission of the application. The completed Application Signature Form must be received before the application can be reviewed.

My signature indicates that all of the application information I provided to the Atkinson Graduate School of Management for admission to the MBA Willamette MBA is complete, factually correct and honestly presented.

Applicant Name ________________________________

Applicant Signature ____________________________ Date _________________________

Please send the completed form to: Fax: (503) 808-9903

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

Questions, contact us at: 1-866-385-7622 or pmba-admission@willamette.edu

Application Checklist

1. Application – complete application including required essays
2. Application Signature Form – must be received before your application can be reviewed
3. Resume - Mail or email pmba@willamette.edu your most current resume
4. Letters of Recommendation including Recommendation Release Form – Two letters of recommendation written by individuals familiar with your work, professional and/or leadership performance
5. GMAT - An official score on the Graduate Management Admission Test® (GMAT®)
6. Transcripts - Official transcripts of all academic course work
7. Employer Notification Form – employer or applicant scenario
8. Admission Interview – Eligible applicants will be invited to interview by the admission office after all the applicant's documents have been received.