



## **Master of Business Administration (M.B.A.) Graduate Studies Application for Admission**

CARSON-NEWMAN UNIVERSITY operates within a semester calendar. The fall term begins in late August; the spring term begins in early January. Summer terms may be of varied length and start dates.

### **Required Application Materials**

Full-admission will not be considered until all application requirements have been fulfilled.

**COMPLETED APPLICATION** (Paper or Online)

**APPLICATION FEE** of \$50.00

**THREE RECOMMENDATION FORMS** must be completed by persons who are appropriate to judge academic, employment, and character qualifications of the applicant. Respondents may not be relatives submitted online or downloaded at [www.cn.edu/adult](http://www.cn.edu/adult).

**OFFICIAL TRANSCRIPT(S)** of all undergraduate study and graduate study.

A **WRITTEN STATEMENT OF PURPOSE** is required for applicants. A clear statement of how this degree will help accomplish your personal, professional, and academic goals.

**PROFESSIONAL RESUME**

**AN ENTRANCE INTERVIEW** conducted by the MBA Director (in-person or virtual) must be completed. Arrangement for the interview should be made prior to admission to the program by contacting the Graduate Business Office at: 865-471-3417.

Official **GMAT** scores (if applicable). **INTERNATIONAL STUDENTS** (Official **LANGUAGE TEST** score)

### **General Instructions**

The application form may be completed online, typed, or printed and completed in black ink, and submit applications and official transcripts and other application materials to:

**Graduate Admissions for the M.B.A. Program  
Carson-Newman Graduate and Adult Studies  
C-N Box 72025  
Jefferson City, TN 37760**

**PHONE (865) 471-3223  
Toll Free 1-800-678-9061  
FAX (865) 471-4817  
EMAIL [adult@cn.edu](mailto:adult@cn.edu)**

**IT IS THE APPLICANT'S RESPONSIBILITY** to assure that all required documents are on file for the admission which is sought. Please contact the CAPS office if you have questions about the application process.

## APPLICANT INFORMATION

Legal Name \_\_\_\_\_  
**Last/Family/Sur** (Enter name exactly as it appears on official documents) **First/Given** **Middle** (complete) **Jr., etc.**

Preferred name, if not first name (only one) \_\_\_\_\_ Former last name(s) \_\_\_\_\_

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_  Female  Male  
mm/dd/yyyy

SSN: \_\_\_\_\_ Required for US Citizens and Permanent Residents applying for financial aid via FAFSA

Preferred Telephone  Home  Cell Home (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Permanent home address \_\_\_\_\_  
Street Address Post Box or Apt. No.

Have you ever attended C-N?  Yes  No If yes, what year(s) \_\_\_\_\_

Do you have a family member who is an alumnus of C-N?  Yes  No Relationship \_\_\_\_\_

How did you learn about Carson-Newman's M.B.A. program? \_\_\_\_\_

Are you currently on probation, parole, or under court restriction, or have you ever been convicted of a criminal offense other than a minor traffic violation?  Yes  No

If yes, please explain: \_\_\_\_\_

How many previous college credits have you possibly to transfer:  59 or over  32 to 59  Under 32

## EDUCATIONAL DATA

List previous Colleges / Universities attended:

Institution(s)	Dates (to/from)	Degree(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Undergraduate major(s) \_\_\_\_\_

## INTERNATIONAL STUDENTS

TOEFL cores: \_\_\_\_\_ IELTS Scores: \_\_\_\_\_ PTE Score: \_\_\_\_\_

Date(s) taken: \_\_\_\_\_

## REFERENCES

	Name	Position	Email	Phone
(1) Academic Reference:	_____			
(2) Employment Reference:	_____			
(3) Character Reference:	_____			

Will you file the FAFSA?  Yes  No

Will you have a sibling, spouse, or dependent enrolled in any college simultaneously?  Yes  No

Does your employer offer a tuition assistance program?  Yes  No

Current or last employer \_\_\_\_\_ Years worked there \_\_\_\_\_

Previous employer \_\_\_\_\_ Years worked there \_\_\_\_\_

## CERTIFICATION OF AUTHENTICITY

I certify that the information provided in this application is true and correct. I understand that misrepresentation of any of the information supplied by me is sufficient cause for dismissal from Carson-Newman University.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Mail all application materials to:

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