
APPLICATION CHECKLIST

for

Master of Business Administration

- ☐ **Application Form and \$30 Fee.** Visit www.northwestu.edu/business/apply to apply online. Submit the application fee within the online application.
- ☐ **Résumé.** Please attach within the online application.
- ☐ **Official Transcript(s)** of completed bachelor's and/or previous master's degree from a regionally accredited institution. Please mail to:

Northwest University
Attn: Jessica Pillay/COB
P.O. Box 579
Kirkland, WA 98083-0579

Students still completing their degree may apply by sending an unofficial transcript. An acceptance decision would be conditional pending the final official transcript.

Students who completed their degree(s) outside of the United States should provide a **transcript equivalency evaluation** in addition to the official transcript(s). Please contact your enrollment counselor if you have questions about this evaluation.

Students for whom English is a non-native language must provide **proof of English proficiency**, such as a qualifying score on the TOEFL, IELTS, or other standardized English language exam. Students who earned their baccalaureate or post baccalaureate degree(s) from a regionally accredited (or equivalent) college or university in the U.S., Canada, Great Britain, Ireland, New Zealand, Australia, or other country where English is the primary language may not be required to submit English proficiency test scores. Please contact your enrollment counselor if you have questions about the proof of English proficiency requirement.

Students must have a cumulative GPA of 3.0 or higher in order to be considered for admission. Students with a lower GPA may still apply but should also submit:

- ☐ **Two (2) Professional Letters of Recommendation** from individuals who are qualified to judge your professional expertise, character, and capacity for graduate level study.
- ☐ **Academic History Explanation Essay.** Write a 500 word essay that addresses your previous academic history, including any circumstances or obstacles that prevented you from being successful in your studies.

F-1 International Student Requirements:

- ☐ **Copy of Passport** (biographical information only).
- ☐ **Official Bank Statement.**
 - Must be current (within 6 months).
 - Must reflect a minimum fund availability of \$26,762.00 USD (or equivalent).
- ☐ **Copy of Current Visa/I-20 and Completed Transfer Eligibility Form** (if applicable).

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Web site: <https://www.northwestu.edu/business/mba/>

