

MILLSAPS COLLEGE

ELSE SCHOOL OF MANAGEMENT



Graduate Business Application MBA and MAcc Programs

Millsaps Else School of Management • Office of Graduate Admissions
1701 North State Street • Jackson • MS • 39210-0001
web: www.millsaps.edu • Email: mbamacc@millsaps.edu

THE APPLICATION PROCESS

The required application documents are listed below. Applicants will not be considered for admission until all documents are received by the Graduate Admissions Office. However, all documents do not need to be submitted at once.

Applicants will be notified periodically of what items are missing in their application file. Applicants will receive notification about the admission decision within 30 days after their application file is complete.

If there are any additional questions about the application process, please contact the office of Graduate Admissions at 601-974-1253 or by emailing mbamacc@millsaps.edu.

CHECKLIST FOR ADMISSIONS

- Completed Application
- \$25 Application Fee
- Resumé
- Essay
- Official Transcripts
- 2 Letters of Recommendation (Academic or Professional)
- Official GMAT Score

The College complies with all applicable laws regarding affirmative action and equal opportunity in all its activities and programs and does not discriminate against anyone protected by law because of age, creed, color, disability, marital status, national origin, pregnancy, race, religion or sex.

PERSONAL DATA

I plan to begin: Fall Spring Summer Year 20____ As a: Full-Time Part-Time student

Applying For: Master of Business Administration Master of Accountancy

Name: _____
Last First Middle Prefer to be called

Home Phone Business Phone Fax Email

Home Address: _____
Street or P.O. Box City State Zip

Present Mailing Address: _____
(If different from above) Street or P.O. Box City State Zip

Date of Birth _____ Social Security Number: _____ Male Female

U.S. Citizen International Student Nationality _____ Visa Type _____

How did you first learn of the Millsaps Graduate Program?

- Recommendation from friend or relative
- Newspaper or magazine ad (Publication name _____)
- Millsaps College reputation
- Career/graduate fair
- Else School literature
- Personal call
- Employer presentation/visit
- Poster
- Website
- Radio Ad (Station Name _____)

ACADEMIC DATA

Institution Location Dates Attended G.P.A. Degree & Date

GMAT Score: Total _____ Verbal% _____ Quantitative% _____ Date _____

Did you send your GMAT score to Millsaps? Yes No If "no", please send as soon as possible.

Please List Relevant Awards, Activities, and Honors; note any leadership roles. _____

ORIGINAL ESSAY

On a separate sheet of paper, please address the following question. Limit your response to a maximum of two pages, typed and double spaced. The Admissions Committee will review your essay prior to considering the remainder of your application file. You may attach the essay document to an email to mbamacc@millsaps.edu.

- 1) Discuss those factors which influenced you to pursue a graduate degree in business administration or accounting. Include discussion of how this education will be most helpful in your career development. What will you contribute to the graduate program at the Else School?

FINANCIAL ASSISTANCE

The Free Application for Federal Student Aid (FAFSA) and the Millsaps Application for financial aid should be properly submitted. You must have been accepted for admission before action can be taken on your aid request. Financial aid forms can be obtained by contacting the Office of Graduate Admissions at 601-974-1253 or the Director of financial aid at 601-974-1220.

- 1) Do you require financial aid to attend Millsaps College? Yes No If "yes," please reply to questions 2 and 3.
- 2) Have you completed the FAFSA? Yes No If "no," please call for a FAFSA application.
- 3) Have you completed the Millsaps College Application for financial aid? Yes No If "no," please call for an application.

I certify that the information supplied by me on this application is accurate.

Signature _____ Date _____

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JACKSON MS 39210-0001

LETTER OF RECOMMENDATION

APPLICANT: Please complete the top portion of this form and then give it to the recommender of your choice.

Name: _____
Last First Middle Prefer to be called

Social Security Number: _____

I am applying for: Master of Business Administration
 Master of Accountancy

PLEASE NOTE: Federal Law requires that this reference be available to you upon enrollment at Millsaps College unless you waive your right of access. Please sign and date this form in the appropriate place below. If you do not waive this right or do not sign at either place, this recommendation will be available if you request it after enrollment.

I waive my right of access to this letter: _____ Date: _____

I do not waive my right of access to this letter: _____ Date: _____

RECOMMENDER: Please complete this form, including the personal evaluation on the reverse, or attach a letter of recommendation, and send to the address on the reverse.

How are you acquainted with the applicant? _____

How long have you known the applicant? _____

Evaluation

Compared to all other graduate school students you have known, check how you would rate this student in terms of academic skills and potential:

	Exceptional	Above Average	Average	Below Average	No Basis for Judgement
Writing Ability					
Speaking Ability					
Knowledge of Proposed Area of Study					
Motivation					
Emotional Stability					
Ability to Work Independently					
Ability to Work with a Team					

Letter of recommendation

Please feel free to write whatever you think is important about this candidate, including a description of academic and personal characteristics. We are particularly interested in the candidate's intellectual promise, motivation, relative maturity, integrity, independence, originality, initiative, leadership potential, capacity for growth, special talents and enthusiasm. We welcome information that will help us differentiate this student from others.

I recommend this student: Enthusiastically Strongly Fairly Strongly With Reservation

I do not recommend this student:

Name of Recommender: (please print or type) _____ Phone Number: _____

Organization: _____

Recommender's Title: _____

Signature: _____ Date: _____

CONFIDENTIALITY: We value your comments highly and ask that you complete this form in the knowledge that it may be retained in the student's file should the applicant matriculate at Millsaps. In accordance with the Family Education Rights and Privacy Act of 1974, attend students do have access to their permanent files which may include forms such as this one. Millsaps does not provide access to admissions records to applicants, those students who are denied admission, or those students who decline an offer of admission. Again, your comments are important to us and we thank you for your cooperation. Millsaps administers all educational policies and activities without discrimination on the basis of race, color, religion, national or ethnic origin, age, handicap, or sex. The admissions process at private undergraduate institutions is exempt from the federal regulation implementation Title IX of the Education Amendments of 1972.

Please mail to: **Millsaps Else School of Management
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**If you have any questions, call or email: 601-974-1253
or mbamacc@millsaps.edu.**