Graduate Application

Barney School of Business

Master of Business Administration (MBA)
Master of Science in Accounting and Taxation (MSAT)
Executive Master of Business Administration (EMBA)

E²M Dual Degree Program, Master of Business Administration and Master of Engineering
Post MBA Certificate
Accounting and Taxation Certificates
Barney School of Business

Directions for Application to Graduate Study
The Center for Graduate and Adult Academic Services and the Admissions Committee of the Barney School of Business welcome your application for graduate study. This package includes all of the forms you will need to apply for any of our graduate degrees. You must submit the following items:

☐ Application form. Please complete and sign.
☐ Nonrefundable application fee ($45 domestic, $60 international). Please send a check payable to the University of Hartford.
☐ Transcripts. Official transcripts of all college and university courses and grades. Our program requires all applicants to have been awarded a bachelor's degree or its equivalent. You should request that the transcripts be sent from the registrar in a sealed envelope to you, to be included UNOPENED in the packet you send to us. If your transcripts are in another name, please have the registrar make note of your current name on the transcript.
☐ Test Scores. Official scores from the Graduate Management Admissions Test (GMAT). The GMAT Test Code for the University of Hartford is XBBNR25. Please visit www.mba.com for more information. For some programs, other documents may be accepted in lieu of the GMAT. These are as follows:
  • Master of Science in Accounting and Taxation program will waive the GMAT for members of the bar and CPAs. Documentation of this status should be submitted.
  • International students must submit TOEFL scores. The ETS code for the University of Hartford is 3436. Please visit www.ets.org for more information.
  • Applicants who hold a master's degree in another discipline may be waived from the GMAT exam.
  • Applicants for the MBA with three or more years of full-time professional business experience may apply for a waiver of the GMAT by submitting a request in writing. MSAT students with five or more years of appropriate analytical experience may apply for a GMAT waiver. An interview is required.

Information about the tests may be obtained by contacting the Center for Graduate and Adult Academic Services. To avoid an extra charge for the test results, you should request that your scores be sent directly to the Center for Graduate and Adult Academic Services when registering for the test. The GMAT test code for the University of Hartford is XBBNR25. The TOEFL Test Code for the University of Hartford is 3634.

☐ Recommendations. Two recommendations from academic or professional sources using the forms provided. Please fill in your name and current address on the front of the recommendations and forward a recommendation form to each recommender.
☐ Letter of Intent. A one- or two-page typed letter on the enclosed form describing your professional and career goals and how you expect graduate study to help you achieve these goals.
☐ Your current résumé. Please note the length of time in your current position, the number of people you supervise (if applicable), and your current annual salary. This information will be used only to help profile our student body and will be kept in the strictest of confidence.
☐ Guarantor's statement. International applicants must provide a Certified Guarantor's Statement of Financial Support. You may download this form from: http://admission.hartford.edu/graduate/grad_forms.htm

The Center for Graduate and Adult Academic Services will notify you when your application has been received. When all application materials have been received from you, the Admissions Committee will review your application and notify you of its admission decision.

Questions may be directed to:
Office of Academic Services
Graduate Programs
Barney School of Business
200 Bloomfield Avenue
West Hartford, CT  06117-1599
Telephone: (860) 768-4444
E-mail: barney@hartford.edu

Complete your application form online at: http://admission.hartford.edu/graduate/ or complete the attached application form.
Application for Graduate Admission
Barney School of Business

- Fall  - Spring  - Summer  - Year _____________________  - Full Time  - Part Time

PERSONAL DATA

(Please type or print)

Legal name:  Last (Family)  First (Given)  Middle (Complete)

Student's Social Security Number (if applicable)

Other name credentials may be under:

Permanent address:  Street  City  State  ZIP  Phone

Local address:  Street  City  State  ZIP  Phone

Business address:  Employer  City  State  ZIP  Phone

May we call you at work?  □ Yes  □ No

E-mail:  ____________________________________________________________________________________

(*an e-mail MUST be supplied for application update and status)

Date of birth:  Day ___________ Month ___________ Year __________

Sex:  □ Male  □ Female

Ethnic background (optional):

□ Native American or Alaskan Native  □ African-American  □ Hispanic

□ Asian-American or Pacific Island  □ Caucasian  □ Other _________________________

Citizenship: Are you a U.S. citizen or a permanent resident (green-card holder)?  □ Yes  □ No

If no, what is your country of citizenship?

EDUCATIONAL PLANS AND OBJECTIVES

Proposed degree of study:

□ Master of Business Administration  □ Master of Science in Accounting & Taxation

□ Executive Master of Business Administration  □ Financial & Assurance Services

□ Post MBA Certificate of Accomplishment  □ Taxation

□ E² M  □ Taxation or Accounting Certificate

How did you hear about the University of Hartford?

Have you previously applied to the University of Hartford?  □ Yes  □ No  If yes, when?

Are you seeking graduate transfer waiver/credit?  □ Yes  □ No  If yes, from which institution(s)?

To what other graduate programs have you applied to other than University of Hartford?

FEDERAL ASSISTANCE (Non-U.S. residents eligible only for graduate assistantships)

To receive federal assistance, including Stafford loans, students at the University are required to file the Free Application for Federal Student Aid (FAFSA), for assistance, go to www.fasa.edu.gov please contact the office of Financial Aid at 860.768.4296 or finaid@hartford.edu.

If applying for full-time study, do you wish to be considered for a graduate assistantship?  □ Yes  □ No
ACADEMIC HISTORY
List all postsecondary institutions you have attended. (Attach additional information on separate sheet.)

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<thead>
<tr>
<th>Institution (List chronologically)</th>
<th>4-Digit Code (if known)</th>
<th>Location</th>
<th>Attended From-To</th>
<th>Degree Awarded</th>
<th>Year</th>
<th>Major/Minor</th>
<th>GPA</th>
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List the foreign languages in which you have a basic reading knowledge: ________________________________

TESTING INFORMATION: Have you taken any of the following tests? □ Yes □ No

☐ GMAT DATE ___________ ☐ Applying for GMAT waiver. An interview is required for this option. This is available only for those candidates with three or more years full-time work experience for the MBA program and five or more years for the MSAT.

☐ TOEFL* DATE ___________ Have scores been forwarded to the University of Hartford? ________________________

*Note: International students are required to take the TOEFL (Test of English as a Foreign Language) prior to admission.

RECENT EMPLOYMENT HISTORY
(Attach additional information on separate sheet.)

<table>
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<tr>
<th>Employer (List chronologically)</th>
<th>Location</th>
<th>Job Title</th>
<th>Dates</th>
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AWARDS, HONORS, PROFESSIONAL MEMBERSHIPS, AND LICENSES
(Attach additional information on separate sheet.)

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RECOMMENDATIONS
List persons supplying your letters of recommendation. (See direction sheet for required number.)

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<tr>
<th>Name</th>
<th>Title</th>
<th>Address</th>
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I certify that all items on this application are answered correctly and completely. I understand that incomplete information, the withholding of information, or incorrect information may disqualify me for admission to the University of Hartford or may later be the basis for my withdrawal or dismissal.

Applicant’s signature ___________________________ Date ___________

Please return your application materials, with the nonrefundable application fee,* to the University of Hartford, Center for Graduate and Adult Academic Services, Computer and Administration Center, 200 Bloomfield Avenue, West Hartford, CT 06117-1599. Once your application and supporting documents have been processed, they become the property of the University of Hartford.

* $45 Domestic Application, $60 International Application. Check should be made payable to the University of Hartford.
Letter of Intent
In the space below, describe your professional and career goals and how you expect graduate study to help accomplish them. If necessary, continue your letter on the back of the page.

Signature

Please return this form to the address above.
Barney School of Business

Recommendation for Graduate Study
To be filled in by applicant:

Name of applicant ____________________________

Proposed degree program ____________________________ Proposed Major ____________________________

Waiver (optional): I hereby waive my rights under the Family Educational Rights and Privacy Act of 1974 to inspect this letter of recommendation.

Signature ______________________________________ Date ______________

To the person completing this recommendation:
We would appreciate your candid opinion of this applicant’s preparation for graduate study. Please remember that the student has access to this recommendation unless he or she has signed the waiver-of-confidentiality statement.

Please indicate your evaluation by a check mark in each of the categories listed.

Excellent  Good  Fair  Poor  N/A

Motivation
Leadership
Interpersonal skills
Analytical skills
Written communication
Oral communication
Time management

To what reference group are you comparing this applicant? __________________________________________

How long have you known the applicant and in what capacity? __________________________________________

(use reverse side, if necessary)

Recommender’s name __________________________________________

Date ____________________________ Signature __________________________________________

Institution ____________________________ Title/Position ____________________________

Address __________________________________________

E-mail __________________________________________

Please return this form to the address above.
Are there any additional comments about the applicant’s record, potential, personal qualities, major attributes, or deficiencies that you would care to note?

Instructions for Mailing
Please return this form as soon as possible to the Center for Graduate and Adult Academic Services, University of Hartford, 200 Bloomfield Avenue, West Hartford, CT 06117-1599.

Your recommendation is considered a part of the candidate's application. We will not consider this application until we have heard from you.

Thank you for your cooperation.
Barney School of Business

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<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>N/A</th>
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<tr>
<td>Motivation</td>
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<td>Leadership</td>
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<td>Interpersonal skills</td>
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<td>Analytical skills</td>
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<td>Written communication</td>
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<td>Oral communication</td>
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<td>Time management</td>
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How long have you known the applicant and in what capacity? ____________________________________________

(Use reverse side, if necessary)

Recommender's name ____________________________

Date ____________________________ Signature ____________________________

Institution ____________________________ Title/Position ____________________________

Address ____________________________________________________________

Street address __________ City __________ State __________ ZIP __________

E-mail ____________________________

Please return this form to the address above.
Are there any additional comments about the applicant’s record, potential, personal qualities, major attributes, or deficiencies that you would care to note?

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Degree Selection Sheet

To be filled in by applicant:

Name of applicant

For MBA Students:
Degree Sought: (Please check one)
MBA
EMBA
E²M
Post MBA Certificate

For MSAT Students:

_____ Part-time  _____ Full-time  _____ Accelerated Program

TRACK:

_____ Financial & Assurance Services  _____ Taxation

For Certificate Students:

_____ Post MBA  _____ Taxation  _____ Financial and Assurance Services

Are you applying for a GMAT waiver? _______ Yes  _______ No
(You must submit a separate letter requesting the waiver.
An interview will be required.)
Statement of Nondiscriminatory Policies

Consistent with the requirements of Title IX of the Education Amendments of 1972, as amended, the University does not discriminate on the basis of gender in the conduct or operation of its educational programs or activities (including employment therein and admission thereto). The University admits students without regard to race, gender, physical ability, creed, color, age, sexual orientation, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the University. It complies with Title VI of the Civil Rights Act of 1964, as amended, and does not discriminate on the basis of race, gender, physical ability, creed, color, age, sexual orientation, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other University-administered programs. The University of Hartford hereby provides notice to its students, employees, applicants, and others that it supports the language and intent of Section 504 of the Rehabilitation Act of 1973 (and regulations issued pursuant thereto), which prohibits discrimination on the basis of disability in its educational programs and activities, including admission to and access to the University. The Dean of Students (Gengras Student Union, telephone (860) 768-4260) is the individual designated to coordinate efforts by the University to comply with and carry out requirements under Title IX and Section 504.

Inquiries concerning the application of Title IX, Section 504, and Title VI may be referred to the Regional Director, Office of Civil Rights, U.S. Department of Education, Boston, Massachusetts 02109.