Application Procedures and Inventory Listing

Sellinger School of Business and Management: Graduate Accounting Certificate

Name: _____

Priority Application Date: **May 1st** **(summer entry only)**

Inventory Listing:

Please make certain that all appropriate boxes have been checked on this form and include this inventory listing with the application materials you send to the Office of Graduate Admission.

- ☐ Signed application form
- ☐ Non-refundable $60 application fee
- ☐ Transcripts (**official** - in sealed envelopes)
- ☐ Current résumé or vitae (please forward via email to graduate@loyola.edu)
- ☐ Official GMAT score *
- ☐ WES Evaluation and Translation - ***Required only for college or university studies pursued outside the United States***
- ☐ TOEFL Score Report – ***Required only if English is not your native language or if you have not completed a degree program taught in English. Score cannot be more than two years old. ****
- ☐ International Student Supplemental Forms—required only if you need a student visa

*Loyola's institution code is 5370

Please send all required documents to:

Loyola University Maryland
Graduate Admission Processing Center
P.O. Box 1447
Beltsville, MD 20704

Note: *No action can be taken on your application for admission until all required materials, fees, and transcripts are received.*

LOYOLA
UNIVERSITY MARYLAND

Sellinger School of Business and Management Application for Admission

Graduate Accounting Certificate

Priority Application Date: May 1st ***(12 credit Summer program only)***

Start Term: Summer 20_____

Personal Data:

Legal Name: _____
DR/MR/MRS/MS/OTHER LAST FIRST MI JR/III/ETC.

Former Name(s):_____ Preferred Name: _____

Permanent Address: _____
NUMBER AND STREET

_____
CITY STATE COUNTRY ZIP/POSTAL CODE

Mailing address:

_____
NUMBER AND STREET

_____
CITY STATE COUNTRY ZIP/POSTAL CODE

Phone: Home: _____ Work: _____ Cell:_____

Preferred E-mail address:_____

Demographic Information Gender: Male ___ Female ____

Date of Birth _____ Place of Birth _____ Citizenship*_____
MO/DAY/YR

Are you a permanent resident of the United States? Yes_____ No _____ Visa Type_____

**** IF YOU WERE BORN OUTSIDE THE UNITED STATES, YOU ARE REQUIRED TO PROVIDE PROOF OF CITIZENSHIP (COPIES OF A BIRTH CERTIFICATE OR US PASSPORT) OR A COPY OF YOUR RESIDENT ALIEN CARD. IF YOU REQUIRE AN F-1 VISA, YOU ARE REQUIRED TO COMPLETE THE INTERNATIONAL STUDENT SUPPLEMENTAL FORM AS PART OF YOUR APPLICATION FOR ADMISSION.***

Employment

_____ Currently a full time student (if so, skip to next section)

Present Position: _____ Length in Position: _____

Employer: _____

Address: _____

_____
CITY STATE COUNTRY ZIP/POSTAL CODE

Educational Background

*List **ALL** colleges/universities attended. You are **required** to submit **official transcripts from each institution**.*

College/University	Attendance Dates	Degree/Certificate	Completion Date

Self Reported GPA and GMAT **GPA** _____ Undergraduate _____ Graduate (if applicable)

Request for GMAT waiver _____
(to qualify for a GMAT waiver you must have an overall GPA of 3.4 and 3.4 in upper level accounting coursework)

Have you taken the **GMAT**? Yes, date taken_____

Scores: Verbal _____ Quantitative _____ Writing _____ No, Registered Test Date _____

Note: Applicants who have already taken the GRE revised General Test (August 2011 and later) may supply this score in lieu of the GMAT. Report must be sent directly from the Educational Testing Service (www.ets.org). Scores will be converted using the GRE Comparison Tool for Business Schools produced by the ETS.

Student Classification *(select one)*

____ First Time Loyola Graduate Applicant ____ Re-applicant to Same Program
____ Former Loyola Graduate Student Returning to New Program

Personal Statement

On a separate sheet of paper prepare a concise essay describing your academic and professional goals, and how the program to which you are applying will help you fulfill your goals (minimum guideline 200 words).

The following questions are optional and are used for statistical purposes only.

Are you of Hispanic or Latino Origin? _____Yes _____No

What is your race? Select one or more of the following categories:

American Indian or Alaska Native_____ Black or African American _____
Native Hawaiian or Other Pacific Islander ____ Asian_____ White_____

Religious Affiliation**:** _____

Certification

I affirm that the information I have provided on this application form and all other admission application materials are complete, accurate and true to the best of my knowledge. I have authorized each college or university I have attended to release academic and personal information as related to this admission application upon request by Loyola University Maryland. I agree to submit other materials that are required for this admission application. I understand that furnishing false information on any part of this admission application may result in cancellation of admission or registration or both.

Signature _____ Date _____

LOYOLA UNIVERSITY MARYLAND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, COLOR, NATIONAL AND ETHNIC ORIGIN, AGE, RELIGION, AND DISABILITY IN THE ADMINISTRATION OF ANY OF ITS EDUCATIONAL PROGRAMS AND ACTIVITIES OR WITH RESPECT TO ADMISSION AND EMPLOYMENT. THE DESIGNATED COMPLIANCE OFFICER TO ENSURE COMPLIANCE WITH TITLE IX OF THE EDUCATION AMENDMENT(S) OF 1972, AS AMENDED, AND WITH SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED, IS GEORGE CASEY, ASSISTANT VICE PRESIDENT FOR HUMAN RESOURCES, YORK ROAD, RM. 206, 410-617-2354. LOYOLA UNIVERSITY MARYLAND IS AUTHORIZED UNDER FEDERAL LAW TO ENROLL NON-IMMIGRANT, ALIEN STUDENTS

**** All application materials, once submitted, become the property of Loyola University Maryland and cannot be returned.***

LOYOLA
UNIVERSITY MARYLAND

Graduate Programs Transcript Request

To the Applicant: Send this form to each institution you attended. Many institutions charge a fee for official transcripts. To avoid delays, check each institution's policy in advance.

Name: _____
LAST FIRST MIDDLE

Mailing Address: _____
NUMBER AND STREET

_____
CITY STATE COUNTRY ZIP/POSTAL CODE

Name of institution attended: _____

Date of enrollment: From _____ To _____
MONTH/YEAR MONTH/YEAR

Former and/or other name(s) while attending this institution: _____

I hereby authorize the release of my transcript to Loyola University Maryland.

Signature _____ Date _____

To the Registrar: The person submitting this form is applying to the Graduate Programs at Loyola University Maryland. The Office of Graduate Admission at Loyola requests that you attach a copy of the applicant's official academic record to this form and insert the materials into the envelope provided by the student or an envelope used for official correspondence. Seal the envelope and **sign across the flap** to ensure confidentiality. Thank you for your assistance. Return the sealed envelope to the applicant or mail directly to the **Loyola University Maryland, Graduate Admission Processing Center, P.O. Box 1447, Beltsville, MD 20704**