

The Executive MFA Application for Admission



Read Instruction carefully before completing this form.
To be completed by applicant. Print clearly in ink or type.

1. Last name, first name, middle initial		2. Gender M <input type="checkbox"/> F <input type="checkbox"/>		3. Social Security Number	
4. Permanent mailing address (number and street).		County		Telephone (include area code)	
City	State	Zip		5. Date of Birth (month, day, year)	
6. Temporary (current) mailing address (number and street).		County		Telephone (include area code)	
City	State	Zip		7. Personal E-Mail Address	
8. If you have used a different name, please give that name		Business E-Mail Address			
9a. State of legal residence _____		9b. How long have you lived there? _____ years _____ months			
9c. Are you currently a West Virginia resident? _____		9d. On what date did you begin living continuously in West Virginia? _____			
10a. Place of Birth (state or country) _____		10 b. U. S. Citizen: Yes <input type="checkbox"/> No <input type="checkbox"/>		10c. Permanent Resident Alien: Yes <input type="checkbox"/>	
11a. Country of present citizenship (if non-U.S. citizen) _____		11b. Visa Type _____		11c. Visa Number _____	
12a. If you have previously applied for graduate admission to UC, indicate Year _____ Term/Semester _____ Y		12b. If you have been previously or are currently registered at UC, indicate Year _____ Term/Semester _____		12c. UC student number/PID number _____	
13. Do you wish to apply for "need-based" financial aid?		Yes <input type="checkbox"/>		No <input type="checkbox"/>	

14. List all educational institutions you have attended beyond high school. Attach a separate sheet if necessary. Include ONE official transcript of all college work from each institution in your application packet.

14a. Undergraduate (post secondary) Institution	City/State	Dates Attended		Graduation		Credit	Office Use Only
		Mo. Yr.	Mo. Yr.	Degree	Major		
		To					
		To					
		To					
14a. Graduate (post bachelor's) Institution	City/State	Dates Attended		Graduation		Credit	Office Use Only
		Mo. Yr.	Mo. Yr.	Degree	Major		
		To					
		To					
		To					

15. Test Scores

GMAT Score (most recent if taken more than once)

Verbal _____ / _____ % Section 1

Quantitative _____ / _____ % Section 2

Total _____ / _____ % Section 3

Analytical Writing Assessment _____ / _____ % Total Score

Date on which you took, or plan to take the GMAT _____

16. How many years of post-undergraduate full-time work experience: _____

17. Please provide a statement regarding your work experience.

18. Employment History
On a separate resume, please include your full-time employment history in reverse chronological order, beginning with most recent position. Military, Peace Corps, entrepreneurial or business ventures should be integrated into this list.

19. Extracurricular Collegiate, Community/Civic, and Business Professional Activities
List in order of importance to you, beginning with the most significant.

<i>Date</i>	<i>Activity</i>	<i>Offices Held</i>

20. Distinctions, Honors, Awards, and Other Recognition of Achievement Since Secondary School
Indicate the nature of the honor and date for each.

22. Employer Nomination
Provide name, address, position, and organization of the individual you have asked to provide a nomination for you.

Name		
Address		
City	State / Zip	Phone Number
Organization	Position	

23. Recommendations
Provide names, addresses, positions, and organizations of the individuals you have asked to provide recommendations for you.
(Two recommendations are required).

Name		
Address		
City	State / Zip	Phone Number
Organization	Position	

Name		
Address		
City	State / Zip	Phone Number
Organization	Position	

24. Personal Statement of Career Goals and Other Relevant Information

Provide typed essay response(s) to the following question(s). Address each question on a separate sheet of paper and limit each response to the length indicated. Head each page with your full name and a statement of the question being answered. Enclose your responses with your application materials.

A. Statement of Career Goals:

What personal and professional goals have you tentatively established for the next five years? What are your career aspirations? How will the MFA degree and specifically University of Charleston's Executive MFA Program contribute to these goals and aspirations? (1 page in length)

B. Other Relevant Information:

What other information do you believe is important in an assessment of your candidacy? (1/2 page in length)

"I hereby apply for admission to the Executive MFA Program at the Jones Division of Business of the University of Charleston.
I certify that all statements are correct and complete, and my responses were written solely by me. I understand that the
application fee is nonrefundable and that all documents submitted in support of this application become the property of the
University of Charleston and will not be returned. If admitted, I agree to observe all the rules and regulations of the University
of Charleston. Failure to comply can result in University disciplinary action."

Signature of Applicant Date

Date

Mail the completed application materials and processing fee to:

Jones Division of Business
University of Charleston
2300 MacCorkle Avenue, SE
Charleston, West Virginia 25304
Phone: (304) 357-4864
Web: www.ucwv.edu
E-Mail: robertbliss@ucwv.edu

The University of Charleston does not discriminate on the basis of color, sex, religion, age, national or ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, athletic activities or other school administered programs or policies.

