

Applicants may apply to only one Suffolk University program at a time. This application is also available on our web site at www.suffolk.edu/grad_applications to download or apply online. The Office of Graduate Admission will work with you throughout the application process to ensure an efficient and timely admission decision. We invite your questions at any time by telephone, mail, email, or personal visit to our office.

**OFFICE OF GRADUATE ADMISSION
 CONTACT INFORMATION**

Tel: 617.573.8302
Fax: 617.305.1733
grad.admission@suffolk.edu
www.suffolk.edu/gradadm

All application materials must be addressed as follows:

**Office of Graduate Admission
 Suffolk University
 8 Ashburton Place
 Boston, MA 02108-2770**

APPLICATION CHECKLIST

The checklist below is for your use in keeping a record of your graduate application for admission to Suffolk University. **Whether you choose to submit an online or paper application, we strongly encourage you to submit all of your supporting documents in one packet.** Please keep photocopies of all materials submitted with your application.

Date sent/ requested	Required credentials for all applicants:
-----	Graduate application for admission
-----	\$50 nonrefundable application fee*
-----	Statement of professional goals
-----	GMBA students: second essay
-----	Official transcripts from all undergraduate and graduate institutions
-----	Two letters of recommendation
-----	Official report of appropriate program-specific test score
-----	Résumé
-----	International Applicants:
-----	International Student Application page
-----	Official TOEFL or IELTS score report
-----	Statement of Financial Resources
-----	Photocopy of passport identification page
-----	Enrollees (full- and part-time):
-----	After admission, please send a \$200 nonrefundable deposit (\$1,500 for Executive MBA).

* This fee is waived for graduates of Suffolk University's undergraduate programs.

Although course waiver decisions will not be made until after you are admitted, you can expedite the process by submitting required waiver documentation with your application.

APPLICATION DEADLINES

Students are admitted for fall, spring, and summer semesters. Submit your completed application for priority consideration by:

- March 15** Financial Aid/Merit Awards
(Applicants seeking financial assistance should submit their completed application for the fall semester to Graduate Admission by this date.)
- April 1** Summer Semester
- June 15** Fall Semester
- October 1** Spring Semester for international students
- October 15** Financial Aid/Merit Awards
(Applicants seeking financial aid assistance should submit their completed application for the spring semester to Graduate Admission by this date.)
- November 1** Spring Semester for domestic applicants

The Finance program operates on a quarterly basis and accepts new students in the fall and spring. The deadlines for the Finance program are:

- June 15** Fall Quarter
- November 1** Spring Quarter

Applications submitted after these dates will be reviewed on a space-available basis. Suffolk University uses rolling admissions.

FINANCIAL AID APPLICATIONS

Graduate fellowships commence in the fall semester. Students applying for these merit-based awards should submit their applications for admission to the Office of Graduate Admission by **March 15. Your application for financial aid must be submitted to the Office of Financial Aid by April 1.** International students must hold an F-1 or J-1 visa to receive a fellowship or work-study award. Employees of Suffolk University, their spouses, and dependent children who receive tuition remission are eligible to participate in loan programs only. For further information and forms, please contact the Office of Financial Aid at:

**Office of Financial Aid
 Suffolk University
 41 Temple Street
 Boston, MA 02114
 tel: 617.573.8470
 fax: 617.720.3579
 finaid@suffolk.edu
 www.suffolk.edu/finaid**

INFORMATION SESSIONS

Throughout the year, information sessions are held regularly to acquaint prospective students with Suffolk's graduate programs and to give them an opportunity to meet with program directors and current students. For dates and information concerning the sessions, please contact the Office of Graduate Admission at 617.573.8302, or visit our web site at www.suffolk.edu/gradadm.

GRADUATE ADMISSION POLICY

The graduate programs at Suffolk University seek men and women from diverse educational and social backgrounds who have completed undergraduate work of distinction and who have earned a bachelor's degree from an accredited institution of higher learning.

Suffolk University selects its students and staff without discrimination on the basis of race, color, creed, national origin, gender, sexual orientation, or age.

APPLICATION INFORMATION/

THE GRADUATE ADMISSION COMMITTEE

The committee devotes extensive and individual attention to every application, and each candidate is viewed within the context of what he or she has to gain from and offer to the program. Entry-level, mid-career, and career-change applicants are all regarded as viable candidates.

GRADUATE ADMISSION CRITERIA

The major criteria used in the admission decision process include demonstration of intellectual and academic ability; potential for professional growth as revealed in the applicant's statement of goals and in the letters of recommendation submitted on his or her behalf; performance on a national standardized test; and evidence of personal qualities of motivation, maturity, innovation, and perseverance. None of Suffolk's graduate programs requires or presupposes a background in a specific undergraduate major or field of specialization.

PERSONAL INTERVIEW

Although evaluative interviews are not a formal part of the admission process for all programs, prospective graduate students may schedule an appointment with a member of the graduate admission staff to learn more about the degree programs and to discuss academic and professional objectives. Interviews are by appointment only. Appointments for general information may be arranged by calling the Graduate Admission Office.

Interviews are required for admission to the Executive MBA, Global MBA, and Finance programs. In the final stages of the application process, students will be contacted by the department to arrange an interview.

APPLICATION PROCESS

Applicants may apply to one program only for any individual start term.

To apply to any program in the Sawyer Business School, you must submit:

- A completed application and application fee of \$50 *This fee is waived for graduates of Suffolk University's undergraduate programs.*
- A statement of professional goals
- A second essay for GMBA students
- A current résumé
- Two letters of recommendation from either professional or academic sources, written on the recommender's own letterhead and sent directly to the Office of Graduate Admission
- Official transcripts of all prior academic work and proof of completion of the undergraduate degree. Coursework from one institution reported as transfer credit on another school's transcript does not constitute an official record. Failure to submit a transcript from each institution attended will delay consideration of the application. Transcripts should be sent directly by the reporting institution to the Office of Graduate Admission; however, a sealed official copy submitted by the candidate is also acceptable. Current seniors must submit a final transcript indicating the degree(s) earned by the first day of classes.
- Official GMAT scores for all MBA, Global MBA, MSA, MST, and MSF programs. GMAT or GRE scores are required of applicants to the MPA and MHA programs if the undergraduate GPA is 2.75 or below, and the applicant demonstrates less than three years of relevant volunteer or professional experience.

MSF for Attorneys program applicants must document that they have passed the bar exam.

Please keep photocopies of all materials submitted with your application.

GMAT REQUIREMENT WAIVERS

Applicants to the following programs may have the GMAT requirement waived:

- The Executive MBA program—however, under certain circumstances the program director may require the GMAT to improve the student's prospects for admission
- The MBA program if he/she has a CPA and an undergraduate GPA of 2.7 or above; has a CPA and 10 years' experience in the accounting field; or possesses a JD from an ABA-accredited law school
- The MSA and MST programs if he/she has completed five courses in the GDPA program and has a GPA of 3.3 and at least three years of relevant professional experience
- The MST program if he/she holds a CPA or professional certificate in a related field and has an undergraduate GPA of 2.7 or above, has a JD from an ABA-accredited school, or has a master's degree from an accredited school of management
- The JD/MBA program if an LSAT score is submitted
- The Accelerated MBA for Attorneys if an LSAT score is submitted
- The Accelerated MSF for Attorneys if an LSAT score is submitted

Please note: Candidates for the JD/MSF may be asked to take the GMAT in addition to the LSAT.

Candidates for the MPA/MS in Mental Health Counseling, MPA/MS in Political Science, and MPA/MS in Crime and Justice Studies degree programs must meet testing requirements for both the College of Arts & Sciences and the Sawyer Business School.

While it is certainly to the student's advantage to score well on a standardized test, it should be remembered that the examination by itself is not an infallible predictor of success in a graduate program. Test results are considered within the context of all other application materials, and there is no absolute score that precludes a candidate from receiving serious consideration by the Graduate Admission Committee.

INTERNATIONAL STUDENTS

All international applicants must complete the International Student Application on page six of the graduate application in addition to pages one through five. See further instructions on page six. For any additional information, visit www.suffolk.edu/gradintl.

DECISION NOTIFICATION AND ENROLLMENT DEPOSIT

The Graduate Admission Committee evaluates applications as they become complete and makes every effort to notify candidates of their admission decisions within four weeks of that time.

An admitted student who wishes to enroll must reserve his or her place in the class by remitting a \$200 nonrefundable deposit, which is credited to the tuition bill at the time of registration. Executive MBA students must remit a \$1,500 nonrefundable deposit.

Suffolk University processes checks electronically using the information on the check to create an electronic funds transfer. Each time you send a check, you authorize a one-time transfer of funds to be electronically withdrawn from your bank account. You will not receive your cancelled check, as Suffolk University is required to destroy the check after it has been processed.

GRADUATE APPLICATION

name

social security number (ssn)

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PROGRAM INFORMATION To apply for admission to any graduate program in the Sawyer Business School, **you must fill out this application completely.** Please fill in your name and Social Security number on the top of the page. Please type or print clearly and use a ballpoint pen to complete this application. Please use the exact same name and spelling on all application materials you submit.

1. Desired entry semester (please indicate year)

Fall _____ Spring _____ Summer _____

MSF and MSFSB only

September _____ March _____

2. Status

Full-time (4 or 5 courses per semester)

Part-time (1 to 3 courses per semester)

3. Please choose the one program for which you are applying

Graduate Programs available in Boston

- MBA
- Global MBA
- Executive MBA
- Accelerated MBA for Attorneys
- Accelerated MBA for CPAs
- Accelerated MBA for Berklee College of Music Graduates
- MBA/Corporate Financial Executive
- MBA/Health
- MBA/Nonprofit
- MBA/MSA
- MBA/MST
- MBA/MSF (domestic students only)
- MBA/GDPA
- Master of Science in Accounting (MSA)
- Master of Science in Taxation (MST)
- MST/MSA
- MST/GDPA
- MST for CPAs
- Master of Public Administration (MPA)
- MS in Crime and Justice Studies/MPA
- MS in Mental Health Counseling/MPA
- MS in Political Science/MPA
 - International Relations
 - Professional Politics
- Master of Health Administration (MHA)
- Master of Science in Finance (MSF)
- Master of Science in Financial Services and Banking (MSFSB)
- Accelerated MSF for Attorneys

- Accelerated JD/MBA—3-Year
- JD/MBA (Juris Doctor/Master of Business Administration) 4-Year
- JD/MPA (Juris Doctor/Master of Public Administration)
- JD/MSF (Juris Doctor/Master of Science in Finance)
- GDPA
- CPASF
- CASPA
- APC
- ACT
- BSBA/MSA

Graduate Programs available in the Capital Region

- Executive MBA

Graduate Programs available at Merrimack College, North Andover

- MBA
- Accelerated MBA for Attorneys
- Accelerated MBA for CPAs
- Accelerated MBA for Berklee College of Music Graduates

Graduate Programs available online

- MBA
- GDPA
- MBA/GDPA
- Accelerated MBA for Attorneys
- Accelerated MBA for CPAs
- Accelerated MBA for Berklee College of Music Graduates

name	P. 2 of 6
social security number (ssn)	

GRADUATE APPLICATION

PERSONAL INFORMATION

4. Name

Last/Family name First/Given name Middle name Maiden name

5. Permanent address (home country address)

Street/PO box

City State Zip/Postal code Country

6. Mailing address (if different from above): Effective until mm / dd / yy

Street/PO box

City State Zip/Postal code Country

7. Phone number _____

8. Fax _____

9. Email address _____

10. Gender Male Female

11. Date of birth _____ / _____ / _____

12. Social Security Number _____ - _____ - _____

13. Are you a citizen of the United States?

Yes Proceed to question 13f.

No Proceed to question 13a.

For Non-US Citizens and Permanent Residents

a. Your country of citizenship _____

b. Your city and country of birth _____

c. Are you a permanent resident of the United States?

Yes No

d. If yes, indicate your permanent resident registration number

Also, please provide a copy of your permanent resident card.

e. If you are not a US citizen or a permanent resident of the US, you must also provide a photocopy of your passport identification page, and complete the international student application on page 6

For US citizens (optional)

f. The following information is requested each year by the US government and is used for statistical purposes only.

1. Are you Hispanic or Latino (including Spain, Central America, Cuba, Mexico, Puerto Rico, and South America-excluding Brazil)

yes no

2. Regardless of your answer to the prior question, please check all of the following groups of which you consider yourself a member.

a. American Indian (including all original peoples of the Americas)

b. Asian (including China, India, Japan, Korea, Pakistan, the Philippines, and Vietnam)

c. Black or African American (Africa and Caribbean)

d. Native Hawaiian or other Pacific Islander

e. White (including Europe and the Middle East)

14. Please list other graduate schools to which you are applying:

name

social security number (ssn)

GRADUATE APPLICATION

EMPLOYMENT INFORMATION

15. Please indicate your full-time work experience since the receipt of your bachelor's degree

_____ years _____ months _____

16. What is your current (or most recent) position?

Position/Title

Employer/Firm

Dates of employment

Street/PO box

City

State

Zip

Country

Duties/Responsibilities

Email

Telephone

17. If in your current position less than six months, please list prior positions (Please include your résumé)

Employer/Firm

City

State

Zip

Country

Position/Title

Dates of employment

Employer/Firm

City

State

Zip

Country

Position/Title

Dates of employment

RECOMMENDATIONS

18. Please provide letters of recommendation from two individuals and list their names below. Letters should be written on the recommenders' own letterhead. The Graduate Admission Committee may wish to consult your references directly.

Name

Position/Title

Place of employment

Street/PO box

City

State

Zip

Country

Email

Telephone

Name

Position/Title

Place of employment

Street/PO box

City

State

Zip

Country

Email

Telephone

FINANCIAL INFORMATION

19. Will you be receiving tuition assistance, remission, or reimbursement from your employer to help pay for graduate school?

Yes No

20. Will you be receiving any other outside (i.e. non-Suffolk) source of assistance, remission, or reimbursement to help pay for graduate school?

Yes Source: _____

No

21. Dollar amount of tuition reimbursement per academic year

\$ _____

This information will be utilized to determine recipients of merit awards. Incomplete information will make it impossible for us to consider you for these awards.

Once admitted, most students will automatically be reviewed for merit funds (including fellowships, if applicable). No additional reviews will occur based on subsequent testing. If you wish to retake a standardized test, please ask the Office of Graduate Admission to withhold an admission decision until that office has received the results of the additional test.

If you are interested in applying for loans, you should contact the Office of Financial Aid directly at 617.573.8470, finaid@suffolk.edu, or www.suffolk.edu/finaid.

Employees of Suffolk University, their spouses, and dependent children who receive tuition remission are eligible to participate in loan programs only.

GRADUATE APPLICATION

name	P. 4 of 6
social security number (ssn)	

ACADEMIC INFORMATION

22. Please list the full, official name (as it appears on the diploma) of all colleges, universities, and graduate schools you have attended

Institution _____

Location _____

Dates attended mm / yy to mm / yy

Major Degree Date of graduation mm / yy

Institution _____

Location _____

Dates attended mm / yy to mm / yy

Major Degree Date of graduation mm / yy

You may include additional information on an attached sheet or include a résumé.

23. Please have official transcripts from every institution listed in question 22 sent to:
Office of Graduate Admission
Suffolk University
8 Ashburton Place
Boston, MA 02108-2770

24. Using a 4.0 (a) scale

a. What is your undergraduate cumulative grade point average?

b. What is your grade point average for any graduate courses or degrees?

TEST INFORMATION

25. MBA, Global MBA, Online MBA, MSA, MSF, MSFSB, MST: please indicate the date on which you took or plan to take the GMAT.

 mm / yy Total score _____

26. Have you had your score sent to Suffolk by the testing agency?

Yes If yes, when mm / dd / yy

No If no, please contact GMAT at www.mba.com.

Suffolk University GMAT codes:

zwtbn92 MBA full-time zwtbn29 Executive MBA

zwtbn83 MBA part-time zwtbn55 Other Master's

Once admitted, most students will automatically be reviewed for merit funds (including fellowships, if applicable). No additional reviews will occur based on subsequent testing. If you wish to retake a standardized test, please ask the Office of Graduate Admission to withhold an admission decision until that office has received the results of the additional test.

ACTIVITIES AND ACHIEVEMENTS

27. In order of their importance to you, please list any major academic, professional, and/or community activities in which you have participated:

Activity _____

Dates Offices held or recognition

Activity _____

Dates Offices held or recognition

28. Please list any publications, awards, or honors you have received (academic, professional, community, military, or other):

You may include additional information on an attached sheet or include a résumé.

name
social security number (ssn)

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GRADUATE APPLICATION

STATEMENT OF PROFESSIONAL GOALS

29. On a separate sheet of paper, please give a thoughtful, candid analysis of your professional objectives, both long- and short-term, and indicate how the graduate program to which you are applying will help you achieve them. **IMPORTANT:** Place your name, signature, and date on every page of your personal statement.

FOR GLOBAL MBA APPLICANTS ONLY Please respond to the following question in addition to the statement of professional goals: What international or cross-cultural background, interests, and/or professional experiences will you bring to the Global MBA program and how will you add value to the classroom and your future career?

APPLICATION FEE

30. Please attach a \$50 nonrefundable fee in US dollars in the form of a check or money order (payable to Suffolk University) to your completed application. Do not send cash or foreign currency. *This fee is waived for graduates of Suffolk University's undergraduate programs.*

SOURCE OF CONTACT

31. How did you learn about the graduate program to which you are applying?

- Friends, relatives, or colleagues who are Suffolk alumni or current students
- Name(s) _____ Degree(s) _____ Year(s) _____
- College fair _____
City _____
- Suffolk graduate information session _____
Month/year _____
- Web site _____
- Other _____

Whom should we thank for referring you to Suffolk University?

Name _____
Title _____
Street/PO box _____
City _____ State _____ Zip _____ Country _____

CREDENTIAL IDENTIFICATION

32. If your credentials (transcripts, test scores, recommendations) might appear under any other name, please indicate the name or names below.

33. Have you been convicted of 1) a misdemeanor for which the sentence was imprisonment or 2) any other misdemeanor excluding a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace in the last five (5) years?

- Yes No

Have you been convicted of a felony?

- Yes No

If the answer to any of the above questions is yes, please submit a detailed, explanatory statement with this application.

REQUIRED SIGNATURE

34. I certify that the information contained in this application is complete and accurate.

Signature _____

mm / dd / yy
Date

GRADUATE APPLICATION

name _____

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INTERNATIONAL STUDENT APPLICATION—INTERNATIONAL STUDENTS ONLY

1. Name (as it appears on your passport)

Last/Family name _____ First/Given name _____ Middle name _____

Please submit a photocopy of the identification page of your passport.

2. Home country address (You must list a foreign address for visa purposes.)

Street/PO box _____

City _____ Country _____ Postal code _____ Telephone _____

3. Current US address (if applicable):

Street/PO box _____

City _____ State _____ Zip/Postal code _____

4. Date of birth: _____ mm / dd / yy

5. City and country of birth: _____

6. Country of citizenship: _____

7. Visa/Immigration information _____

To be eligible for Suffolk University fellowship awards or work-study, you must have F-1 or J-1 visa status.

Do you currently hold any type of US visa/immigration status?

Yes If yes, visa type F-1 J-1
Current university sponsor _____

Other visa type _____
Please include a copy of your visa.

No **All applicants holding a US B-1 or B-2 visitor visa or an F-2 dependent visa must obtain an F-1 or J-1 visa before enrolling in courses.**

8. If you hold an F-1 visa and are a transfer student from a United States university, answer the following questions for SEVIS.

a. Date of entry to the US _____ mm / dd / yy

b. Date of completion of study at first institution _____

c. SEVIS ID number _____

d. If you are currently on Optional Practical Training (OPT), please provide the expiration date _____ mm / dd / yy

e. Please include a copy of OPT card

9. TOEFL information

a. Please indicate the date on which you took or plan to take the Test of English as a Foreign Language (TOEFL) or International English Language Test (IELTS):

_____/_____/_____
Total score

b. Have you had your TOEFL or IELTS score sent to Suffolk by the testing agency?

Yes If yes, when? _____ mm / dd / yy

No If no, please contact TOEFL at www.ets.org/toefl. Suffolk University's school code is 3771. Contact IELTS at www.ielts.org.

c. Please indicate your last name or family name as it appears on the TOEFL/IELTS report.

10. Are you planning to bring a dependent with you to the United States?

Yes No

International Student Information

Suffolk University's graduate programs welcome applications to our full-time programs from fully qualified international students.

- In addition to the regular application materials, international students whose native language is not English must submit an official TOEFL/IELTS score. To be fully admitted to any graduate program, the student must achieve a TOEFL score of 213 or above on the computer-based test, 80 or above on the Internet-based test with 17 or better on each sub-section, or 550 or above on the paper-based test. An official copy of the TOEFL results must be sent directly from the Educational Testing Service in Princeton, New Jersey, OR an official IELTS score of 6.5 (all subscores at least 6 or better) or above must be sent directly from IELTS. The TOEFL/IELTS requirement may be waived for international students who are permanent residents of the United States or who have received a baccalaureate degree from a US college or university within the past two academic years.

- International students must submit a Statement of Financial Resources (showing US dollar equivalents) certifying that sufficient funds exist to cover all academic and living expenses for full-time graduate study.

- Because of visa-processing regulations, the Office of Graduate Admission must produce I-20 forms by July 20 for fall admission and October 15 for spring admission. Therefore, international students who need I-20 forms must submit completed applications and financial information by June 15 or October 1.

- It is recommended that full-time international MBA students apply for the fall or spring semesters only.

- Once admitted, all students will automatically be reviewed for merit funds (including fellowships, if applicable). No additional reviews will occur based on subsequent testing. If you wish to retake a standardized test, please ask the Office of Graduate Admission to withhold an admission decision until that office has received the results of the additional test.

- International students seeking merit funding for a spring entry must complete applications and submit all application materials, including applicable testing, no later than October 1.