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MASTER of BUSINESS ADMINISTRATION  
MASTER of ARTS in SOCIAL ENTREPRENEURSHIP

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# Application Procedures

- 1. Application Form and Fee.** Please remit the completed application form and the \$75 application fee to the address below. *Note: This fee will be waived if you attend a formal Information Session. You can register for an upcoming information session at [www.northwestu.edu/mba/request.php](http://www.northwestu.edu/mba/request.php).*
- 2. Autobiographical Letter of Interest.** The autobiographical letter of interest is a 2-3 page (typed, double spaced) response on why you desire to obtain a Master of Business Administration. Include significant events and experiences that led to your interest in business and your plans for using this degree.
- 3. References.** Deliver or mail an enclosed *Reference Form* to two persons qualified to judge your professional expertise, character, and capacity for university-level study. The completed forms may be mailed or faxed back to Northwest University.
- 4. Transcripts.**
  - A. A baccalaureate degree of Arts or Science (or an equivalent degree) from an accredited college or university is required to qualify for admission to the program.
  - B. Send a *Transcript Request Form* to all the previous colleges or universities you have attended, requesting an official transcript of your record to be sent directly to Northwest University. Most colleges charge a transcript request fee, so be sure to enclose this to ensure timely processing.
- 5. GMAT Test.** The GMAT Test is only required for application to the MBA program. Scores should be sent to Northwest University from the testing site. For more information about the GMAT test, visit [www.mba.com/mba](http://www.mba.com/mba). The Northwest University MBA code is **4541**.

*This checklist is for your use only. You do not need to send it to Northwest University.  
The following items must be submitted before your application will be reviewed for acceptance.*

Please make sure the following are complete before submitting:

- Application Form completed, signed, and dated, with Application Fee included
- Autobiographical Letter of Interest
- First Reference Form delivered to \_\_\_\_\_
- Second Reference Form delivered to \_\_\_\_\_
- Official Transcripts requested from all colleges and universities previously attended
- GMAT Test taken and scores submitted to Northwest University (Not for MASE program)

If you have any questions regarding the application process, please contact us:

**GRADUATE & PROFESSIONAL STUDIES ENROLLMENT  
NORTHWEST UNIVERSITY  
P.O. BOX 579 ■ KIRKLAND, WA 98083-0579**

**PHONE: 425.889.7799 ■ TOLL FREE: 877.453.5327 ■ FAX: 425.803.3059  
E-MAIL: [gpse@northwestu.edu](mailto:gpse@northwestu.edu) ■ WEB SITE: [www.northwestu.edu](http://www.northwestu.edu)**

