



FERRIS STATE UNIVERSITY

COLLEGE OF BUSINESS GRADUATE PROGRAMS

Application for Admission

Master of Business Administration • Master of Science Information Systems Management



Admission Requirements

Minimum Requirements for Admission:

- _____ A bachelor's degree from a regionally accredited university.
- _____ Overall Grade Point Average (GPA) of 2.75 or better on a 4-point scale.
- _____ For the MBA, a 3.0 GPA or better is required in the last 60 credits.
- _____ GMAT score of 500 or higher, or GRE score in the upper 50th percentile with the analytical writing score at 2.5 or higher. *(Test requirement may be waived if applicant has completed another Master's Degree, or at the discretion of the application review committee).*

Admission to a graduate program is granted to students showing high promise of success. The above measures, along with other reasonable indications of promise, will be used in combination to arrive at a final judgment.

For Office use only:

- Accepted
 - Accepted with Conditions
 - Denied
 - File Incomplete
- Semester _____
- Program _____

Application Requirements

To be considered for admission to either the MBA or MS-ISM Program, applicants must submit the following documents:

- _____ Completed application *(Submit printed application, or apply on-line at <https://apply.ferris.edu>)*
- _____ Official transcripts for all colleges and universities attended must include confirmation of Bachelor degree. *(Original documents become property of Ferris State University and cannot be returned.)*
- _____ Current resume.
- _____ Statement of Purpose, approximately one typed page, explaining your reasons for seeking admission to either the MBA or MS/ISM program.
- _____ Three recommendation letters attesting to your ability to succeed in graduate studies.
- _____ Official GMAT or GRE test results (Institute code # 1222).

Additional Requirements for International Students

- _____ Copy of identification page(s) of your passport.
- _____ Confidential Financial Statement signed by you or your sponsor *(on page 4 of this application)*.
- _____ Original official bank statement from you or your sponsor representing funds for at least one academic year.
- _____ Official TOEFL score from ETS to Ferris State University (Institute code #1222).

Application and all supporting documents should be mailed to:

US Citizen/Domestic Applicants:

College of Business Graduate Programs
Ferris State University
119 South Street, BUS 212C
Big Rapids, MI 49307-2284 USA

Other contact information:

Telephone: 1(231) 591-2168
FAX: 1(231) 591-3521
Email: yosts@ferris.edu
Website: <http://cbgp.ferris.edu>

International Applicants:

International Services
Ferris State University
1201 S. State Street, CSS 201
Big Rapids, MI 49307-2747 USA

Other contact information:

Telephone: 1(231) 591-3915
FAX: 1(231) 591-2400
Email: international@ferris.edu
Website: <http://www.ferris.edu/international>

General Instructions for All Applicants

Please print in ink or type. Use your full legal name. If your high school or college records appear under a different name, please indicate that name on line 1.

Section A – Personal Data

1. Name _____
(As it appears on your passport) Last/Family/Surname (Legal) First/Given (Legal) Middle (Legal) Other Names Used

2. Permanent Mailing Address _____
(Complete mailing address exactly as it should appear on the envelope.) Street Number and Name or PO Box Number

3. City _____ 4. Province/State _____ 5. Postal Code _____ 6. Country _____

7. Home Phone _____ 8. Work Phone _____ 9. Fax _____
(International Applicants: Include Country Code, City Code, and number when completing items 7, 8, and 9.)

10. E-mail address _____
(Print clearly. Please check your email regularly as this is how we will communicate with you.)

11. *Social Security # *(if applicable)* _____ 12. *Date of Birth _____
(western calendar) 13. * Male Female

14. Residency/Citizenship: United States Citizen Permanent Resident Refugee/Asylee
Country of Citizenship: _____ Country of Birth: _____ Country of Residency: _____

15. Do you currently have a U.S. Visa? No Yes – If yes, Visa type: _____
(If you are currently studying in the US on an F-1 or J-1 Visa, please submit a transfer form certified by your current school.)

16. Michigan Resident? No Yes If "Yes," how long? _____ Years _____ Months 17. Veteran? Yes No

18. *Racial or ethnic background – Please select the appropriate category:
 American Indian/Alaskan Native Asian/Pacific Islander Hispanic/Latino White (non-Hispanic) Black (non-Hispanic) Multiracial

19. *If multiracial, go back and select all categories that apply in Item 18.

20. Person to contact in case of emergency *(English speaking person is preferable)* Relationship _____

Name _____ Phone _____

Address _____
Number & Street City State/Province Postal Code

21. **Other than a minor traffic offense, have you ever plead guilty (or no contest) to or been found guilty of a criminal offense, have you ever been adjudged to be a juvenile delinquent, do you have any criminal charges pending against you, or have you been expelled, suspended for a week or longer, placed on disciplinary probation, or been subject to any other disciplinary action at any secondary school (high school) or college or university you have attended (including Ferris State University)?** Yes No

A positive answer to Question 21 will not automatically result in denial of your application. **If you answered yes, please provide a brief explanation and the date of each incident that required you to answer "yes" to Question 21.** Include in your explanation the charges for which you were convicted or determined to be delinquent, and the circumstances for which you were disciplined by another school or university. The University may ask for further information from you regarding your history to aid in determining whether you should be admitted into Ferris and whether certain programs should be avoided by you due to your criminal and/or disciplinary history.

* *Voluntary: Information gathered will be used for compiling institutional data. It will be kept confidential and will not be used as a factor in the admissions process. Failing to provide this information will not result in any adverse treatment of the applicant.*

A copy of the University's Crime Awareness Brochure is available upon request at 1(231) 591-5000 or at the Public Safety website: www.ferris.edu/htmls/othersrv/campussafety/safety.html

Ferris State University is an Equal Opportunity/Affirmative Action employer. The University complies with all applicable laws, including Title IX of the Education Amendments of 1972 and the Rehabilitation Act of 1973, which prohibit discrimination in employment, educational programs or admissions on the basis of age, sex, color, race, national origin, handicap, or other prohibited matters. Inquiries or complaints may be addressed to: Affirmative Action and Title IX Compliance Office, Ferris State University, McKessy House, 120 E. Cedar Street, Big Rapids, MI 49307-2202.

Ferris State University will be a national leader in providing opportunities for innovative teaching and learning in career-oriented, technology, and professional education.

Section B – Education & Program Data

Applicant Status:

- New Student
- Currently Enrolled Ferris State University student
- Former Ferris State University Student; date last enrolled _____
- Ferris Employee

Choose your Program:

- Master of Business Administration (MBA)
- Master of Science in Information Systems Management (MS-ISM)

Where will you be taking most of your classes?

- Big Rapids
- Grand Rapids
- Internet/Blended (note: neither degree can be completed totally online)

What semester would you like to begin? (Please note the corresponding application deadlines).

- Fall (August - December) 200____ (June 15 application deadline)
- Winter (January - May) 200____ (October 15 application deadline)
- Summer (May – August) 200____ (February 15 application deadline)

How did you hear about Ferris State University?

- | | | | |
|--------------------------------------|---|---|--|
| <input type="radio"/> Ferris Student | <input type="radio"/> Embassy/Consulate | <input type="radio"/> Exchange | <input type="radio"/> Peterson's Guide |
| <input type="radio"/> Sponsor | <input type="radio"/> Education Fair | <input type="radio"/> Ferris Website | <input type="radio"/> Articulation |
| <input type="radio"/> Advertisement | <input type="radio"/> Friend | <input type="radio"/> Ferris Coach | <input type="radio"/> Other: _____ |
| <input type="radio"/> Family Member | <input type="radio"/> Ferris Professor | <input type="radio"/> Recruiting Agency | |

Previous College and University Attendance

List in chronological order all secondary schools, colleges, universities, and specialized institutions you have attended or are now attending. Failure to provide full information may result in disqualification or dismissal. **Original or certified/attested** copies of your **transcripts/grade reports/mark sheets** are required. These transcripts become the property of Ferris State University and cannot be returned. International Applicants: If the original documents are not in English, submit the original language document as well as a translated document. The translated document must be a complete, literal, word-for-word translation into English and must be in the same format as the original.

Name of Institution	City/State	Month/Year	to	Month/Year	Degree Earned
_____	_____	_____	to	_____	_____
_____	_____	_____	to	_____	_____
_____	_____	_____	to	_____	_____
_____	_____	_____	to	_____	_____

Are you currently attending any of these institutions? Yes No If yes, which one: _____

Will you be seeking transfer credit? Yes No If yes, please provide syllabus and course descriptions (in English) of each course you would like to transfer.

Section C – Application Fee

A \$30 non-refundable application processing fee is required. **(If you have previously attended Ferris State University, the fee is not required.)** Attach a check or money order made payable to Ferris State University. Checks drawn on foreign banks must state the notation: **Payable in USA funds plus service charges.** All checks must include bank routing numbers to be cashable. You may also pay with credit card. (International Students: The application fee is required prior to an accept letter and I-20 being issued.)

Payment Enclosed: Cash Check Money Order

Type of Credit Card: Visa MasterCard Discover Card

Amount to be charged: \$30.00

Print name on Card (exactly) _____

Credit Card Number _____ Expiration Date _____

Cardholder's Signature _____ Date _____

Section D - Signature

By my signature, I certify that all the answers I have given on this application, and responses, are complete and accurate to the best of my knowledge. I understand that falsification or omission of information or credentials may be cause for refusal of admission, cancellation of admission, or suspension or dismissal from the University if discovered subsequently. I also understand that I have a continuing obligation to notify the University of a change in my circumstances that would have resulted in a different response to the above questions. Failure to update the University about my change in circumstances may result in the same sanctions as apply to a misrepresentation of the facts originally stated in the application. If admitted, I agree to become knowledgeable about the rules and regulations of Ferris State University and abide by them. **(This application must be signed and dated to be considered.)**

Signature of Applicant _____ Date _____

International Applicants Only

Section E – Language Proficiency

Proof of proficiency in the English language is required before you begin your academic program.

Is English your native language? Yes No - If no, what is your native language? _____

Have you taken the TOEFL? Yes No If yes, what is your TOEFL score? _____

If no, when will you take the TOEFL? _____

Note: Minimum TOEFL score for Ferris State University is 500 (paper-based test), 173 (computer-based test), or 61 (internet-based test). Please have ETS send the results directly to Ferris State University. The TOEFL must have been taken within the last three years. (Ferris State University Code #1222)

Section F – Dependents

I plan to come **without** dependents (spouse/children).

I plan to come **with** dependents (spouse/children).

Spouse: _____
Last Name (Family/Surname) First Name (Given) Middle Name Birth Country Date of Birth

Child: _____
Last Name (Family/Surname) First Name (Given) Middle Name Birth Country Date of Birth

Child: _____
Last Name (Family/Surname) First Name (Given) Middle Name Birth Country Date of Birth

Section G - Confidential Financial Statement

This Confidential Financial Statement must be completed by the person who will be sponsoring or paying for your education. The bank statement will reflect this person's funds.

- | | | |
|---|--|----------|
| 1. Itemize the financial resources you have available for educational expenses at Ferris State University. You must show sufficient funds for at least the first year on the official bank statement. | A. Personal Savings (in US \$) | \$ _____ |
| 2. If you receive financial support from salary or governmental sources, please include official documentation from your employer or governmental office. | B. Family Support (in US \$) | \$ _____ |
| 3. Are the regulations of your government such that the funds can be released to you in United States dollars? <input type="radio"/> Yes <input type="radio"/> No | C. Salary while on leave to study (in US \$) | \$ _____ |
| 4. Do you have sufficient funds for each year of study at Ferris State University? <input type="radio"/> Yes <input type="radio"/> No | D. Government support (in US \$) | \$ _____ |
| | E. Total Support (in US\$) | \$ _____ |

I am prepared to furnish the funds listed above to meet the expenses of the applicant named below.

To be signed by a parent, guardian, other sponsor, or applicant (if self-funding).

Name of Applicant: _____
Family Name (Surname) Given Name(s)

My Relationship to this Applicant: _____

Name of Sponsor: _____

Address of Sponsor: _____

Signature of Sponsor/Applicant: _____ Date: _____

Medical Insurance

International students are required to carry a medical and hospital plan for use in the United States. A comprehensive health care package can be provided through your own country or through Ferris State University Health Center for the following: \$608.00 per year in U.S. dollars for a student; \$1,760.00 per year for a student and spouse; \$2,572.00 per year for student, spouse, and child or children. **You will also be required to supply the Health Center with current and updated record of your immunizations or "shots" for mumps, measles, and rubella (MMR)**