

Undergraduate degree

Name of degree-granting institution _____

Location (city and state) _____

Dates attended _____ Major(s) _____

Degree earned _____ Month and year degree earned _____

Other undergraduate institution

Name of institution _____

Location (city and state) _____

Dates attended _____ Major(s) _____

Degree earned _____ Month and year degree earned _____

Post-graduate or graduate institution

Name of institution _____

Location (city and state) _____

Dates attended _____ Major(s) _____

Degree earned _____ Month and year degree earned _____

Employment – Please include a current résumé with this application.

Current employer _____

Address _____ City _____ State _____ ZIP _____

Job title _____

Business phone () _____ Business e-mail _____

Graduate Management Admission Test – Please request that an official GMAT report be sent to the School of Management at Capital University (#1099).

Have you taken the GMAT? Yes _____ No _____

If yes, test date _____ Score _____ If no, anticipated test date _____

References

List the names of two people who will provide references in support of your candidacy. Have them use the enclosed forms and send them independently to:

School of Management, Capital University, 1 College and Main, Columbus, OH 43209-2394.

Name _____

Name _____

Self-Reflection and Essay

Self-Reflection

To manage others successfully, you must have the ability to manage yourself. The ability to be self-reflective is a critical self-management skill. Please complete the following self-evaluation.

Evaluate the following skills and traits. Rank your TOP THREE strengths, in order.

Business Acumen	
Intellectual Curiosity	
Problem Solving	
Creativity/Originality	
Interpersonal Savvy	
Managerial Courage	
Initiative/Independence	
Oral Expression/Persuasion	
Written Communication	
Perseverance and Drive	

Evaluate the following skills and traits. Identify (✓) THREE areas for improvement/development.

Business Acumen	
Intellectual Curiosity	
Problem Solving	
Creativity/Originality	
Interpersonal Savvy	
Managerial Courage	
Initiative/Independence	
Oral Expression/Persuasion	
Written Communication	
Perseverance and Drive	

Essay

Please respond to one of the following questions in an essay of no more than 500 words. Include your typed (or printed) essay with this application.

- Describe a substantial accomplishment in your life that illustrates the qualities you will bring to the Capital MBA program, and what you learned from this experience.

or,

- Describe a significant challenge in your life that illustrates the qualities you will bring to the Capital MBA program, and what you learned from this experience.

Previous enrollment at Capital University

Yes _____ No _____

If yes, in what program? _____

Sources that had an influence on your decision to apply for The Capital MBA (check all that apply)

- _____ Friend or colleague
- _____ Member of the Capital community (student, alumnus, faculty, staff)
- _____ Information session at Capital
- _____ Faculty recommendation (From which institution? _____)
- _____ MBA education fair (Where? _____)
- _____ Print advertisements (Where? _____)
- _____ Radio advertisements (Where? _____)
- _____ Web site
- _____ Human resources department at employer
- _____ Other _____

Felony Disclosure

Have you ever been convicted of a felony? No _____ Yes _____ If yes, please attach a statement of explanation.

Signature

I certify that the information is true and complete to the best of my knowledge. Misrepresentation or omission of information on this application may jeopardize acceptance and enrollment. I authorize any schools, colleges and universities I have previously attended to release disciplinary and academic information to Capital University.

Signature _____ Date _____

Thank you for your interest in The Capital MBA. Please send this completed application form, along with a \$25 non-refundable fee, to:

**School of Management
Capital University
1 College and Main
Columbus, OH 43209-2394**

An application is complete when these items have been received: Application
Application fee
Transcripts
GMAT score
Essay
Résumé
Letters of reference (2)



**<http://business.capital.edu>
mba@capital.edu
(614) 236-6670**

To be completed by the MBA office.
MBA _____ MBA/JD _____ MBA/MSN _____
Non-refundable application fee (\$25) Received on _____
Cash _____ Check No. _____ Credit card _____

Capital University admits qualified students regardless of race, color, religion, gender, age, disability or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the university.