

PROFESSIONAL BACHELOR OF BUSINESS ADMINISTRATION

# Application for Admission

Thank you for your interest in Westminster College. We will process your application in a timely manner. If you have any questions about your application or this degree program, please call our office at 801.832.2200 or e-mail us at [admission@westminstercollege.edu](mailto:admission@westminstercollege.edu) at any time.

## Included in this application kit you will find the following items:

- The application for degree seeking students
- A recommendation letter form
- Supplemental materials for international applicants, if applicable

## Send completed application, along with a \$40 application fee, to:

Office of Admissions • PBBA  
Westminster College  
1840 South 1300 East  
Salt Lake City, UT 84105 USA



**WESTMINSTER**  
SALT LAKE CITY • UTAH

We will be nationally recognized as an exemplary community of learners, distinguished by our distinctive educational programs, our record of preparing graduates for success in a rapidly changing world, and our commitment to continuous improvement, effectiveness, and value.

## Instructions

We recommend submitting your application with a \$40 application fee as early as possible, as candidates are admitted on a rolling basis. Westminster College reserves the right to close the class earlier than dates specified if enrollment goals are met before those dates.

To be considered for need-based financial aid, students must file the Free Application for Federal Student Aid (FAFSA) form. The FAFSA is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or it can be obtained from the Westminster College Office of Financial Aid at 801.832.2500.

Our FAFSA code is 003681.

### Application Requirements

Students are admitted to the Professional Bachelor of Business Administration program on a rolling basis, with new cohorts beginning the program in August, January, and May of each year. Candidates for admission must submit the following:

1. A **completed application** with a \$40 application fee.
2. **Official transcripts** from all colleges and universities attended, providing evidence of an associate degree (A.A./A.S.) or its equivalent, from a regionally accredited college or university or international college or university.

3. A **resume** detailing six or more years of relevant work experience. Relevant work experience can be paid employment, volunteer work for non-profit organizations, military service, or combinations of the above; the resume should demonstrate increasing responsibility in work-related experience.
4. A **reference letter** from a supervisor, manager, professor, or other professional source. This requirement may be waived in certain cases and upon a request made in writing.

In certain cases, the admissions committee may request an individual interview.

### International Applicants

Your application will be considered complete when all application requirements are submitted, plus the following items:

- A certified bank statement
- An English translation of transcripts with explanation of grading systems\*
- A statement of financial responsibility
- A TOEFL score if English is not your native language (minimum requirement of 213 for computer-based test or 550 for paper-based test).

\* *Transcripts are considered official if sent directly from the school or testing service or delivered in a sealed and signed envelope*

# Application for Admission (Please print in ink)

## For which entry term are you applying?

Check box and enter year:

August 20\_\_\_\_  January 20\_\_\_\_  May 20\_\_\_\_

## FOR OFFICIAL USE ONLY

\_\_\_\_\_  
 C/C \_\_\_\_\_ NF \_\_\_\_\_ CC \_\_\_\_\_ W \_\_\_\_\_

## Personal Information

Name \_\_\_\_\_  
Last First Middle

Social Security Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

*If any records are under a name other than the one given above, please indicate here.*

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Address \_\_\_\_\_

Home Phone Number (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone Number (\_\_\_\_) \_\_\_\_\_

E-mail address \_\_\_\_\_

Business Phone Number (\_\_\_\_) \_\_\_\_\_

## Colleges

Please list every college or university you have attended since graduating from high school.

| Name of school, college or university<br><small>No abbreviations, please.</small> | City, State | Dates Attended<br><small>From/To</small> | Graduation Date<br><small>Month/Year</small> | Major | Degree Earned<br><small>(If Any)</small> |
|---|-------------|--|--|-------|--|
| _____   | _____       | _____                                    | _____  | _____ | _____                                    |
| _____   | _____       | _____                                    | _____  | _____ | _____                                    |
| _____   | _____       | _____                                    | _____  | _____ | _____                                    |
| _____   | _____       | _____                                    | _____  | _____ | _____                                    |
| _____   | _____       | _____                                    | _____  | _____ | _____                                    |
| _____   | _____       | _____                                    | _____  | _____ | _____                                    |
| _____   | _____       | _____                                    | _____  | _____ | _____                                    |

Have any members of your immediate family attended and/or graduated from a college or university?

| Relative  | Institution Name | Dates Attended | Degree Earned <small>(If any)</small> |
|---|------------------|----------------|---------------------------------------|
| <input type="checkbox"/> Parent <input type="checkbox"/> Brother/sister | _____            | _____          | _____                                 |
| <input type="checkbox"/> Parent <input type="checkbox"/> Brother/sister | _____            | _____          | _____                                 |
| <input type="checkbox"/> Parent <input type="checkbox"/> Brother/sister | _____            | _____          | _____                                 |
| <input type="checkbox"/> Parent <input type="checkbox"/> Brother/sister | _____            | _____          | _____                                 |
| <input type="checkbox"/> Parent <input type="checkbox"/> Brother/sister | _____            | _____          | _____                                 |

# Special Activities/Achievements

Please list any community, family or other activities in order of their interest to you. Include major accomplishments and/or professional awards or recognition, volunteer work, etc. Also list any scholastic distinctions or honors you have won. You may also attach additional sheets or a resume for explanation.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

# Additional Information

The information provided in this section is optional and will not be used in a discriminatory manner or in any way to evaluate your application for admission.

### Gender:

- Male  Female

### Ethnicity:

- Native American  
 Asian/Pacific Islander  
 African American  
 Hispanic or Latino  
 Mexican or Mexican American  
 Hawaiian/Pacific Islander  
 Puerto Rican  
 White Non-Hispanic  
 Other

### Marital Status:

- Single/never married  
 Married  
 Widowed  
 Separated  
 Divorced

### Are you a veteran?

- Yes  No

### Religious preference:

- Undecided

### Do you expect to receive tuition reimbursement from your employer?

- Yes  No

### Do you expect to receive outside scholarship funding?

- Yes  No

### Do you plan to apply for need based Federal or State Financial Aid by filing a FAFSA?

- Yes  No

### Are you a U.S. citizen?

- Yes  
 No, Country \_\_\_\_\_

Type of Visa \_\_\_\_\_

### Do you need a student visa?

- Yes  No

### How did you first hear about Westminster?

- A brochure was mailed to me.  
 A representative visited with me.  
 I found it in a college catalog.  
 My employer/supervisor told me about it.  
 From a family member.  
 From a friend.  
 I've always known about it.  
 I can't remember.  
 Other \_\_\_\_\_

### Who had the most influence on your decision to apply?

- Supervisor/employer  
 Family member  
 Friend  
 College representative  
 No one  
 Other \_\_\_\_\_

### Hometown newspaper:

\_\_\_\_\_

### Career or professional plans: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Undecided

### What factors were the most important in your decision to apply to Westminster?

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

### What other colleges/universities, if any, are you also considering?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## Personal Statement/Essay

**Write an essay that gives the admissions committee an idea of why you are interested in this program at this point in your life.** In your essay, consider addressing the following points: Why are you interested in entering this program as opposed to traditional programs? What do you hope to achieve professionally by completing the program? How will you “fit” this program into your life given your other personal and professional commitments? This personal statement helps us become acquainted with you in ways different from courses, grades, exam scores, and other objective data. It will demonstrate your ability to organize thoughts and express yourself. We are looking for an essay (250-500 words) that will help us know you better as a person and as a student. Please submit your essay on a separate sheet of paper.

## Non-Academic Information

**If your answer to either of the following is “yes,” you must submit a full statement of relevant facts on a separate sheet attached to this form,** and you may be required to furnish copies of all official documents explaining the final disposition of the proceedings. If your records have been expunged pursuant to applicable law, you are not required to answer “yes” to these questions. If you are unsure whether you should answer “yes”, we strongly suggest that you answer “yes” and fully disclose all incidents. By doing so, you can avoid any risk of disciplinary action or revocation of our offer of admission to you.

**Yes**  **No** Are you currently or have you ever been found responsible for a disciplinary violation at any educational institution you have attended, whether related to academic misconduct or behavioral misconduct, which resulted in your probation, suspension, removal, dismissal, or expulsion from the institution?

**Yes**  **No** Have you ever been charged with a violation of the law which resulted in or, if still pending, could result in, probation, community service, a jail sentence, or revocation or suspension of your driver’s license?

**If you answered YES to either or both questions, please attach a separate sheet of paper that gives the approximate date of each incident and explains the circumstances.**

*My signature here (required if I answered yes to either or both questions) authorizes all secondary and post-secondary schools I’ve attended to release all requested disciplinary records and authorize review of my application for the admission process indicated on this form.*

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

## Signature

**Your application will not be processed without your signature.** I certify that the information given on this application is complete and correct to the best of my knowledge, is my own work including my personal essay, and that I have not attended institutions other than those listed. I understand that making false or fraudulent statements within this application may result in disciplinary action, denial of admission and invalidation of credits or degrees earned. I understand that I am responsible for arranging for the forwarding of official transcripts from schools I have attended, and that such transcripts become the property of Westminster College and will not be returned. I give Westminster College permission to request transcripts and test scores from other institutions, if necessary. Should any of the information I have given change prior to my entry to Westminster College, I shall immediately inform the Office of Admissions.

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

## Application Fee Payment

Select a payment option:  My check/money order for \$40 is enclosed.  
 Please charge the \$40 fee to my credit card.

Applicant’s Name \_\_\_\_\_

Visa  MasterCard  AMEX  Discover/Novus

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name as shown on credit card \_\_\_\_\_

Cardholder’s Signature \_\_\_\_\_ Date \_\_\_\_\_