

Graduate Programs • Application for Admission

BENTLEY UNIVERSITY

McCALLUM GRADUATE SCHOOL OF BUSINESS

Instructions

HELPFUL HINT

The self-managed application process can make applying easier. We encourage applicants to gather and submit all required materials, by the application deadlines noted on the final page. Applicants are responsible for ensuring that the Graduate Admission Office receives all necessary documents. Incomplete applications will not be reviewed.

Thank you for your interest in graduate programs at the McCallum Graduate School of Business. We welcome your application. If you have any questions during the application process, please contact the Graduate Admission Office and one of our admission officers will be happy to assist you.

This packet contains the forms necessary for applying to the graduate program of your choice: MBA, Master of Science (*Accountancy, Finance, Financial Planning, Human Factors in Information Design, Information Technology, Marketing Analytics, Taxation*), MS+MBA, Graduate Certificate (*Accountancy, Business Ethics, Marketing Analytics, Quantitative Methods for Business Decisions, Taxation*), Master Personal Financial Planner (MPFP®) Certificate, Advanced Graduate Business Certificate, and Certificate of Advanced Studies (*Financial Planning or Taxation*).

Please prepare your application materials carefully and thoroughly to take full advantage of this opportunity to communicate directly with the Admission Committee. Each application is reviewed individually, with careful consideration given to all requested materials and information.

All application materials submitted are the confidential property of Bentley and cannot be returned.

Required for Application

Completed application form and supplements. Please print or type clearly, attaching additional sheets as needed to provide requested information. We ask that you clearly label each sheet of paper included as part of your application, marking each with your name, intended program of study, and term of application (e.g., Mary Smith, MSA, Fall 2009).

Essays. For all programs except the MSMA, candidates write two essays on designated topics and a third addressing one of two possible topics. MSMA applicants have an assigned topic for their third essay. These provide an opportunity to express yourself in writing to the committee. Clearly label each page as requested above and identify the topic that your essay addresses.

Additional information. Here is an opportunity to provide the Admission Committee with relevant information not included elsewhere in your application materials. Please label this page as requested above and clearly identify it as "Additional Information."

Official transcripts from all prior undergraduate and graduate course work. This includes separate transcripts for transfer course work, study abroad programs, and non-degree course work taken at any time. A U.S. *bachelor's degree or its equivalent is required for admission to the Bentley University McCallum Graduate School of Business.* Some certificate programs may require a master's degree for admission.

Graduate Management Admission Test (GMAT)/Graduate Record Examination (GRE). Official test results should be sent directly to the McCallum Graduate School of Business from the Educational Testing Service (ETS). To find a list of GMAT codes by graduate program, please visit www.mba.com/mbal/taketheGMAT/tools/2006GMATprogramodelist.htm.

Most Bentley graduate programs require the GMAT. The MSIT, MSHFID and MSF programs accept the Graduate Record Exam (GRE) General Test in place of the GMAT. The MST and MSFP programs will waive the GMAT requirement for those who have passed all of the certified public accountant exam or a state bar examination. Requirements differ for each certificate program. Applicants are encouraged to take the GMAT at least two months prior to the Bentley application deadline. For information on applying for the test, see the GMAT web site (www.gmat.org) or write to: GMAT, Educational Testing Service, Box 6103, Princeton, NJ 08541-6103.

Recommendations. The McCallum Graduate School requires two written recommendations from individuals able to evaluate your professional and academic abilities and potential. Please use the recommendation forms provided. *Your recommender should submit the completed form directly to you, sealed and signed in an envelope.*

Work experience. Include an up-to-date résumé with your application to document your work experience.

Interviews. Qualified applicants to the Bentley MBA and MS+MBA programs will be invited to complete an interview; applicants to other programs may be asked to interview if the Admission Committee requires more information. For details, call the Graduate Admission Office at 781.891.2108.

A \$50 application fee. You may pay the application fee by check, money order, or credit card (MasterCard, VISA, Discover). Make the check or money order payable to Bentley University in U.S. dollars; international checks must be drawn on a U.S. financial institution. For payment by credit card, submit the form included in these application materials with your completed application.

Transcript Request forms. Use these forms to request the official transcripts necessary to support your application for admission. You should contact each institution to determine if a transcript fee must accompany your request. All transcripts must be returned to you in a sealed and signed envelope, which you must submit with your application.

Admission deposit. If you are offered admission to the McCallum Graduate School, in order to reserve your space the university requires a nonrefundable commitment deposit of \$500 for all full-time students or \$250 for part-time students.

Financial Aid

Merit-based aid. The McCallum Graduate School of Business offers several forms of merit-based aid to help eligible graduate students pay educational expenses. These awards are given primarily to full-time graduate students who have been accepted for admission in the fall semester. Such aid can be a graduate assistantship award, which pays a portion of tuition in exchange for the student's work with a faculty member or administrator. In other cases, an admitted student may receive an endowed, partnership, or academic scholarship.

Application Process. In most cases, candidates for merit-based aid must submit the Merit-Based Aid application along with their application for admission. The Admission Committee will also review the résumé and two letters of recommendation submitted with the candidate's application.

Need-based aid. The Office of Graduate Financial Assistance requires that students wishing to apply for aid complete the Bentley Graduate Aid application, as well as the Free Application for Federal Student Aid (FAFSA). The graduate financial aid code is **002124**.

International Students

International Student Data form. Accepted students who are not citizens or permanent residents of the United States must complete this form. Students receive the form via e-mail upon acceptance; it is also available at www.bentley.edu/applying. The data form provides the information needed before a student or exchange scholar visa request form can be issued to you. In addition, you must identify how you will fund your education at Bentley, attaching financial documentation that clearly shows available funds, in U.S. dollars, adequate to cover your educational expenses.

Passport name page. International students must supply a copy of their passport name page to ensure that SEVIS Form I-20 can be issued.

Test of English as a Foreign Language

(TOEFL). International students must demonstrate proficiency in English through submission of a TOEFL score. This test is required of all applicants whose native language is not English and who have not earned a bachelor's or master's degree from an institution where the curriculum is delivered entirely in English. Bentley prefers a TOEFL score of 250 on the computer-based test, 600 on the paper-based test, or 100 on the Internet-based test, for admission consideration. The TOEFL code number for Bentley is **R3096**. For information on applying for the test, see the TOEFL web site (www.toefl.org) or write to: TOEFL, Box 899, Princeton, NJ 08540. You may also consult the nearest United States Embassy, Consulate, or USIS Information Center. Results of the **International English Language Testing Systems (IELTS)** of 7 or higher may be substituted for the TOEFL.

Transcript Services. International applicants are strongly encouraged to use a transcript evaluation service. Service providers include:

World Education Services (www.wes.org)
Center for Educational Documentation (www.cedevaluations.com)
Educational Credential Evaluators (www.ece.org)

Policies to Note

MBA transfer policy. Students pursuing the Evening MBA may take courses on a full-time or part-time basis; however, they cannot transfer into the Day MBA program.

Maintaining privacy. The Federal Education Rights and Privacy Act of 1974 prevents us from discussing your application with any third party without prior written approval from you, the applicant.

Please complete all pages of the application. Type or print clearly. Use the space provided on this application form and attach individual sheets only if necessary. Send this application form and fee to:

Admission Office
McCallum Graduate School of Business
Bentley University
175 Forest Street
Waltham, MA 02452-4705

Application for Admission

A COMPLETE APPLICATION CONSISTS OF:

- | | |
|---|--|
| <input type="checkbox"/> Application fee of \$50 in U.S. dollars (nonrefundable) | <input type="checkbox"/> Two letters of recommendation |
| <input type="checkbox"/> Application form dated and signed | <input type="checkbox"/> Three essays |
| <input type="checkbox"/> Official test results (sent directly from testing agency) | <input type="checkbox"/> Résumé |
| <input type="checkbox"/> Official transcripts from all prior undergraduate and graduate course work | |

DEGREE OR CERTIFICATE SOUGHT (Check one)

MBA

- Bentley MBA Program**
(full time, fall admission only)
- Evening MBA Program**
(full time or part time)
- Part time
 Full time

MS+MBA

(full time, fall admission only)

Indicate choice of MS program:

- Human Factors in Information Design
 Information Technology

Dual Degree Program

Indicate choice of MBA program below and MS program at right:

- Bentley MBA Evening MBA

MBA Concentrations

- Accountancy
 Business Ethics and Social Responsibility
 Economics and Financial Markets
 Entrepreneurship
 Finance
 Financial Planning
 Global Business and Markets
 Human Factors in Information Design
 Information Technology
 Information Management
 Management
 Management of Operations and Technology
 Marketing
 Quantitative Methods for Business Decisions
 Real Estate Management
 Risk Management
 Taxation

Master of Science

- Part time
 Full time
- Accountancy
 Finance
 Financial Planning
 Human Factors in Information Design
 on campus
 online
- Information Technology
 Marketing Analytics
 Taxation

Graduate Certificate Programs

- Accountancy
 Business Ethics
 Marketing Analytics
 Quantitative Methods for Business Decisions
 Taxation
 Master Personal Financial Planner (MPFP®) Certificate
 Advanced Graduate Business Certificate
 Certificate of Advanced Studies in Financial Planning
 Certificate of Advanced Studies in Taxation

BACKGROUND INFORMATION (Please type or print clearly)

Applying for admission to entering class:

- Fall (September) 20____ Spring (January) 20____ Summer 20____

Intended plan of study (check one): Full time Part time

Optional: Social Security No. _____

Family Name _____

First Name _____

Middle Name _____

If name appearing on your transcript(s) differs from name on this application, please indicate that name to avoid unnecessary delay.

Permanent Street Address _____

Permanent E-mail Address _____

City _____

State _____

Zip Code _____

Country _____

Permanent telephone number with country code and area code _____

Permanent fax number with country code and area code _____

Use permanent address for correspondence? Yes No If no, please complete the section below:

Correspondence Address (if different from permanent address) _____

Current E-mail Address _____

City _____

State _____

Zip Code _____

Country _____

Current telephone number with country code and area code _____

Current fax number with country code and area code _____

Correspondence address valid from: month ____ day ____ year ____ to: month ____ day ____ year ____

Business Contact Information

Company _____

Address _____

Business Telephone _____

E-mail Address _____

BACKGROUND INFORMATION, continued

Have you ever been a student at Bentley?

Yes* No

If yes: Most recent year _____

Undergraduate

Center for Executive and Professional Education
(formerly Division of Continuing Education)

Currently enrolled in a graduate program at Bentley

*Check the "former student" box and sign below.

Former Bentley student transcript release

Signature: _____

Date: _____

Sign above to authorize release of your Bentley transcript;
otherwise, it is your responsibility to provide the
McCallum Graduate School with the official transcript.

Gender: Male Female

Optional: Date of Birth _____

Country of Birth _____

Country of Citizenship _____

Native Language _____

Are you a:

U.S. Citizen

Permanent Resident: Alien registration no. _____

Nonresident Alien: Type of visa _____

In need of a student visa

Optional: List languages spoken at intermediate level or above

Optional: Ethnicity

Native American/Alaskan Native

African American/Black

Asian American/Pacific Islander

Hispanic/Latino

Caucasian/White

Other _____

Nonresident Alien (for non-U.S.
citizen/permanent resident)

*Ethnic and profile information is
used only to complete accurate reports
required by the government.*

EDUCATION

List *all* schools attended for undergraduate and graduate course work and request that *all* colleges send official transcripts to you in a sealed and signed envelope, which you must submit with your application. (Applications are incomplete and cannot be processed without *all* transcripts.)

Name of School	Address	Attendance		Major	Degree	Graduation Date Mo./Yr.
		From	To			

AWARDS AND ACTIVITIES

List major professional and academic certifications or awards and other activities in which you have participated (e.g., Mass. Society of CPAs, Big Brother/Big Sister, student government, athletics).

Activity	Year(s) of Participation	Office Held or Honor Received

WORK EXPERIENCE

Amount of postgraduate, full-time work experience you will have upon entering the graduate program. Years: _____ Months: _____

Please be sure to include an up-to-date résumé with your application.

PUBLICATIONS

List any publications that you have written.

GRADUATE EXAMS

Please indicate the exams you have taken or plan to take.

Graduate Management Admission Test (GMAT)

Graduate Record Exam (GRE)

Date(s) taken: Mo. ____ Yr. ____
Mo. ____ Yr. ____

Date(s) taken: Mo. ____ Yr. ____
Mo. ____ Yr. ____

Date to be taken: Mo. ____ Yr. ____

Date to be taken: Mo. ____ Yr. ____

For more information about graduate exams, including testing codes, please refer to the GMAT/GRE portion of the application instructions.

TOEFL/IELTS

Applicants whose native language is not English should enter result of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS):

Score: _____ Date taken: _____

Have your official score sent to the McCallum Graduate School of Business at Bentley University (**code no. R3096**).

For information on applying for the test, see the TOEFL web site (www.toefl.org) or write to: TOEFL, Box 899, Princeton, NJ 08540, USA. You may also consult the nearest United States Embassy, Consulate, USIS Information Center, or IELTS (www.ielts.org).

RECOMMENDATIONS (two required)

Please provide a recommendation form to two individuals who, in your opinion, are qualified to judge your professional and academic abilities. Completed forms (including the Applicant Rating Chart and questions) should be sent directly to you, sealed and signed in the envelopes provided. List the names of your recommenders below. The McCallum Graduate School may contact your recommender for additional information.

Name	Address	Position or Title

ESSAYS

Using separate sheets of paper for each essay, please respond to questions 1 and 2, below:

1. Describe the career that you would like to pursue after earning a graduate degree. Address issues such as whether you are entering the business world for the first time, changing fields, or advancing in a field or organization where you expect to remain. Why have you chosen this particular career?
2. What aspects of your intended path of study made you decide that the program at the McCallum Graduate School was the right one for you? Please be as specific as possible.

ADDITIONAL INFORMATION

Please provide additional information about your personal circumstances that will help the Admission Committee evaluate your application. This response should be limited to one side of one page and clearly marked "Additional Information." Include your name at the top of the page.

REFERRAL SOURCES

Please check one or more of the items listed below, indicating the source(s) that acquainted you with the McCallum Graduate School of Business at Bentley.

Faculty/administrator of my undergraduate college

Name Title Address

Faculty/administrator from Bentley University

Name Title Department

Former Bentley graduate or undergraduate student

Name Title Address

Current student at the McCallum Graduate School of Business

Name Title Company Address

Employer or Employee

Name Title Company Address

Directory Please specify: _____

Radio Please specify: _____

Newspaper Please specify: _____

Magazine Please specify: _____

Web Please specify: _____

Fairs/Forums Please specify: _____

Other Please specify: _____

APPLICATION SIGNATURE (required)

Bentley University maintains high standards for ethical conduct, including academic honesty by students and faculty. I understand that it is my responsibility to be familiar with the academic integrity system at Bentley and to comply with these guidelines if I am accepted as a student. I certify that the information on this application is true and correct. I understand that any misrepresentation of information included as part of my application package could result in withdrawal of any admission offers.

Signature

Date

Bentley University does not discriminate in admission or access to, or treatment or employment in, any of its educational programs or activities, including scholarships, loans, and athletics, on the basis of race, color, sex, marital or parental status, age, national or ethnic origin, religion, handicap or disability. The university complies with Title VI of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act, and Revenue Procedure 75-50 prohibiting such discrimination. Anyone believing that he or she has experienced adverse treatment may register a complaint with the special assistant to the president.

To the applicant —
Please complete the top section and deliver or mail the form, with a return envelope, to the person who will write your recommendation.

To the recommender —
Please return this form directly to the applicant, in the envelope provided. Please seal and sign envelope.

Recommendation Form

TO BE COMPLETED BY APPLICANT (Please type or print clearly)

Note to applicant: Please complete the top section and deliver or mail this form to the person who will write your recommendation. Ask your recommender to return the form directly to you, in the envelope provided.

Applicant's Last Name	First Name	Middle Initial	Social Security No. (optional)
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Intended Program of Study	Semester of Application	Recommender's Name
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I understand that this recommendation is to be used and maintained in confidence by the McCallum Graduate School of Business at Bentley. I hereby waive any and all rights I might have of access to this evaluation under the Family Educational Rights and Privacy Act of 1974.

I agree to waive access I do not agree to waive access

Applicant's Signature	Date
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APPLICANT RATING CHART TO BE COMPLETED BY RECOMMENDER (Please type or print clearly)

Note to recommender: The person whose name appears here is applying for admission to the McCallum Graduate School of Business program indicated above. This program provides an opportunity for students to develop the knowledge, abilities, attitudes and understandings that will foster their growth and prepare them for the technological, competitive and ethical challenges they will face as business professionals. Your candid assessment of the applicant will assist the Admission Committee in its evaluation, supplementing the academic and career information we have received as part of the application process. We greatly appreciate your time. Please complete this form and return it to the applicant, sealed and signed in the envelope provided.

1. Please give us your appraisal of the applicant in terms of the qualities listed below. Rate the applicant in comparison with others in his or her professional peer group.

	Unable to Assess	Below Average	Average	Above Average	Excellent
Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantitative ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ethical sensitivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Imagination and creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. At the McCallum Graduate School of Business, students are expected to participate in classroom discussions, and faculty members place emphasis on the quality of each student's contribution. Please rank the candidate on the following qualities as they relate to class participation.

	Unable to Assess	Below Average	Average	Above Average	Excellent
Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Please feel free to comment on the ratings you have assigned in 1 and 2, and make any additional statement about the applicant that you believe would be helpful to the Admission Committee.

4. How long have you known the applicant and in what context?

5. What are the applicant's talents or strengths?

6. What are the applicant's weaknesses?

7. How would you assess the candidate's potential for success in the graduate program he or she has selected?

RECOMMENDER'S SIGNATURE

Signature _____ Date _____

Recommender's Name (please print) _____ E-mail Address _____

Position or Title _____ School or Firm _____

Business Address _____ Telephone Number _____

Home Address _____ Telephone Number _____

For future correspondence, indicate preferred address: Business Home

To the applicant —
Please complete the top section and deliver or mail the form, with a return envelope, to the person who will write your recommendation.

To the recommender —
Please return this form directly to the applicant, in the envelope provided. Please seal and sign envelope.

Recommendation Form

TO BE COMPLETED BY APPLICANT (Please type or print clearly)

Note to applicant: Please complete the top section and deliver or mail this form to the person who will write your recommendation. Ask your recommender to return the form directly to you, in the envelope provided.

Applicant's Last Name	First Name	Middle Initial	Social Security No. (optional)
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Intended Program of Study	Semester of Application	Recommender's Name
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I understand that this recommendation is to be used and maintained in confidence by the McCallum Graduate School of Business at Bentley. I hereby waive any and all rights I might have of access to this evaluation under the Family Educational Rights and Privacy Act of 1974.

I agree to waive access I do not agree to waive access

Applicant's Signature	Date
-----------------------	------

APPLICANT RATING CHART TO BE COMPLETED BY RECOMMENDER (Please type or print clearly)

Note to recommender: The person whose name appears here is applying for admission to the McCallum Graduate School of Business program indicated above. This program provides an opportunity for students to develop the knowledge, abilities, attitudes and understandings that will foster their growth and prepare them for the technological, competitive and ethical challenges they will face as business professionals. Your candid assessment of the applicant will assist the Admission Committee in its evaluation, supplementing the academic and career information we have received as part of the application process. We greatly appreciate your time. Please complete this form and return it to the applicant, sealed and signed in the envelope provided.

1. Please give us your appraisal of the applicant in terms of the qualities listed below. Rate the applicant in comparison with others in his or her professional peer group.

	Unable to Assess	Below Average	Average	Above Average	Excellent
Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantitative ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ethical sensitivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Imagination and creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. At the McCallum Graduate School of Business, students are expected to participate in classroom discussions, and faculty members place emphasis on the quality of each student's contribution. Please rank the candidate on the following qualities as they relate to class participation.

	Unable to Assess	Below Average	Average	Above Average	Excellent
Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Please feel free to comment on the ratings you have assigned in 1 and 2, and make any additional statement about the applicant that you believe would be helpful to the Admission Committee.

4. How long have you known the applicant and in what context?

5. What are the applicant's talents or strengths?

6. What are the applicant's weaknesses?

7. How would you assess the candidate's potential for success in the graduate program he or she has selected?

RECOMMENDER'S SIGNATURE

Signature _____ Date _____

Recommender's Name (please print) _____ E-mail Address _____

Position or Title _____ School or Firm _____

Business Address _____ Telephone Number _____

Home Address _____ Telephone Number _____

For future correspondence, indicate preferred address: Business Home

Merit-based Aid Application

Scholarship awards are generally made for full-time students. To receive priority consideration, submit all materials by **December 1**.

BACKGROUND INFORMATION (Please type or print clearly)

Family Name _____ First Name _____ Middle Name _____ Social Security No. (optional) _____

Permanent Street Address _____ Permanent E-mail Address _____

City _____ State _____ Zip Code _____ Country _____

Permanent telephone number with country code and area code _____ Permanent fax number with country code and area code _____

Use permanent address for correspondence? Yes No If no, please complete the section below:

Correspondence Address (if different from permanent address) _____ Current E-mail Address _____

City _____ State _____ Zip Code _____ Country _____

Current telephone number with country code and area code _____ Current fax number with country code and area code _____

Correspondence address valid from: month ____ day ____ year ____ to: month ____ day ____ year ____

Optional: Ethnic information is used only to complete accurate reports required by the government. Check appropriate box.

<input type="checkbox"/> Native American/Alaskan Native	<input type="checkbox"/> Caucasian/White
<input type="checkbox"/> African American/Black	<input type="checkbox"/> Nonresident Alien
<input type="checkbox"/> Asian American/Pacific Islander	<input type="checkbox"/> Other (specify) _____
<input type="checkbox"/> Hispanic/Latino	

Degree sought at Bentley:

- Bentley MBA
 Evening MBA
 MS+MBA
 MSA MSHFID MST
 MSF MSIT
 MSFP MSMA

Are you currently enrolled at the McCallum Graduate School of Business?

Yes No

If yes, when did you begin?

Fall _____ Spring _____ Summer _____

Indicate any special skills you have that could be useful in research or administrative project work (e.g., computer fluency, statistical abilities, editing skills, writing skills), or any research or administrative experience.

As part of the merit-based aid evaluation process, the graduate admission team will review your résumé and two letters of recommendation from your file.

Note: Merit-based aid applications are considered only if the required materials have been received and the applicant has been offered admission to the McCallum Graduate School. Applications completed after the deadline, or applicants offered admission after the deadline, are considered on a space-available basis.

SIGNATURE

I certify that the above information on this application is true and correct.

Applicant's Signature _____

Date _____

BENTLEY UNIVERSITY

McCALLUM GRADUATE SCHOOL OF BUSINESS

Transcript Request Form

Applicant: Please provide the information requested below. Address the envelope marked "Transcript" to yourself and send it, with this completed form, to all colleges and universities attended. Be sure to allow enough time for the transcripts to be included with your application. You may photocopy this form.

Name: _____

Current Daytime Telephone Number: _____

Current Address: _____

Social Security No. (optional): _____

School: _____

Dates of Attendance: _____

I hereby authorize the release of a transcript of my academic record to the McCallum Graduate School of Business.

Applicant's Signature: _____ Date: _____

Registrar: This person is an applicant to the McCallum Graduate School of Business at Bentley University. Please enclose this form with an official transcript in the envelope provided (if one is not provided, please use your own). After sealing the envelope, place your signature or stamp on the back flap and return the envelope to the applicant. Please notify this person if a fee is required, or bill the applicant at the address listed above. Thank you for your help.

BENTLEY UNIVERSITY

McCALLUM GRADUATE SCHOOL OF BUSINESS

Transcript Request Form

Applicant: Please provide the information requested below. Address the envelope marked "Transcript" to yourself and send it, with this completed form, to all colleges and universities attended. Be sure to allow enough time for the transcripts to be included with your application. You may photocopy this form.

Name: _____

Current Daytime Telephone Number: _____

Current Address: _____

Social Security No. (optional): _____

School: _____

Dates of Attendance: _____

I hereby authorize the release of a transcript of my academic record to the McCallum Graduate School of Business.

Applicant's Signature: _____ Date: _____

Registrar: This person is an applicant to the McCallum Graduate School of Business at Bentley University. Please enclose this form with an official transcript in the envelope provided (if one is not provided, please use your own). After sealing the envelope, place your signature or stamp on the back flap and return the envelope to the applicant. Please notify this person if a fee is required, or bill the applicant at the address listed above. Thank you for your help.

BENTLEY UNIVERSITY

McCALLUM GRADUATE SCHOOL OF BUSINESS

Credit Card Payment Form

Please include this form with your application to ensure that your account is properly credited.
The application fee is nonrefundable.

My application fee of \$50 (USD) is being paid by:

MasterCard VISA Discover

Account Number: _____

Cardholder Name: _____

Expiration Date: _____

Authorized Signature: _____

APPLICATION DEADLINES

<i>Program</i>	<i>Start date</i>	<i>Send completed application by</i>	<i>Admission decision mailed</i>
<i>All Graduate Programs</i>			
International applicants Full-time applicants	Spring 2009	October 1	Rolling
<i>All Graduate Programs</i>			
Part-time applicants	Spring 2009	November 1	Rolling
<i>Full-time Study</i>			
Bentley MBA		<i>Round 1:</i> December 1	January 15
MS+MBA	Fall 2009	<i>Round 2:</i> January 20	March 15
MS Programs		<i>Round 3:</i> March 15	May 1
<i>Part-time Study</i>			
Evening MBA	Fall 2009	May 1	Rolling
MS Programs	Fall 2009	June 1	Rolling

Notes

1. All applicants interested in beginning their studies in the summer are strongly encouraged to apply in Round 1.
2. Applicants who wish to be considered for merit-aid should apply as early as possible.
3. Those who apply during the rolling admission period will be accepted on a space-available basis.

FOR MORE INFORMATION

Admission Office
 McCallum Graduate School of Business
 Bentley University
 175 Forest Street
 Waltham, MA 02452-4705

Telephone: 781.891.2108 or
 Toll free: 800.442.4723

Fax: 781.891.2464

On the Web: www.bentley.edu/graduate

BENTLEY UNIVERSITY is a leader in business education. Centered on teaching and research in business and related professions, Bentley blends the breadth and technological strength of a university with the core values and student focus of a close-knit campus. Our undergraduate curriculum combines business study with a strong foundation in the arts and sciences. The McCallum Graduate School emphasizes the impact of technology on business practice, in offerings that include MBA and Master of Science programs, PhD programs in accountancy and in business, and custom executive education programs. Located minutes from Boston in Waltham, Massachusetts, the school enrolls approximately 4,000 full-time undergraduate, 250 adult part-time undergraduate, 1,400 graduate, and 30 doctoral students. Bentley is accredited by the New England Association of Schools and Colleges; AACSB International – The Association to Advance Collegiate Schools of Business; and the European Quality Improvement System (EQUIS), which benchmarks quality in management and business education.

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