



# MANHATTAN COLLEGE

## APPLICATION FOR ADMISSIONS TO ONLINE GRADUATE PROGRAMS

Tel: 855-841-2843 | Fax: 855-841-2844 | Email: admissions@online.manhattan.edu

### INSTRUCTIONS FOR SUBMITTING AN APPLICATION

- 1. APPLICANTS FOR ADMISSION MUST POSSESS A BACHELOR'S DEGREE OR MASTER'S DEGREE** from an accredited college or institution.
- 2. OFFICIAL TRANSCRIPT(S) FROM EACH COLLEGE/UNIVERSITY MUST BE SUBMITTED CERTIFYING THAT THE APPLICANT HAS RECEIVED A DEGREE.** Graduates of Manhattan College should request the Office of the Registrar to forward a transcript to:  
Manhattan College Online Admissions Office  
1415 W. 22nd Street, Suite 800  
Oak Brook, IL 60523
- 3. STUDENTS WHO FILE AN APPLICATION** prior to receiving the bachelor's degree must submit official final transcript(s) before registration.
- 4. NO APPLICATION CAN BE PROCESSED** until all the supportive material and application fee have been received in the Online Admissions Office.
- 5. STUDENTS WHO FILE AN APPLICATION AND WHOSE OFFICIAL TRANSCRIPTS ARRIVE AFTER THE DEADLINE DATE** cannot be assured that their application for matriculation will be processed in time for the semester for which they are applying.

**SOCIAL SECURITY #**

**1. NAME** \_\_\_\_\_  
FIRST MIDDLE LAST

**2. ADDRESS** \_\_\_\_\_  
STREET APT.#

\_\_\_\_\_  
CITY STATE ZIP CODE COUNTRY

\_\_\_\_\_  
COUNTRY OF CITIZENSHIP

**3. DATE OF BIRTH** \_\_\_\_\_ **4. MAIDEN NAME** \_\_\_\_\_ **5.**  Male  Female **6. EMAIL** \_\_\_\_\_

**7. YOUR BIRTHPLACE** \_\_\_\_\_  
CITY STATE ZIP CODE

**8. HOME PHONE #** \_\_\_\_\_ **CELL PHONE #** \_\_\_\_\_

9. PLACE OF EMPLOYMENT \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

10. ADDRESS OF EMPLOYMENT \_\_\_\_\_

STREET

APT.#

CITY

STATE

ZIP CODE

11. ADMISSION IS REQUESTED FOR:  Fall A     Fall B  
 Winter A     Winter B  
 Spring A     Spring B

12. CHECK THE PROGRAM FOR WHICH YOU ARE APPLYING:

MASTER DEGREE PROGRAMS:

M.B.A                                     M.S. in Instructional Design and Delivery  
 M.S. in Organizational Leadership

13. LIST ALL COLLEGES AND UNIVERSITIES YOU HAVE ATTENDED.

Official transcript(s) from each college/university attended must be submitted to the Online Admissions Office:

Manhattan College Online Admissions Office

1415 W. 22nd Street, Suite 800

Oak Brook, IL 60523

NAME \_\_\_\_\_ LOCATION \_\_\_\_\_

DATES \_\_\_\_\_ DEGREE RECEIVED \_\_\_\_\_ MAJOR FIELD \_\_\_\_\_

NAME \_\_\_\_\_ LOCATION \_\_\_\_\_

DATES \_\_\_\_\_ DEGREE RECEIVED \_\_\_\_\_ MAJOR FIELD \_\_\_\_\_

NAME \_\_\_\_\_ LOCATION \_\_\_\_\_

DATES \_\_\_\_\_ DEGREE RECEIVED \_\_\_\_\_ MAJOR FIELD \_\_\_\_\_

14. PROFESSIONAL EXPERIENCE

ORGANIZATION \_\_\_\_\_ LOCATION \_\_\_\_\_ POSITION \_\_\_\_\_ DATES \_\_\_\_\_

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ORGANIZATION \_\_\_\_\_ LOCATION \_\_\_\_\_ POSITION \_\_\_\_\_ DATES \_\_\_\_\_

**15. TRANSFER CREDIT REQUEST:** A maximum of six credits previously completed with grade of A or B at an accredited institution may be awarded toward the Master's degree if the course(s) have not been taken more than five years prior to being accepted at Manhattan College. Credits used to earn one graduate degree may not be applied for the credit requirements of another degree. Request must be made at the time of application. An official transcript must accompany the request. If your transfer credit request is approved, you will be notified of the approval in your letter of acceptance.

UNIVERSITY OR COLLEGE	COURSE NUMBER	COURSE TITLE	CREDITS	DATE
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**M.B.A.**

Applicants must submit:

1. Personal Statement - Applicants are required to submit an essay that reflects program interest as well as personal and professional goals
2. Letter of Recommendation Form - Applicants must submit two letters of recommendation attesting to the applicant's intellectual ability, leadership potential and ability to complete the program.
3. GMAT score of at least 500 required if applicant has less than three years of relevant work experience.
4. A current résumé
5. \$75 application fee

**M.S. IN ORGANIZATIONAL LEADERSHIP**

Applicants must submit:

1. Personal Statement - Applicants are required to submit an essay that reflects program interest as well as personal and professional goals
2. Letter of Recommendation Form - Applicants must submit two letters of recommendation attesting to the applicant's intellectual ability, leadership potential and ability to complete the program.
3. A current résumé
4. \$75 application fee

**M.S. IN INSTRUCTIONAL DESIGN AND DELIVERY**

Applicants must submit:

1. Narrative Statement detailing previous teaching/training and/or technology experience, career goals related to the use of instructional technology and the degree to be earned in the IDD program.
2. Letter of Recommendation Form - Applicants must submit one letter of recommendation from an immediate supervisor
3. A current résumé
4. \$75 application fee

**VETERAN ENTITLED TO BENEFITS:**  Yes /  No

**INTERNATIONAL STUDENT STATUS** (To be completed only by applicants who are not citizens of the United States.)

1. If you now reside in the United States, what type of visa do you hold? \_\_\_\_\_
2. Indicate amount of funds in U.S. dollars available each year for your education in the U.S.A. and their source.

AMOUNT	PURPOSE	SOURCE
_____	Travel	_____
_____	Maintenance	_____
_____	Tuition and Fees	_____

**N.B. A notarized statement of the funds available must be received before an I-20 form can be issued.  
Accepted students must deposit \$300 (non-refundable) towards tuition before I-20 will be issued.**

3. Have you taken:  TOEFL  GRE  IELTS (Engineering only)
- Date Taken: \_\_\_\_\_
- Score : \_\_\_\_\_

4. A TOEFL score (IBT) of 80 or greater or an IELTS score of 6.0 on a 9.0 scale is required for acceptance and issuance of an I-20 form.

**N.B. I-20 form, student visa, can be issued only to a student applying for admission to full-time graduate programs.**

**ALL APPLICANTS**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**N.B. Return completed form with non-refundable application fee (check or money order for \$75.00) payable to Manhattan College. Send to: Manhattan College Online Admissions, 1415 W. 22nd Street Suite 800, Oak Brook, IL 60523.**

**NON-DISCRIMINATION POLICY**

Manhattan College has had a long standing policy of non discrimination. The College repudiates all discriminatory procedures and specifies those based on race, color, religion, national origin, age, sex, disability or any other protected status. The College does not knowingly support or patronize any organization or business which discriminates. No person shall be denied admission or access to the programs or activities of Manhattan College, nor shall any person be denied employment at the College, solely because of any physical, mental, or medical impairment within reasonable accommodations. Inquiries concerning this policy may be referred to Human Resources. The Title IX and Age Act Coordinator is located within the office of Human Resources, Memorial Hall 305 (718) 862-7398. The ADA/ Section 504 Coordinator is located within the Specialized Resource Center, Miguel Hall 300A, (718) 862-7107, TDD (718) 862-7885. The Specialized Resource Center (SRC) serves all students with special needs and is also a resource for the College at large. A sampling of auxiliary aids and/or academic adjustments offered by the SRC for students providing appropriate documentation based on their individual needs for no fee include: priority registration, priority seating, alternative testing environments, readers, note takers and scribes, access to adaptive technology, books on tape, and liaison with faculty and other college departments. The College's annual Security and Fire Safety Annual Report is available at manhattan.edu/security. A paper copy of the full report is available upon request at the Office of Public Safety located in Jasper Hall, 1st floor. Phone: 718-862-7240; Fax: 718-862-8017; E-mail: publicsafety@manhattan.edu.