



STEP-BY-STEP MBA ADMISSIONS PROCESS

*Please send all documents from Steps 1, 2, and 3. to admissions@beulah.edu once they are ready for submission

[] Step 1. Application & Proof of Identification

- ❖ Submit the following
 - Application – Complete online at www.beulah.edu/applynow or use downloadable application
 - Application fee - \$50.00 (*non-refundable*)
 - Proof of Identification – Driver’s License, Identification Card, or Passport

[] Step 2. Reference Form

- ❖ Submit the following:
 - Personal Reference Form - The reference form must be completed by a non-family member who has known the student for longer than six months at least.

[] Step 3. Resume and Essay

- ❖ All Master of Business Administration applicants are required to submit a copy of their *current resume* and a *250 word essay* (statement of your professional goals).

[] Step 4. Transcript

- ❖ Submit the following:
 - Official Bachelor Degree transcript
- ❖ Submit through the following methods:

By Mail	Official Electronic Transcript
Beulah Heights University Attn: Admissions Department 892 Berne Street / PO Box 18145 Atlanta, GA 30316	All transcripts must come through a secured database directly to admissions@beulah.edu . <i>(i.e. Parchment, National Student Clearinghouse, Escript-safe, etc...)</i>

Following the receipt of all documents, the Enrollment Office will review the complete file and follow up with the applicant within 3-5 business days.

Domestic Applicants <i>(U.S. Citizen or green card holder)</i>	International Applicants <i>(Applying for F-1 visa/Form I-20)</i>
Financial Aid recipients: <ul style="list-style-type: none"> ➤ Complete the FAFSA (Free Application for Federal Student Aid) ➤ Go to www.fafsa.ed.gov and complete an application for the current year. School code: 030763 ➤ You may email financialaid@beulah.edu or visit the website at beulah.edu/finaid. 	Prospective F-1 students: <ul style="list-style-type: none"> ➤ Following program acceptance, prospective international students will be directed to the International Student Affairs Office to begin the process for applying for the F-1 visa/Form I-20 with a Designated School Official. ➤ Please note additional international documents will be required for issuance of the Form I-20.

Note: Applying for Financial Aid is not applying to the University. You must complete an Admissions application to be a candidate for Beulah Heights University

Developing Global Leaders through Christ-Centered Education

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