



## STEP-BY-STEP MBA ADMISSIONS PROCESS

\*Please send all documents from Steps 1, 2, and 3. to [admissions@beulah.edu](mailto: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](http://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 <a href="mailto:admissions@beulah.edu">admissions@beulah.edu</a> . <i>(i.e. Parchment, National Student Clearinghouse, Escrip-safe, etc...).</i>

**Following the receipt of all documents, the Admissions Committee will review all files and notify the student within 7-10 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"> <li>➤ Complete the FAFSA (Free Application for Federal Student Aid)</li> <li>➤ Go to <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> and complete an application for the current year. School code: <b>030763</b></li> <li>➤ You may email <a href="mailto:financialaid@beulah.edu">financialaid@beulah.edu</a> or visit the website at <a href="http://beulah.edu/finaid">beulah.edu/finaid</a>.</li> </ul>	Prospective F-1 students: <ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Please note additional international documents will be required for issuance of the Form I-20.</li> </ul>

**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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