TO APPLY FOR ADMISSION INTO DAVENPORT UNIVERSITY’S MBA PROGRAM:

□ Complete Application for Admission
  Apply online at [www.davenport.edu/apply](http://www.davenport.edu/apply) and submit a $25 nonrefundable application fee.

□ Send Transcripts to Registrar’s Office (415 E. Fulton St. Grand Rapids, MI 49503)
  Request official transcripts for all accredited institutions attended.

□ GMAT Results
  Submit Graduate Management Admissions Test (GMAT) scores taken within the last five years. GMAT information can be found at [www.mba.com](http://www.mba.com). Davenport University’s School Code: 1183.

□ Resume
  Submit a current resume.

□ Letters of Recommendation
  Provide two letters of recommendation.

□ Submit Attention________________

AFTER OFFICIAL ACCEPTANCE INTO THE MBA PROGRAM

□ Financial Aid Application Date______________ Contact_________________
  A Free Application for Federal Student Aid (FAFSA) must be completed to determine your eligibility for all types of scholarships, grants and loans. Apply early to ensure that your financial aid is processed in time for confirmation. Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) using Davenport University’s School Code: 002249.
  Other documentation needed:
  ___________________________________________________________________________
  ___________________________________________________________________________

□ Scheduling Date______________ Advisor________________________
  Once you have been accepted, you will meet with an Advisor who will assist you with scheduling classes. This scheduling process reserves your classes only until you confirm your attendance and pay your tuition. Even if there is full financial aid or your company is paying for your classes, **ALL students must still confirm their registration**.

□ Confirmation Deadline Date______________
  Complete ALL tuition payment arrangements and confirm attendance on Davenportal.

□ Purchase Books__________________________
  You should have your books before the first class meeting. To purchase books, visit your campus bookstore or MBS Direct at 1-800-325-3252 or at [www.mbsdirect.net](http://www.mbsdirect.net).

□ Begin Classes Date______________
  Once you have been accepted to Davenport University, scheduled your classes, confirmed attendance, paid tuition in full or made payment arrangements and purchased books, you are ready to start!