



To Apply for Acceptance into the MBA or MM programs:

- Complete Application  
Submit a completed application plus the non-refundable application fee at [davenport.edu/apply](http://davenport.edu/apply).
- Send Transcripts  
Request official transcripts from all accredited institutions from which you have taken courses be sent to the Registrar's Office, 6191 Kraft Ave SE, Grand Rapids, MI 49512. Minimum 2.75 GPA on earned undergraduate degree.
- Resume  
Prepare and submit a current resume.
- Statement of Purpose  
A comprehensive, 500 word minimum statement of purpose that focuses on your purpose in pursuing the Master of Business Administration or Master of Management, past experiences and future expectations.
- Professional Letters of Recommendation  
Provide two signed, completed professional letters of recommendation (forms provided by Davenport) in sealed envelopes with the recommenders signature across the back seal. If the seal has been broken the integrity of what has been signed will be considered compromised.
- Submit—to obtain assistance in completing the application process, please contact an Admissions Representative.

After Official Acceptance into the MBA or MM programs:

- Financial Aid Application: Date \_\_\_\_\_  
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. Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) using Davenport University School code 002249. Apply for student loans online at [www.studentloans.gov](http://www.studentloans.gov).
- Other documentation needed:  
\_\_\_\_\_
- Scheduling: Date \_\_\_\_\_ Advisor \_\_\_\_\_  
Once your college transcripts have been evaluated, you will meet with an advisor who will assist you with scheduling classes. This scheduling process reserves your classes only until you complete the payment process. Even if you receive full financial aid or your company is paying for your classes, *all students must complete the payment process.*
- Payment Process: Deadline Date \_\_\_\_\_  
Complete the payment process on the Student Connection.
- Purchase Books: (Need Student ID #) \_\_\_\_\_  
You should have your books before the first class meets. To purchase books, visit the W.A. Lettinga bookstore, click on "Online Bookstore" in your Student Connection page or go to [davenport.textbookx.com](http://davenport.textbookx.com).
- Begin Classes: Date \_\_\_\_\_  
Once you have been accepted to Davenport University, scheduled your classes, completed the payment process and purchased books, you are ready to start classes!

# Master of Business Administration

or

# Master of Management

# Admissions Checklist

## MBA Locations:

Battle Creek  
Grand Rapids: W.A. Lettinga  
Grand Rapids: Downtown Center  
Holland  
Kalamazoo  
Lansing  
Livonia  
Midland  
Online  
Saginaw  
Traverse City  
Warren

## MM Locations:

Grand Rapids: Downtown Center  
Lansing  
Livonia  
Online

For more information about online courses and degrees, contact the Davenport location nearest you.

800-686-1600 | [davenport.edu](http://davenport.edu)