To Apply for Acceptance Into the MBA Program:

- **Complete Application**
  Submit a completed application plus $25 non-refundable application fee at davenport.edu/apply.

- **Send Transcripts**
  Request official transcripts from all accredited institutions be sent to the Registrar’s Office, 6191 Kraft Ave SE, Grand Rapids, MI 49512.

- **Test Results**
  Applicants are required to provide proof of successful completion of the Graduate Management Admissions Test (GMAT). GMAT information can be found at www.mba.com. **DU School code is 1183.** Students with a cumulative undergraduate GPA of 3.40 or higher from an accredited college or university will have the GMAT/GRE requirement waived.

- **Resume**
  Prepare and submit a current resume.

- **Letters of Recommendation**
  Provide two letters of recommendation (forms provided by Davenport).

- **Submit Attention:** __________________________

After Official Acceptance Into the MBA Program:

- **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.gov using Davenport University School code **002249.** Apply for student loans online at 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 # and Card)**
  You should have your books before the first class meeting. To purchase books, visit the Lettinga campus bookstore or MBS Direct at 800-325-3252 or at www.mbsdirect.net/davenport.

- **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!