

Application and Admission Process

The Graziadio School seeks students with excellent academic and career potential, highly motivated self-starters who thrive on challenge. We carefully select each new class to represent diverse academic, cultural, and professional backgrounds. We appreciate your interest in Pepperdine and look forward to assisting you in achieving your academic and professional goals.

Criteria. The Admission Committee looks at each applicant holistically, evaluating your academic performance, work experience, GMAT, leadership qualities, and extracurricular activities.

HOW TO APPLY

To complete your application for admission, you will need to furnish the items listed below using the materials in the application packet.

Application for Admission and fee. The application form is included in this booklet. There is no application fee.

Essays. Your essays are critically important in communicating your abilities to the Admission Committee and should be sent along with your completed application form. Be sure to highlight your achievements, goals, and management potential.

Resume. Please send a current resume with your application materials.

Merit Scholarships. All applicants will be considered for scholarship. If you would like to include information you feel pertinent, please include a separate letter.

Letters of Recommendation. Another key factor in assessing your potential, your two recommendations should come from individuals who have been closely associated with you and can evaluate your academic and professional ability. If you are currently employed, one of the recommendations should come from your supervisor. Recommendation forms are provided in the application packet.

Transcripts. Please request that the Pepperdine Registrar provide a transcript to the Graziadio School.

Graduate Management Admission Test (GMAT). Your GMAT score is required to complete your application for admission. The GMAT is valid for five years after the date you take the test. Please have your GMAT results sent to the Graziadio School—institution code #4326. For more information about the GMAT, visit mba.com or contact the Educational Testing Service (ETS) at 609.771.7330.

Interviews. We require all applicants interview with a recruitment representative. To learn more about scheduling an interview, call the Office of Student Recruitment at 310-506-4858, or email gbsmadm@pepperdine.edu.

International Students

If you are an international student, in addition to the items listed previously, you will need to fulfill the following requirements:

International Student Data form. Please complete the information form provided in the application packet to verify your financial resources while you are studying in the United States. Upon submission of the International Student Data form, the Office of International Student Services at Pepperdine provides admitted students with the INS Form I-20, which is used to secure an F-1 student visa. The Office of International Student Services also counsels enrolled international students. You may contact the office at 310.506.6534.

Health insurance is required while you are enrolled at the Graziadio School. For information about health plan options, please contact the Student Insurance Office at student.insurance@pepperdine.edu or 310.506.4830.



Financial Information

Earning your graduate degree at Pepperdine is a wise investment that will pay dividends throughout your career. There are several options to help cover the cost of your education. You should consider all student aid (federal, state, or institutional) as a supplement to your personal resources. We do not recommend that you rely on loans as your primary means of support. Our financial aid counselors are available to help you work out the financial details.

FINANCIAL PLANNING

Start your financial planning by visiting Bschool.pepperdine.edu/financialaid/grad. You will find comprehensive information about financial aid options including federal student loans (Stafford and Unsubsidized Stafford) and private, credit-based loans. You can complete the FAFSA online, download the Graziadio financial aid forms, and obtain your PIN required for all federal funding. Even if you do not expect to apply for loans, it is a good idea to fill out the forms in case your funding source is interrupted.

Once you have perused the financial aid Web site, if you have additional questions, please call the Financial Aid Office at 310.568.5530.

LOANS

The Graziadio School Financial Aid Office administers Federal Stafford Loan programs. The Federal Subsidized Stafford Loan is awarded on the basis of verified financial need; if you qualify according to the federal standards, you may borrow up to \$8,500 per academic year. The Federal Unsubsidized Stafford Loan is not need-based; as long as you satisfy eligibility qualifications, you may borrow a maximum of \$18,500 per academic year through the Federal Stafford Loan Program. To apply for these federal loans, you can complete a Free Application for Federal Student Aid (FAFSA) online and submit the Graziadio School loan application to the school's Financial Aid Office.

The Graziadio School also offers alternative credit-based education loans to help you finance your schooling. You may borrow up to the cost of attendance (tuition, fees, and living expenses) minus other financial aid.

SCHOLARSHIPS

To be considered for a scholarship, you must be accepted for admission. Merit-based scholarships are awarded for the duration of your enrollment at the Graziadio School and take into consideration your academic and professional experience. The Scholarship Committee awards scholarships throughout the admission cycle. The deadline is the same as the application deadline for each program; however, early application is recommended.

Application Instructions

THE APPLICATION PACKET

The application packet includes the following forms:

- Application for Admission.
- Transcript Requests (3).
- Recommendations (2).
- International Student Data form.

Please carefully review all application materials before completing the application.

While your academic achievement is a critical factor in the admission decision process, the supplementary information requested, such as recommendations, business experience, leadership roles, and extracurricular activities, can be highly influential. Be thorough in answering all questions and in completing the required essays. You may wish to provide additional information about your academic and professional achievements.

SUBMITTING THE APPLICATION

To submit your portion of the application, mail the following items with a personal check or money order payable to Pepperdine University for the nonrefundable application fee to:

**Admission Office
Pepperdine University
The Graziadio School
of Business and Management
24255 Pacific Coast Highway
Malibu, CA 90263-4858**

- Application for Admission.
- Resume.
- Required essays.
- International Student Data form (international students only).

Additionally, the Graziadio School must receive the following items to complete your application file:

- Official transcripts from all colleges and universities you attended. Certified translated transcripts are required from non-English-language institutions.
- Two letters of recommendation from individuals qualified to assess your academic and professional ability.
- GMAT.

All application materials must be received by the application deadline in order for your file to be reviewed by the Admission Committee.

If you have questions about the application process or wish to schedule an interview (optional), please call the Student Recruitment Office at 310.506.4858 or 800.726.9283 within the United States.

For questions regarding the status of your application, please call the Admission Office at 310.568.5535.

FOR ADDITIONAL INFORMATION

Code Key

Please enter the appropriate codes in the spaces provided on the following page.

PAYMENT (How will tuition be paid?)

- A** Personal resources
- B** Financial aid (Student Loans / Scholarships)
- C** Employer reimbursement – 100%
- D** Employer reimbursement – 80%
- E** Employer reimbursement – 75%
- F** Employer reimbursement – 50%
- G** Employer reimbursement – \$2,501 or more per year
- H** Employer reimbursement – \$1,001 - \$2,500 per year
- I** Employer reimbursement – \$1,000 or less per year

CITIZENSHIP

- I** Non-U.S. citizen
- U** U.S. citizen

RESIDENCY

- RE** California resident
- NR** Non-California resident

VETERAN

- VA** Veteran, applying for VA benefits

ETHNICITY (For statistical purposes only)

- A** Asian or Asian-American: persons having origins in any of the original peoples of Asia, including China, Japan, Korea, Vietnam, the Philippine Islands, and the Indian subcontinent.
- I** American Indian: original peoples of North America, including Alaska, whom maintain cultural identification through tribal affiliation or community recognition.
- B** African-American: persons having origins in any of the black racial groups of Africa.
- H** Latino-American/Hispanic: persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- P** Pacific Islander: persons having origins in the Pacific Islands, including Hawaii, Samoa, and Tahiti.
- W** Anglo-American: persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- X** Other.
- (Blank)** Not specified.

RELIGION (For statistical purposes only)

- | | |
|-------------------------------|-----------------------------------|
| AG Assemblies of God | MN Mennonite |
| BT Baptist | ME Methodist |
| BU Buddhist | OR Orthodox |
| CX Christian Church | PR Presbyterian |
| CS Christian Science | PO Protestant |
| CC Church of Christ | RC Roman Catholic |
| CH Church of God | SD Seventh-Day Adventist |
| CG Congregational | SK Sikh |
| DC Disciples of Christ | UN Unitarian Universalist |
| EP Episcopalian | UC United Church of Christ |
| EV Evangelical Free | UM United Methodist |
| HI Hindu | NO None |
| IS Islamic | OT Other |
| JE Jewish | OC Other Christian |
| LD LDS (Mormon) | UD Undeclared |
| LU Lutheran | (Blank) Not specified |

VISA (Non-U.S. citizens only)

- A1** Diplomatic
- A2** Other foreign government official
- B1** Business, temporary
- B2** Pleasure, temporary
- E1** Treaty trader and spouse
- E2** Treaty investor and spouse
- F1** Student
- F2** Family of student
- H1** Temporary worker
- H2** Temporary worker performing services unavailable in the United States
- J1** Exchange visitor
- J2** Family of exchange visitor
- L1** Intracompany transferee
- L2** Spouse or child of L1
- PR** Permanent resident (*Attach a copy of both sides of alien registration card.*)
- RF** Refugee
- OT** Other

Application for Admission

Please type or print in ink.

YEAR YOU PLAN TO ENROLL INITIALLY: **SPRING 20**_____

GENERAL INFORMATION

Social Security number: _____ Date of birth (Mo / Day / Yr): _____

Last / Family name: _____ First name, middle initial: _____ Preferred name: _____

Current address: _____ Home phone: () _____

City / State / Postal code / Country: _____ Fax: () _____

Permanent address: _____ Primary e-mail address: _____

City / State / Postal code / Country: _____ Secondary e-mail address: _____

Previous name under which records may be filed (if applicable): _____

Marital status: Married Not married Title: Mr. Ms. Dr. Gender: Male Female

Birthplace (City / State / Country): _____ Country of citizenship: _____

Please enter the appropriate codes from the Code Key on the previous page.

Payment	Citizenship	Residency	Veteran	Ethnicity (Optional)	Religion (Optional)	Visa

U.S. permanent resident alien registration number: A- _____ *(Attach a copy of both sides of your alien registration card.)*

Please attach a detailed description for any “Yes” answers to the following questions.

Has any college dismissed you or asked you to withdraw? Yes No

Have you been found guilty in a criminal case or liable in a civil lawsuit during the past five years, other than minor traffic infractions or small claims civil matters? Yes No

EDUCATION INFORMATION (required)

List all colleges attended (Use additional sheet if necessary)	Location (City, State, Country)	Dates (Mo / Yr)		Major	Degree received		Number of units
		From	To		Type	Mo / Yr	

Major field of study: _____ Minor field of study: _____

What is your undergraduate cumulative grade point average (based on a 4.0 scale)? _____

What is your grade point average for the last 60 units? _____

EMPLOYMENT INFORMATION *Please attach your resume.*

Number of years of full-time work experience (not including summer jobs): _____

Number of months of part-time work experience: _____ Average hours per week you were employed during school: _____

Computer software in which you are proficient: _____

ESSAYS

Please answer the following questions in three separate essays (300 words each).

1. What characteristics of Pepperdine’s MBA program motivated you to apply to the Graziadio School, and how do you think those characteristics will help you achieve your personal and professional goals? Please, include your specific personal and professional goals.
2. Describe the qualities of an effective leader you have known. Share at least two examples of ways in which you demonstrated similar qualities in your work, community involvement, education, extracurricular activities, etc.
3. How will your involvement in undergraduate extracurricular activities contribute to your learning in this program, as well as the learning experiences of your classmates?

Optional Essay: Provide information on any international work or educational experiences you have had.

INTERVIEW INFORMATION

Have you had or do you plan to have an admission interview? Yes No If yes, when? _____

With whom did you or will you interview? _____

ADDITIONAL INFORMATION

Please indicate what prompted you to apply to the Graziadio School.

- Graduate School Fair: _____
- Internet (specify site): _____
- Research (specify source): _____
- Family / friend / colleague / alumni: _____
- Business association (specify): _____
- Other (specify): _____

Please attach a recent pass-port-size photograph here.

This photo will not affect the admission decision. However, it will assist members of the Admission Committee, as they review files, to recognize students with whom they have met.

APPLICANT CERTIFICATION *Please sign and date before mailing.*

I hereby certify to the best of my knowledge that the information supplied on all application materials is true and correct. I acknowledge that the discovery of false information on this form is, at the University’s discretion, grounds for withdrawal of the offer of admission and for immediate dismissal. I further certify that if admitted to Pepperdine University’s Graziadio School of Business and Management, I will obtain the most recent Graziadio School of Business and Management catalog and abide by its policies and procedures.

Signature: X _____ **Date:** _____

If you would like information about reasonable accommodations for physical, mental, perceptual, or learning disabilities, please personally contact the University’s Disabilities Services Office at 310.506.6500.

Pepperdine University does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law in administration of its educational policies, admission, financial aid, employment, educational programs, or activities.

Transcript Request

Be sure to sign this request form before mailing to the school registrar.

To the Registrar:

Social Security number:

Name of school you attended

Name:

Last Name

First

Middle

Address:

City / State / ZIP:

I last attended your school (Term / Year):

Signature:

Please attach this form to transcript and mail to the following address:

ADMISSION OFFICE
PEPPERDINE UNIVERSITY
THE GRAZIADIO SCHOOL OF BUSINESS AND MANAGEMENT
24255 PACIFIC COAST HIGHWAY
MALIBU, CA 90263-4858

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MALIBU, CA 90263-4858

Recommendation

Applicant's name: _____

Social Security number: _____

For which program are you applying? _____

TO THE APPLICANT

The Family Education Rights and Privacy Act of 1974 and other laws, regulations, or policies entitle you to have access to letters of recommendation in your permanent files. You may waive this right of access, in which case letters of recommendation will be considered confidential and will not be available to you. If you wish to waive your right of access to this recommendation letter, please sign your name below. The signing of this statement is optional.

Waiver: I waive my rights to review this letter of recommendation in support of my application to Pepperdine University's Graziadio School of Business and Management.

Applicant's signature: **X** _____

Date: _____

TO THE INDIVIDUAL MAKING THE RECOMMENDATION

When considering applicants to Pepperdine University's Graziadio School of Business and Management, the Admission Committee places particular emphasis on the recommendation. A recommendation that presents a balanced view of an applicant's abilities is most helpful to the committee and to the applicant. Specific comments about significant attributes, both positive and negative, are more useful than general statements. Feel free to supplement this form with additional information that you think is important.

Please note that if the applicant has signed the above waiver, the recommendation is confidential; otherwise, the applicant may have access to it once enrolled at Pepperdine.

Please mail the completed form to Admission Office, The Graziadio School of Business and Management, Pepperdine University, 24255 Pacific Coast Highway, Malibu, California 90263-4858 or fax it to 310.506.4876.

(Please print or type)

Name: Dr.
 Mr.
 Ms.

Position / Title: _____

Company / Organization: _____

Address: _____

City / State / Postal code / Country: _____

Daytime telephone: () _____

1. How long have you known the applicant? _____ years _____ months

2. Under what circumstances have you known the applicant?

3. What do you consider the applicant's most outstanding abilities?

4. What are the applicant's major liabilities or weaknesses?

5. What is the applicant's leadership potential?

6. How would you rate the applicant's oral communication skills?

7. How would you rate the applicant's written communication skills?

8. In your opinion, is it appropriate for the applicant to enroll in the MBA program at this time in his/her career?

Why or why not?

Please mark the appropriate box.

9. In comparison with other graduate school candidates that you have known, how would you rate the applicant?

	Inadequate Opportunity to Observe	Below Average Lower 1/3	Average Middle 1/3	Good Top 1/3	Outstanding Top 7%	Truly Exceptional Top 2%
Intellectual capacity						
Ability to work well with others						
Maturity						
Management / leadership ability						
Imagination / creativity						

10. Do you recommend the applicant be admitted to Pepperdine University's Graziadio School of Business and Management?

- Strongly recommend Recommend with some reservations
 Recommend Do not recommend

Signature: X

Date:

Recommendation

Applicant's name: _____

Social Security number: _____

For which program are you applying? _____

TO THE APPLICANT

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Waiver: I waive my rights to review this letter of recommendation in support of my application to Pepperdine University's Graziadio School of Business and Management.

Applicant's signature: **X** _____

Date: _____

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(Please print or type)

Name: Dr.
 Mr.
 Ms.

Position / Title: _____

Company / Organization: _____

Address: _____

City / State / Postal code / Country: _____

Daytime telephone: () _____

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7. How would you rate the applicant's written communication skills?

8. In your opinion, is it appropriate for the applicant to enroll in the MBA program at this time in his/her career?

Why or why not?

Please mark the appropriate box.

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	Inadequate Opportunity to Observe	Below Average Lower 1/3	Average Middle 1/3	Good Top 1/3	Outstanding Top 7%	Truly Exceptional Top 2%
Intellectual capacity						
Ability to work well with others						
Maturity						
Management / leadership ability						
Imagination / creativity						

10. Do you recommend the applicant be admitted to Pepperdine University's Graziadio School of Business and Management?

- Strongly recommend Recommend with some reservations
 Recommend Do not recommend

Signature: X

Date:

INTERNATIONAL STUDENT DATA (ISD) form



This information is required of international students in accordance with United States (U.S.) federal regulations. Submit the completed ISD form along with your application for admission to Pepperdine University. Upon receipt of confirmation of your intent to enroll the Office of International Student Services (OISS) will issue the Form I-20, *Certificate of Eligibility for Nonimmigrant (F-1) Student Status*.

Which school at Pepperdine University are you applying to? _____

Family name _____ First name _____ Middle _____
(please write name exactly as it appears in your passport)

Other names used: Family name _____ First name _____ Middle _____

Date of Birth _____ Place of Birth _____ Gender: Male Female
month / day / year city / country

Country(ies) of Citizenship _____ Which passport will you use to travel? _____

Passport Number _____ Passport Expiration Date _____
month / day / year

Permanent Foreign Address _____

_____ city _____ state / province _____ country _____ postal code

Phone _____ Fax _____ E-mail _____

Address where form I-20 should be mailed, if different from above _____

_____ city _____ state / province _____ country _____ postal code

Phone _____ Fax _____ E-mail _____

Prospective visa type _____ Place of visa application _____
city / country

Do you have any dependents (spouse or children) that will accompany you to the United States? Yes No
– Please provide **all** of the above information for **each dependent** on a separate sheet of paper. –

Were you in the United States with in the past five months? Yes (answer question 1-8) No (answer question 9)

1. What is your current visa type: _____ Do you plan to change visa types: Yes No To What? _____

2. Visa Expiration Date _____ Date of last Entry to the United States _____
month / day / year month / day / year

3. Form I-94 Number _____ Form I-94 expiration date _____
month / day / year

4. If applicable which school issued your Form I-20? _____

5. Address in the United States (actual physical location of residence) _____

_____ city _____ state / province _____ country _____ postal code

7. Phone _____ This address and phone are valid until? _____
month / day / year

8. Will you depart from the U.S. prior to enrollment? Yes No To where and when? _____

9. When was the last time you were in the U.S.? _____ What visa type did you hold? _____
month / day / year — month / day / year

(Please see reverse side)

EVIDENCE OF FINANCIAL SUPPORT

To be eligible for the student visa status, you must show that funds are available for the first year of study, and that adequate funding will be available for each subsequent year of study. Please fill in the amounts you will have available to cover your school and living expenses in the U.S. for the duration of your studies. Tuition charges for the current year are listed at <http://www.pepperdine.edu>. For the purpose of your Form I-20 *only*, living expenses are estimated based on average on-campus room and board charges for undergraduate and graduate students. These rates are listed at <http://seaver.pepperdine.edu/studentaffairs/hcl>. Off-campus living expenses will depend on your personal spending habits. An additional \$3,000 per year should be added for *each* of your dependents. All international students and their dependents are required to furnish verification of health and accident insurance or enroll in the student group policy offered at Pepperdine University.

THIS SECTION TO BE COMPLETED BY THE APPLICANT

I certify that I will have the following amounts in U.S. currency available for my support during the forthcoming academic year and each subsequent year at Pepperdine University.

Personal funds \$ _____
Family funds \$ _____
Other (specify source) _____ \$ _____
Total \$ _____

_____ I certify that these funds are adequate to cover all estimated school and living expenses, including travel to and from the U.S.

_____ I have a pending application for a loan/scholarship in the amount of \$ _____. Please process my application for admission to Pepperdine University, and I will provide further evidence of funding prior to issuance of the Form I-20.

Signature of Applicant _____ Date _____

THIS SECTION TO BE COMPLETED BY THE FINANCIAL SPONSOR

I certify that I have agreed to provide the amount of funds stated above to the applicant named above for the purpose of full-time study at Pepperdine University.

Name of Sponsor _____ Relationship to Applicant _____

Address of Sponsor _____ Phone _____

Signature of Sponsor _____ Date _____

THIS SECTION TO BE COMPLETED BY THE OFFICER OF THE BANK OR FINANCIAL INSTITUTION

(or a copy of the financial documents you will present to the U.S. Embassy or Consulate may be attached to this form).

This is to certify that _____, whose signature appears above, has ample funds at this time to meet the expenses of the applicant named above. This certificate does not constitute a statement of liability on my part, or on the firm, or bank, I represent.

Name of Officer _____ Title _____

Name of Organization _____

Address of Organization _____

_____ Phone _____

Signature of Officer _____ Date _____

Required: organizational seal or stamp here

<u>FOR PEPPERDINE OFFICE USE ONLY</u>		
_____ This student has been granted a scholarship of \$ _____ per term for the _____ program.		
_____ This student has been granted a graduate assistantship of \$ _____ per term.		
_____ This student has been granted other aid in the form of a _____ in the amount of \$ _____ per term.		
_____ This student has not been granted any aid.		
School Official _____	Signature _____	Date _____