



MBA Program Application Checklist

Office of Graduate Business Programs

Phone: (936) 261-9215

Email: mba@pvamu.edu

Hello Prospective MBA Student

Thank you for your interest in pursuing your graduate studies with our university. **Producing productive people** is the goal of Prairie View A&M University (PVAMU). This goal is the foundation of our work here in the College of Business.

The curriculum and objectives of the graduate business programs are based on the rich traditions and cultural heritage that exist at PVAMU. Our academic standards are assured through two accrediting bodies. PVAMU is accredited by the **Southern Association of Colleges and Schools (SACS-COC)**. The College of Business is separately accredited by the **Association to Advance Collegiate Schools of Business (AACSB)**.

The **Master of Business Administration (MBA)** degree is designed to provide students the knowledge and skills necessary to succeed in profit or not-for-profit organizations. The program integrates various business disciplines to provide the high-quality educational experience needed to become a strategic thinker, assume a leadership role in your organization, or possibly pursue your own venture.

Faculty are committed to providing a quality education in a close-knit learning environment. Advising support is available through the Director of Graduate Business Programs, who will guide you as a new and continuing student on the best path to completing the degree.

As you take your first steps to submit your application for the MBA program, please take a moment to review the next few pages. The information you provide will help us learn more about you during the evaluation of your application, as well as during your initial advising session following admission.

We look forward to working with you to achieve your educational and professional goals.

Regards,
Office of Graduate Business Programs

Application Checklist

Graduate Programs, College of Business

Prairie View A&M University

Individuals applying to the MBA and MSA programs at Prairie View A&M University must submit the following documentation to be considered for admission to the university and the desired program. All application materials for the university and the College of Business must be submitted for admission consideration.

1. Set up an application account via the online Apply Texas system (www.applytexas.org).
 - a. Applicants to the Part-Time or Online MBA should select 'General Business Administration' as the major. For Master of Science in Accounting, select 'Accounting (MS)' as the major.
 - b. Application fee must be paid either online or by check/money order to the university before an application can be officially submitted.
2. Submit official transcripts from degree awarding institution where baccalaureate degree was awarded via mail or electronically. For electronic transcripts requiring a school code, PVAMU's code is 36360. Official transcripts can be mailed to:

Office of Graduate Studies
Prairie View A&M University
P.O. Box 519 – Mail Stop 2800
Prairie View, TX 77446

3. Three recommendations. Recommenders should submit *the Recommendation for Graduate Studies Form*.
<https://www.pvamu.edu/graduatestudies/services-and-resources/forms/>
4. In addition to the online application, official transcript, and recommendations, individuals must submit College of Business supplemental documentation to the Office of Graduate Studies. This includes:
 - a. Graduate Programs Applicant Information Form
 - b. Updated copy of applicant resume (not required but **strongly** recommended)
 - c. Typed Word document responding to essay prompt: *"Please share your short-term and long-term career goals. Explain how the graduate business degree contributes to accomplishing these goals."*
 - i. Applicant name, program seeking admission to, and planned start term should be listed at top of page.
 - ii. No more than 500 words maximum.

[**Special Note on Essay:** Short-term goals tend to be viewed as those professional plans you are focused on accomplishing within five to seven (5 – 7) years following completion of the degree. Long-term goals tend to be more flexible in when they might be accomplished but typically are an extension of the outcomes from your short-term goals. Understanding your short- and long-term goals allows us to better understand the potential benefit of the Master of Business Administration degree in assisting you in achieving these goals.]

Supplemental documents can be mailed to Office of Graduate Studies or emailed to gradadmissions@pvamu.edu.

International Applicants

International candidates should refer to the Office of Graduate Studies International Admissions website at <https://www.pvamu.edu/graduatestudies/prospective-students/international-admissions/> for specifics on required documentation, including application deadlines, academic credential evaluation, and language exam scores. International applicants may also reach out to the Office of Graduate Studies at gradadmissions@pvamu.edu.

COLLEGE OF BUSINESS, GRADUATE PROGRAMS
APPLICANT INFORMATION FORM

LAST/FAMILY NAME: _____

FIRST/GIVEN NAME: _____

PREFERRED NAME: _____

PERMANENT ADDRESS:

Street Name/Apt.: _____

City and State: _____ ZIP: _____

MAILING ADDRESS (if different from above):

Street Name/Apt.: _____

City and State: _____ ZIP: _____

EVENING PHONE: _____ DAY PHONE: _____

PRIMARY EMAIL ADDRESS: _____

ALTERNATE EMAIL ADDRESS: _____

(Note: University email address will be official source of school communication after enrollment in program.)

INTENDED DEGREE PROGRAM:

- _____ Master of Business Administration (36 hours)*
_____ Online Master of Business Administration (36 hours)*
_____ Master of Science in Accounting (30 hours)*

*Hours do not include any required prerequisites.

INTENDED SEMESTER FOR ADMISSION:

Fall Term 20 _____ Spring Term 20 _____ Summer Term 20 _____

EDUCATIONAL AND PROFESSIONAL BACKGROUND

Undergraduate Degree(s) Earned

Institution: _____

Major: _____ Minor: _____ Overall GPA: _____

Graduate Degree(s) Earned (if applicable)

Institution: _____

Degree/Field of Study: _____ Overall GPA: _____

COPY OF UPDATED RESUME ATTACHED: Yes _____ No _____