

Master of Business Administration

Graduate Admissions Requirement Checklist

- Completed Online Application** – BethelMBA.net
- Official Transcripts** – Official transcripts from the undergraduate institution from which you earned your degree with conferment date. Include official graduate transcripts if attempting to transfer credits.
- Two Professional References** – Two professional references from current or former employers or professors must be entered in the online application. It is important to enter ALL contact information. At least one reference must be a current/former supervisor or manager. We will NOT accept references from friends, family, or clergy.
- Professional Resume** - All applicants must have 3+ years of work experience to be considered.
- Essay** – A 500 word essay on “Why I Would Like to Obtain an MBA Degree and How I Plan to Utilize My Degree Upon Completion of the Program” is required. (Ask your Bethel representative for details.)
- Copy of a Photo ID** (i.e. Driver’s License)
- Copy of Social Security Card**
- \$75 Non-refundable Application Fee** – Ask how the fee can be waived! *Fee waiver is only offered as a one-time incentive.*

Upon completion of the applicant’s admissions file, the MBA Admissions Review Committee will review all applications and may grant or deny admission to the program. Since cohorts have a rolling enrollment, applications will be considered on a rolling basis. Denial for admission into one cohort does not prevent resubmission of an application (with payment of the application fee) for a future cohort. Applicants who are denied admission have the opportunity to re-apply in twelve months.

All paperwork can be completed online. Please contact your Bethel Representative for assistance as needed.

Mail Official Transcripts to:
Bethel University Graduate Admissions
ATTN: Graduate Program Coordinator
1801 West End Ave., Suite 200
Nashville, TN 37203

