

# APPLICATION for Graduate Admission

# E. Craig Wall Sr. College of Business Administration

## Introduction

Thank you for your interest in the graduate business programs at Coastal Carolina University.

The Master of Business Administration is a 30-hour graduate degree program that provides study of major areas of business encompassing the disciplines of accounting, finance, economics, management and marketing. The program balances an applied service sector focus with a strong grounding in finance and accounting. Students are actively involved in coursework through extensive use of cases, simulations, research in disciplinespecific databases, projects and appropriate learning technologies.

The Master of Accountancy (MAcc) Program is also designed to provide students with a broad-based business education. The curriculum focuses on enhancing a student's analytical and critical thinking skills, written and oral communication skills, and understanding of the global nature of the accounting profession. The program will allow students to enter the accounting profession and achieve certification as Certified Public Accountants (CPA) and/or Certified Management Accountants (CMA). The program is also 30 hours.

The Fraud Examination Certificate Program provides students the opportunity to explore the areas of fraud detection, analysis and prevention. The 12-hour program is perfect for working professionals, such as law enforcement officers, lawyers and accounting professionals who are interested in developing an expertise in fraud examination.

The Business Foundations Certificate Program provides students a solid foundation in business concepts and practice. The courses cover the essentials of accounting, finance, marketing, management, entrepreneurship and information technology. This 16-hour program is intended for non-business majors who plan to enter the workforce or a graduate degree program upon completion of their undergraduate degree. It is also designed for post-graduates who wish to acquire certification in basic business knowledge.

## **Submission of Required Credentials**

All graduate applications must first be processed through the Office of Graduate Studies. Please submit your application and all information requested to the Office of Graduate Studies, Coastal Carolina University, P.O. Box 261954, Conway, SC 29528-6054 USA.

Once your application is complete, it will be forwarded to the Graduate Admissions Office of the Wall College of Business.

Your application cannot be considered until your non-refundable \$45 application fee and all the following required credentials are received:

► **Transcripts** You must submit an official transcript from every institution you have attended. Receipt of a baccalaureate and/or higher degree from a regionally accredited institution must be clearly indicated on the transcript from the awarding institution. Official transcripts are those sent by the registrar of a college or university directly to the Office of Graduate Studies. The Office of Graduate Studies does not request transcripts from any institution.

► Letters of Recommendation At least two letters of recommendation (scholastic or professional) are required with your graduate application. Forms for letters of recommendation are provided in this application packet. References should mail completed forms directly to the Office of Graduate Studies, Coastal Carolina University, P.O. Box 261954, Conway, SC 29528-6054 USA

A Resumé To include academic education and work history, with dates.

▶ Official Test Scores Your Graduate Management Admissions Test (GMAT) scores must be submitted before your application can be processed. Test scores must include your score on the Analytical Writing Assessment. Applicants may have their GMAT requirement waived if they submit evidence of having an advanced credential such as a master's degree or Certified Public Accountant (CPA) certificate, for example. Students applying to the Accountancy degree program may also have their exam waived based on their GPA. Contact the Wall College of Business to learn more about waivers or minimum scores required. Please note that GRE scores are also accepted.

### ► Official Scores for International Students

Citizens of countries other than the United States of America who apply to Coastal's graduate programs must meet the University's graduate admission requirements in addition to any requirements specific to the chosen degree program. All international applicants must:

1. Submit a completed degree seeking application for graduate admission to the chosen program;

 Provide original or certified copies of all certificates, transcripts, and degrees (if these documents are not in English, then official translations must be included as well);
 Submit the approximate the decided text works;

3. Submit the required standardized test results;

4. If a non-native speaker of English, provide official results from tests taken within the last 3 (three) years of one of the following acceptable means of documenting English language proficiency consistent with success in graduate programs (Note that higher scores may be required of some graduate programs so applicants are urged to consult their desired program to identify whether a higher score is required):

a. A minimum score of 550 on the paper-based (PBT) or 79 on the internet (iBT) Test of English as a Foreign Language (TOEFL);

b. A minimum score of 6.5 on the International English Language Testing System (IELTS) exam;

c. Certificate of Completion of level 112 of English for Academic Purposes (EAP) from ELS Language Centers;

- d. Pearson Test of English (PTE) Academic with a score of 59;
- e. Cambridge CAE (Certificate of Advanced English) with a minimum level of C1;
- f. Cambridge CPE (Certificate of Proficiency in English) with a minimum level of C1;
- g. MELAB (Michigan English Language Assessment Battery) with a score of 77;
- h. TOEIC (Test of English for International Communication) with a score of 745;

i. Bachelor's degree earned from a regionally accredited U.S. institution of higher education within the last three years.

### Prereguisites

### MBA Program

You must complete 18 hours of prerequisites with an average grade of B or better before you can be admitted into the MBA program. You must have successfully completed the following courses within the last five years:

- Financial Accounting: 3 credit hours
- · Survey of Economics or Microeconomics: 3 credit hours
- Business Finance\*: 3 credit hours
- Business Statistics: 3 credit hours
- Principles of Marketing\*: 3 credit hours
- Principles of Management\*: 3 credit hours

Courses marked with an asterisk (\*) are junior courses taught at the 300 level or above.

#### Master of Accountancy Program

Applicants to the Master of Accountancy program must have successfully completed 18 hours in accounting in addition to the prerequisites listed above. Courses should include such areas as: Intermediate Accounting, Auditing, Cost Accounting, Accounting Information Systems, Tax and Commercial Law. Nonbusiness applicants should contact the Wall College of Business to ensure that they have taken or are taking the proper coursework.

## **Application Deadlines**

Applications are accepted year-round but priority consideration for admission will be given to those completed applications received by the following dates:

Term	Application postmark deadline		
Fall Semester	June 15		
Spring Semester	November 15		
Summer	April 15		

IMPORTANT TELEPHONE NUMBERS:Wall College of Business Graduate Admissions Office • 843-349-2469 (International: +1 843 349 2469)Financial Aid and Scholarships • 843-349-2313 (International: +1 843 349 2313)

Office of Graduate Studies • Coastal Carolina University • P.O. Box 261954 • Conway, SC 29528-6054 USA

843-349-2394 • 800-277-7000 • 843-349-6444 fax • graduate@coastal.edu • coastal.edu/graduate



# Application for Graduate Admission E. Craig Wall Sr. College of Business Administration

A non-refundable application fee of \$45 is required with this application.

**INSTRUCTIONS:** Pages 2-5 of this document MUST be completed online using the computer keyboard. Then, print the entire document, sign and date pages 4 and 5, and mail or bring pages 2-5 to the Office of Graduate Studies. Forward the printed *Letter of Recommendation* forms to the individuals of your choice and ask them to complete and forward each Letter of Recommendation to the Office of Graduate Studies.

1.	I WISH TO BEGIN GRADUATE STUDY AT COASTAL CAROLII	NA UNIVERSITY. YEAR			D PART TIME
	□ FALL SEMESTER □ SPRING SEMESTER				
2.	SOCIAL SECURITY NUMBER				
	INTERNATIONAL STUDENTS - Passport number		Country of issuance		
3.	LEGAL NAME				
	Last	First	Middle		Suffix (Jr., III, IV)
4.	MAIDEN OR FORMER NAME USED AT OTHER COLLEGES _				
5.	PERMANENT ADDRESS				
	P.O. Box, RFD or Street				
	City	State	Postal zip code		Zip +four
	County Pr	rovince	Country		
6.	TELEPHONE: Home ()		Mobil ( )		
7.	E-MAIL ADDRESS				
8.	BIRTH DATE (MM/DD/YY)		9. Gender: 🗌 Male	e 🗌 Female	
10.	I AM A SENIOR CITIZEN (age 60 or older).				
11.	ETHNIC ORIGIN / RACE I am Hispanic or Latino.  Yes No				
	What is your race? Regardless of how you answered the prior s	tatement, please indicate	the race you consider yourself to be.		
	American Indian OR Alaskan Native	☐ Asian		Black/Africa	n American
	Native Hawaiian OR Other Pacific Islander	☐ White			
12.	DO YOU LIVE IN SOUTH CAROLINA?         Yes       If Yes, you must complete page 5 of this application. If Fee purposes.         No       I should not be considered a South Carolina resident for the constant for the const			ed an OUT-OF-STATI	E student for Tuition and
13.	COUNTRY OF BIRTH	COL	INTRY OF CITIZENSHIP		
14.	I AM A PERMANENT RESIDENT ALIEN OF THE UNITED STATE	E <b>S</b> . 🗌 Yes 🥅 No			
	If Yes, what is your alien registration number	A	ttach a copy of your Green Card.		
15.	I AM AN INTERNATIONAL STUDENT.       Yes       No         I am seeking an F-1 Student Visa.       Yes       No				
16.	EMERGENCY CONTACT INFORMATION Check relationship to	o you: 🔲 Parent 🛛	] Spouse 🛛 Guardian 🗌	Other	
	NameLast	First	Middle		Suffix (Jr., III, IV)
	Home/permanent address: P.O. Box, RFD or Street				7: four
	City				
	County Pi	rovince	Country		
	Telephone: Home ( )		-		

17.	DEGREE SOUGHT						
	M.B.A. Master of Accountance	y Certificate in Busi	iness Foundations	Examination			
18.	Did you participate in CCU's "Degree in Three" progra	am? YES NO					
19.	TESTS: Give dates you have taken or will take the te	ests.					
	Graduate Management Admissions Test (GMAT):	DATE 1 (MM/DD/YY)	DATE 2 (MM/DD/YY	()			
	Test of English Proficiency:	DATE 1 (MM/DD/YY)	DATE 2 (MM/DD/YY	´)			
20.	<b>COLLEGE(S) ATTENDED</b> List below all colleges atte Graduate Studies, Coastal Carolina University, P.O. Box		( )	of your work directly to the Office of			
	Name of school (full name)			State			
	Date entered (MM/YY)	Date leaving (MM/YY)	Degree earned				
	Name of school (full name)			State			
	Date entered (MM/YY)	Date leaving (MM/YY)	Degree earned				
	Name of school (full name)			State			
	Date entered (MM/YY)	Date leaving (MM/YY)	Degree earned				
	Name of school (full name)			State			
	Date entered (MM/YY)	Date leaving (MM/YY)	Degree earned				
F	FOR INTERNATIONAL APPLICANTS						
21.	ARE YOU CURRENTLY STUDYING IN THE UNI	TED STATES? YES	NO If Yes, you must submit an Internationa	I Clearance Form.			
	<ul> <li>ALL INTERNATIONAL STUDENTS ON F-1 STUD</li> <li>Confidential Financial Statement</li> <li>Letter of Guarantee</li> </ul>	DENT VISAS ARE REQUIRED 1	TO SUBMIT THE FOLLOWING FORMS:				
	The Confidential Financial Statement, the Lette coastal.edu/graduate/forms/html.	er of Guarantee and the Interna	ational Student Clearance Form can be obtained	d online at:			

#### 22. COMMUNITY STANDARDS

Effective June 1, 2009, all applicants are required to submit complete responses to a series of community standards questions on the application for admission. Responses to these questions are initially reviewed by the Office of Graduate Studies. Some cases are then referred to the Community Standards Committee for review. An applicant must satisfy the Community Standards portion of the admission application prior to the review of the documentation (transcripts, test scores, letters of recommendation, etc.). This review process supports the University's goal of maintaining a safe learning community. Failure to submit complete responses or the falsification of responses will result in the revocation of the admission decision or the dismissal of the student after enrollment. It is the responsibility of the applicant/student to notify the Office of Graduate Studies of changes to the questions on Community Standards. Disclosure is a continuous obligation of the applicant/student. Failure to do so shall result in immediate and permanent dismissal. In addition, Coastal Carolina University will not permit Registered Sex Offenders to enroll in classes or to participate in campus activities. The failure to disclose registration shall result in immediate expulsion and revocation of any privileges as a student. For the purpose of the following questions, "crime" or "criminal charge" refers to any crime other than a traffic-related misdemeanor or infraction. You must, however, include alcohol or drug offenses whether or not they are traffic-related.

If you answer "Yes" to any question below, you are required to provide your own written explanation of the event(s) and a statement from your legal representative summarizing the event(s) and the final disposition of your case. If you are/were not represented by legal counsel in connection with the event(s), in addition to your own written explanation, you must provide court records summarizing the event(s) and the final disposition of your case. Print your full name at the top of each page, and date and sign each page. All documentation must be delivered to the Office of Graduate Studies.

1.	□ YES	□ NO	Have you been convicted of a crime as an adult or juvenile?
2.	□ YES	□ NO	Have you entered a plea of guilty, a plea of no contest, a plea of "nolo contendere," an Alford plea, a plea of delinquency in juvenile court, or have you received a deferred prosecution or prayer for judgment continued to a criminal charge?
3.	□ YES	□ NO	Have you otherwise accepted responsibility for the commission of a crime or entered a pre-trial/diversion program?
4.	□ YES	□ NO	Do you have any criminal charges pending against you?
5.	☐ YES	□ NO	Have you ever been suspended (out-of-school), expelled or placed on disciplinary probation by any college or university? This may include, but is not limited to, academic cheating, conduct violations or alcohol policy infractions. If you answer "Yes," you are required to attach a statement from an appropriate school official corroborating your summary of the event in addition to your own explanation of the event.
6.	□ YES	□ NO	If you have ever served in the military, did you receive any type of discharge other than an honorable discharge? If you have not served in the military, respond "No."

#### Written statement (required for all "Yes" responses). Attach an additional sheet of paper if necessary.

23. HOW DID YOU FIRS	ST LEARN ABOUT COAS	TAL CAROLINA UNIVERSI	Y'S BUSINESS PROGRAMS?	
Mailing	Live in area	Alumni of CCU	Current Student at CCU	Employer
CCU Web site	Newspaper	🗌 Radio	Graduate/Career Fair	U Web search
Other				
Explain				
tesponsibilities as outlined in hay subject me to immediate	the University's Student Handbor expulsion.		ide by all rules and policies of the Code of Stu found online at <b>coastal.edu/deanofstudents</b>	
ignature				Date
843	-349-2394 • 800-277-70	00 • 843-349-6444 fax	P.O. Box 261954 • Cor graduate@coastal.edu • coastal 6444 • graduate@coastal.edu •	.edu/graduate
PPLICATION FEE: Credit c	ard authorization for payment	of the application fee. Complete	this section only if you are paying the appli	
lease PRINT clearly.				
Check one:  Mastercard	🗌 Visa 📄 Discover	American Express		
ame (Print name as it appea	rs on credit card)			
xpiration date		V-code		
For Mastercard, Visa or		ree numbers in the signature line o		
authorize the use of my cre	dit card account. AMOUNT \$			
ignature			Da	ate
)aytime telephone (	)			

# COASTAL CAROLINA UNIVERSITY RESIDENCY INFORMATION

Applicants who claim South Carolina residence for tuition and fee purposes must complete this form in its entirety. Additional information may be requested per SC Law 59-112. South Carolina residency requirements may be found online at **che.sc.gov**.

Student Information	
Name of Student	Telephone ()
Social Security number or CCU ID E	
Date of birth State and country of birth	
OPTION A: DEPENDENT STUDENT A dependent student is defined as one who will receive more than half of his/ her support for the 12 months immediately preceding his/her enrollment or re-enrollment from a parent, guardian or spouse and will be claimed as a dependent or exemption on that individual's income tax returns. With whom do you reside? Self Both parents	OPTION B: INDEPENDENT STUDENT Independent students are required to enter personal information below. An independent student is defined as one who will provide more than half of his/her support for the 12 months immediately preceding his/her enrollment or re-enrollment and will NOT be claimed as a dependent or exemption on the income tax return of a parent, guardian or spouse.
□ Father □ Mother □ Other	YOUR INFORMATION
Who claims you for federal income tax purposes? Self Both parents	Name     First   Last     Relationship
Parents' marital status:       □ Single/never married       □ Married         □ Divorced/separated       □ Widowed       □ Re-married	Citizenship: U.S. citizen Permanent Resident Not a U.S. Citizen or Permanent Resident
If parents are divorced or separated, who is the custodial parent?	Length of time as SC resident: Years Months         Address: Street
Dependent students are required to enter parent, guardian or spouse information below.	City, State, Zip code
Who provides the majority of your financial support?	Your marital status: Single/never married
Name	□ Divorced/separated □ Widowed □ Re-married
First Last Relationship	Current Residence: Current Residence: Own With Parents
Citizenship:  U.S. citizen Permanent Resident Not a U.S. Citizen or Permanent Resident Length of time as SC resident: Years Address: Street	Campus residence  Driver's License: State Date Issued  New  Renewed Expiration date
City, State, Zip code	Vehicle Registration: State Date Issued
Driver's License: State Date Issued	New Renewed Date of purchase (MM/YYYY)
□ New □ Renewed Expiration date	If you have relocated to SC, what was your previous state of residence?
Vehicle Registration: State Date Issued	
□ New □ Renewed Date of purchase ( <i>MM</i> /YYYY)	Employment Status:       Full-time       Part-time         Unemployed       Retired       Disabled         Employer's name
Employment Status:  Full-time Unemployed Retired Disabled	Employer's address
Employer's name	
Employer's address	Employer's telephone ()
Employer's telephone ()	Dates of employment: From to
Dates of employment: From to	If your claim to South Carolina resident status is based upon active military assignment to the state, <b>please submit a copy of your current orders to the</b>
If your claim to South Carolina resident status is based upon active military assignment to the state, please submit a copy of current orders to the Office of Admissions.	Office of Admissions.         Branch of Service:       USAF         USA       USN       USMC         USCG
Person on active duty in service:	Home of record
Branch of Service: USAF USA USA USN USMC USCG	1

Signature of Applicant

Date

Signature of Parent or Legal Guardian		Date
(If applicant is under 18 years of age)	– page 5–	



# Recommendation for Graduate School Admission

## E. Craig Wall Sr. College of Business Administration

### TO BE COMPLETED BY APPLICANT:

Legal name	First	Middle or Maiden							
Social Security number									
International students – Passport number									
If you prefer this to be a confidential letter of reference, y	If you prefer this to be a confidential letter of reference, you must sign and date the waiver of access below.								
APPLICANT'S WAIVER OF RIGHT OF ACCESS TO CONFIDENTIAL STATEMENT Under the Family Rights and Privacy Act of 1974, a student enrolled at Coastal Carolina University has access to his or her educational records. The University's record policies comply with this law, while still allowing the student the option of waiving the right of access. To waive the right to examine this recommendation, please sign below. If left unsigned, you will have access to this document upon enrollment at Coastal Carolina University. The decision you make in no way affects the consideration of your application.									
I hereby waive my right of access to any information con	tained on this recommendation for	m.							
Signed		Date							
Office of Graduate Studies • Coastal Ca	rolina University • P.O.	Box 261954 • Conway, SC 29528-6054 USA							

843-349-2394 • 800-277-7000 • 843-349-6444 fax • graduate@coastal.edu • coastal.edu/graduate (INTERNATIONAL) Tel.: +1 843 349 2394 • Fax: +1 843 349 6444 • graduate@coastal.edu • coastal.edu/graduate

## Letter of Recommendation Request

You have been listed as a reference for the applicant above who is applying for Graduate Admission at Coastal Carolina University. Please complete this form at your earliest convenience as the applicant's record cannot be reviewed without this information. This form may be examined by the applicant upon request unless the Waiver of Access above is signed.

Please return this completed form to the Office of Graduate Studies, Coastal Carolina University, P.O. Box 261954, Conway, SC 29528-6054 USA.

### TO BE COMPLETED BY RECOMMENDER:

Da	te	Signature				
Na	me _				Title	
Ad	dress					
1.	Kno • •	wledge of the Applicant Approximately how long have you known the a How well do you feel you know the applicant? What is the nature of your contact with the applicant		Years	☐ Very well	
		<ul> <li>Teacher in one class</li> <li>Teacher in more than one class</li> </ul>	🔲 Major ac	lviser h adviser	Employer	)

### Recommendation for Graduate School Admission • Page 2

2. Give your opinion of the applicant's qualifications (i.e., intellectual ability, academic preparation, motivation, work habits) for graduate work.

3.	Where would you rank <i>Faculty recommenda</i>	n your department?			
	lower 25%	middle 25%	upper 25%	highest 10%	highest 5%

4. Additional remarks. Use an additional sheet of paper if necessary.



# Recommendation for Graduate School Admission

## E. Craig Wall Sr. College of Business Administration

### TO BE COMPLETED BY APPLICANT:

Legal name	First	Middle or Maiden					
Social Security number							
International students – Passport number							
If you prefer this to be a confidential letter of reference, yo	ou must sign and date the waiver	of access below.					
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I hereby waive my right of access to any information conta	ained on this recommendation for	rm.					
Signed		Date					
Office of Graduate Studies • Coastal Car	rolina University • P.O.	Box 261954 • Conway, SC 29528-6054 USA					

843-349-2394 • 800-277-7000 • 843-349-6444 fax • graduate@coastal.edu • coastal.edu/graduate (INTERNATIONAL) Tel.: +1 843 349 2394 • Fax: +1 843 349 6444 • graduate@coastal.edu • coastal.edu/graduate

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Please return this completed form to the Office of Graduate Studies, Coastal Carolina University, P.O. Box 261954, Conway, SC 29528-6054 USA.

### TO BE COMPLETED BY RECOMMENDER:

Da	te	Signature				
Na	me				Title	
Ad	dress					
1.	Knor • •	wledge of the Applicant Approximately how long have you known the a How well do you feel you know the applicant? What is the nature of your contact with the app	Casually	Years	☐ Very well	_
		<ul> <li>Teacher in one class</li> <li>Teacher in more than one class</li> </ul>	☐ Major adv ☐ Research		<ul><li>Employer</li><li>Other (specify)</li></ul>	

### Recommendation for Graduate School Admission • Page 2

2. Give your opinion of the applicant's qualifications (i.e., intellectual ability, academic preparation, motivation, work habits) for graduate work.

3.	Where would you rank this student with other seniors who are currently in your department? Faculty recommendations only				
	lower 25%	iddle 25%	upper 25%	☐ highest 10%	highest 5%

4. Additional remarks. Use an additional sheet of paper if necessary.