

**Whitworth School of Global Commerce and Management**  
**Graduate Studies in Business**  
**300 W. Hawthorne Road**  
**Spokane, WA 99251 U.S.A.**  
TEL: 1.800.929.6891, 509.777.4606, Fax: 509.777.3723  
e-mail: gsb@whitworth.edu  
Internet: www.whitworth.edu/sgcm



## APPLICATION INSTRUCTIONS

Thank you for your interest in Whitworth's Graduate Studies in Business. Enclosed you will find the graduate program's application instructions and forms. Please pay careful attention to detail when completing the application forms. Incorrect or incomplete information could result in delays or rejection of your application.

All application documents become part of the student's official record and cannot be returned. Photocopies of required application documents, including transcripts and test scores, **cannot** be accepted. A complete application for admission includes the following *original* documents:

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- Application for Admission** form
  - \$35 USD non-refundable **application fee** (Please make checks payable to Whitworth University).
  - One page (typed) **essay** stating your purpose for entering the MBA/MIM program. Please explain how this relates to your short-term and long-term goals.
  - Two **recommendation forms** completed by people who have worked closely with you and are familiar with your academic and/or professional background. The required recommendation forms are included with this packet.
  - Official **transcripts** from *all* colleges or universities you have attended. These must be sent directly to the Graduate Studies in Business office at Whitworth University directly from the college or university Registrar's Office.
  - Official **GRE or GMAT score reports** sent directly to the Graduate Studies in Business office at Whitworth University. To request GMAT scores contact MBA.com. The Whitworth University code is 5LH-BF-55. To request GRE scores contact GRE, Educational Testing Service, Box 6000, Princeton, NJ 08541-6000. The Whitworth University code is 4953. (**Note- the MIM program accepts GRE & GMAT scores, the MBA program only accepts GMAT scores**)
  - Professional **resume** which highlights your work experience, significant achievements and responsibilities.

### NON-US CITIZENS MUST ALSO INCLUDE:

- An official **TOEFL score report** sent directly to the Graduate Studies in Business office at Whitworth University from the Educational Testing Service. To request your TOEFL and TWE scores, contact TOEFL, Box 6153, Princeton, NJ 08541-6153 U.S.A. This is required from all non-native English speakers. The Whitworth University code is 4953. For general information write to: TOEFL, Box 6151, Princeton, NJ 08541-6151 U.S.A.
- International Student Financial Statement** form with the supporting **verification documents**. Verification document(s) must show evidence of adequate available financial resources to attend the MBA/MIM program.
- Copy of official passport.
- An **affidavit of financial support** is required from students whose financial resources are supplemented in part or in whole by someone other than themselves.
- All international applicants will be required to **provide professional credential evaluation of their university transcripts**. Please send official transcripts and documentation of degree earned to:

Lisano International  
P.O. Box 407, Auburn AL 36831-0407  
USA

[www.lisano-intl.com](http://www.lisano-intl.com)

Please choose the "Document by Document" service at US \$75. All transcripts and evaluations will be forwarded to Whitworth University.

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The Whitworth School of Global Commerce and Management's MBA and MIM degree program has a rolling deadline for admission. We urge you to submit all of your application documents as soon as possible. Admission is awarded to qualified applicants on a space-available basis. Notification of admission will be made within four weeks *after all application materials are received and your application file is complete*.

If you have any questions about the application process please contact us at the above address, phone, fax or e-mail.