

A complete application consists of:

- Application form, dated and signed
- Official academic transcripts, sent directly from college registrar
- If you are enrolled in a graduate program at another institution, a letter from your program director stating:
 - 1) that you are a student in good standing
 - 2) their acceptance of the Bentley courses into your degree program
- Application fee of \$50 in U.S. dollars (non-refundable); make check payable to Bentley University

Application for Admission • Graduate School Special Student

Please complete all of the application. Type or print clearly.

Send this application form and fee to: Bentley Graduate School of Business, Bentley University, 175 Forest Street, Waltham, MA 02452 USA

ABOUT SPECIAL STUDENT STATUS

At the Bentley Graduate School of Business, “special students” are non-matriculated students who are generally limited to taking no more than two courses. They must meet all admission prerequisites and academic standards. If, at a later date, they are accepted into a graduate program at Bentley University, their course work as special students may not be used to reduce the length of the graduate program. Permission is required for enrollment in courses at the 600 level or higher.

BACKGROUND INFORMATION (Please type or print clearly)

Family Name _____ First Name _____ Middle Name _____

If name appearing on your transcript(s) differs from name on this application, please indicate that name to avoid unnecessary delay.

Permanent Street Address _____ Permanent E-mail Address _____

City _____ State _____ Zip Code _____ Country _____

Permanent telephone number with country code and area code _____ Permanent fax number with country code and area code _____

Use permanent address for correspondence? Yes No If no, please complete the section below:

Correspondence Address (if different from permanent address) _____ Current E-mail Address _____

City _____ State _____ Zip Code _____ Country _____

Current telephone number with country code and area code _____ Current fax number with country code and area code _____

Correspondence address valid from: month ____ day ____ year ____ to: month ____ day ____ year ____

Have you ever applied to the Bentley Graduate School? Yes No

If yes: Year _____
Program _____

Gender: Male Female

Optional: Date of Birth _____

Country of Birth _____

Country of Citizenship _____

Native Language _____

Are you a:

U.S. Citizen

Permanent Resident: Alien registration no. _____

Nonresident Alien: Type of visa _____

Optional: Ethnicity

Native American/Alaskan Native

Black/African American

Asian American/Pacific Islander

Hispanic/Latino

Caucasian/White

Other _____

Nonresident Alien (for non-U.S. citizen/permanent resident)

Ethnic and profile information is used to complete accurate reports required by the government.

Signature _____ Date _____

Current Employer Name _____ Business telephone number and area code _____

Employer Street Address _____ City _____ State _____ Zip _____

Your current position, title or responsibilities _____

Employer's type of business or profession _____ Years of professional experience _____

EDUCATION

List *all* schools attended beyond high school and request *all* colleges to send official transcripts directly to the Bentley Graduate School of Business. (Applications are incomplete and cannot be processed without *all* transcripts.)

Name of School	Address	Attendance From/To	Major	Degree	Date of Grad. Mo./Yr.

PROFESSIONAL

List state and date of professional or government certification. (CPA: Include certificate state and number, or indicate parts of exam passed.)

WORK EXPERIENCE

Position (most recent first)	Employer's Company Name	Address	Dates of Employment

TESTS: GMAT and TOEFL

Have you ever taken the Graduate Management Admission Test (GMAT)? Yes No

If no, date you intend to take the test: Mo.____ Yr.____

If yes, dates taken: Mo.____ Yr.____

Mo.____ Yr.____

Mo.____ Yr.____

You must request that the Educational Testing Service (ETS) send your test score to the Bentley Graduate School of Business (code no. R3096). For information on applying for the test, see the GMAT web site (www.gmat.org) or write to: GMAT, Educational Testing Service, Box 6103, Princeton, NJ 08541-6103.

Applicants whose native language is not English should enter result of Test of English as a Foreign Language (TOEFL):

Score: _____ Date taken: _____

Have your official score sent to the Bentley Graduate School of Business (code no. R3096). For information on applying for the test, see the TOEFL web site (www.toefl.org) or write to: TOEFL, Box 899, Princeton, NJ 08540. You may also consult the nearest United States Embassy, Consulate, or USIS Information Center.

SPECIAL STUDENT RATIONALE

Please explain the reason you wish to enroll as a special student.

LIST COURSE(S) YOU ARE INTERESTED IN TAKING:

APPLICATION SIGNATURE (required)

I have carefully read this application. I realize that a "special student" is a non-matriculated student who is generally limited to taking no more than two courses. Courses taken while a special student may not be used to reduce the length of any graduate program at Bentley University. If admitted, I will comply with all prerequisite and academic requirements. During the application process, I will furnish the Bentley Graduate School of Business with official transcripts, test scores, and any supporting documents required. I agree to obtain and read the graduate school catalogue to become familiar with institutional policies and procedures, especially as they pertain to special student status.

Signature

Date

Bentley University does not discriminate in admission or access to, or treatment or employment in, any of its educational programs or activities, including scholarships, loans, and athletics, on the basis of race, color, sex, marital or parental status, age, national or ethnic origin, religion, handicap or disability. The university complies with Title VI of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act, and Revenue Procedure 75-50 prohibiting such discrimination. Anyone believing that he or she has experienced adverse treatment may register a complaint with the special assistant to the president.