



Livingstone College

Admissions Requirements for M.B.A. Program

Applicants for admission to the M.B.A. program at Livingstone College must submit a completed application packet and pay a non-refundable application fee. The Dean of the School of Business, M.B.A. Program Director and other members of the graduate faculty will review individual applicant packets. To apply for the full-time M.B.A. program, candidates must meet the following admissions requirements outlined below:

1. Hold a bachelor's degree in business, finance, accounting or another closely related area from a regionally accredited institution in the United States, or a comparable degree from an officially recognized college or university outside the United States.
2. Complete a Livingstone College graduate admissions application.
3. Submit transcripts from each college or university attended.
4. Possess a minimum 2.5 GPA on a 4.0 scale in the last 60 combined hours of undergraduate or graduate course work earned from an institution(s) prior to enrollment.
5. Submit three (3) letters of recommendation.
6. Complete a minimum 500-1000 word personal statement describing why you want to pursue a graduate degree in business administration.
7. Submit a resume or curriculum vitae (CV).
8. Submission of GMAT or GRE scores is optional.

Non-Business Degree Holding Applicants

Students who do not possess a degree in business or a closely related area may be considered for admission into the M.B.A. program if they have met the undergraduate pre-requisite course requirements subject to the Dean/Program Director's approval. The Dean/Program Director will review individual student transcripts to determine if pre-requisite course requirements or if significant undergraduate courses in Business taken qualify the student for entry into the program. Additionally, applicants with significant work experience in the business sector will be

considered on a case-by-case basis at the discretion and approval of the Dean/Program Director.

Transfer Students

For students who wish to transfer into the M.B.A. program, up to six (6) semester hours of credit with grades of “B” or better from another accredited institution may be transferred for use with the restriction that the credit must have been earned at an institution holding AACSB, ACBSP or IACBE accreditation at the time the course work was completed. All transfer credit must be approved by the Dean of the School of Business.

International Students

International applicants to the program must demonstrate proficiency in English, which can be accomplished in different ways:

- (1) TOEFL score*
- (2) Score from another English proficiency exam.*
- (3) Academic work at an English-speaking institution.*
- (4) MBA Admissions Committee interview*

NOTA BENE – *International students from English-speaking countries will not need to establish English proficiency.*

Graduates of the B.S. in Business Administration Degree Program at Livingstone

Graduates of the undergraduate Business degree program at Livingstone College with a cumulative 2.5 GPA or higher are encouraged to apply for immediate entry into the M.B.A. program upon completion of their degrees.

Please contact the Office of Admissions and Enrollment Management at Livingstone College at www.livingstone.edu/admissions to begin the graduate admissions process. For specific information regarding the M.B.A. program, please contact Dr. Mohammed Shariff, Chair of the Business & CIS Department and M.B.A. Program Director at MShariff@livingstone.edu or by calling (704) 216-6944.