

**UST
MBA**
HEALTH CARE



UNIVERSITY *of* ST. THOMAS

Opus College of Business



Application Guidelines

The Health Care UST MBA program seeks a student body that is high quality and diverse in academic backgrounds, job functions and employing organizations. To be eligible for consideration, an applicant must hold a bachelor's degree from an accredited college or university in the United States or the equivalent from an international institution.

The admissions committee will assess a variety of criteria that measure the candidate's demonstrated and potential abilities. We take a comprehensive view of each candidate's application: previous academic performance, the level and extent of experience in health care, letters of recommendation, writing skills as evidenced in the essay, and interpersonal skills as observed in the admission interview.

Admission to the Health Care UST MBA program is an individualized process. We determine whether there is a good fit in terms of the applicant's potential to apply the curriculum to her or his job and the applicant's perceived ability to contribute to the collaborative learning environment of the Health Care UST MBA classroom.

Admission Requirements

Application materials and all supporting documents become the confidential property of the Health Care UST MBA program admissions office and cannot be returned to the applicant. A complete application includes:

- Application form
- \$75 nonrefundable application fee
- Résumé or CV
- Transcripts from all academic institutions attended
- Essay
- Three letters of recommendation
- Admission interview
- GMAT (this requirement is waived for those with a graduate-level degree)

Transcripts

Official transcripts are required from all undergraduate and graduate institutions you have attended, even if transfer courses or grades appear on your degree-granting transcript. Transcripts should be sent directly from the institution.

If your academic credentials are from a country other than the United States please submit the following:

1. Transcript (an official document listing the subjects you have studied and the marks received in each class).
2. Diploma (an official certificate showing the exact name of your degree and the date you received it). If your transcript clearly specifies the name of your degree and your date of graduation, you do not need to submit a diploma. If you are currently enrolled in a degree program and your degree has not yet been awarded, please specify the month and year in which you expect to receive your degree.
3. English translations. For all transcripts and diplomas in a language other than English, please submit both the original documents and an English translation of them. A translation unaccompanied by the documents from which the translation originated is not acceptable.

Essay

Please submit an essay, between one and two pages, that addresses the following:

1. Your understanding of the problems facing the U.S. health care system.
2. Your general career direction and your rationale for pursuing an M.B.A.
3. How you will address time management as you incorporate a degree program into your busy life.

Letters of Recommendation

Select three professional colleagues who are familiar with your management experience and potential. Give each person the M.B.A. recommendation form with the shaded “applicant” portion completed. Evaluators should mail recommendations directly to the Health Care UST MBA program office.

Interview

The application process culminates with an admission interview, which will be arranged with the admissions office.

To schedule an interview, please contact:

Health Care UST MBA Program
(651) 962-4135
medmba@stthomas.edu

Graduate Management Admission Test (GMAT) Scores

For those applicants who do not have a graduate-level degree, GMAT test scores are required. Test results must be sent directly to St.Thomas from the testing service. Scores from a GMAT exam taken within the last five years will be accepted. For complete information on the GMAT, registration fees and testing sites, please visit www.mba.com.

All application materials should be mailed to:

University of St. Thomas
Health Care UST MBA Program
1000 LaSalle Ave., TMH 441
Minneapolis, MN 55403

Health Care UST MBA Program Application for Admission

Please print or type and submit with \$75 nonrefundable application fee.

Personal Information

Ms. Mrs. Mr. Dr. Social Security number (optional) _____

Last/family name First/given name Middle name Preferred name/nickname

Former name

Please check here if you have previously submitted an application to any program or school at the University of St. Thomas.

For the purpose of matching test scores, transcripts and applications, please provide your month and day of birth.

Month/day

Contact Information

Current home address

Home telephone (country code/area or city code/number)

City

State/province/territory

Secondary telephone (indicate type: Business Mobile)

ZIP/postal code

Country

E-mail address (indicate type: Business Personal)

Job title _____

Employer _____

Work address _____

Street

Mail number

City

State

ZIP code

Work phone _____

Work e-mail _____

Years of management experience _____ Years of work experience _____

Citizenship

U.S. citizen U.S. permanent resident Other (specify) _____ Specify visa type _____



UNIVERSITY of ST. THOMAS

**Health Care UST MBA Program
Academic Profile**

Name _____

Education

List all colleges or universities you have attended (start with most recent); provide the name of the institution, the degree earned, major field and the year in which the degree was awarded.

You must order an official transcript from each institution to be sent directly to:

University of St. Thomas
Health Care UST MBA Program
1000 LaSalle Ave., TMH 441
Minneapolis, MN 55403

<i>Institution</i>	<i>City</i>	<i>Degree</i>	<i>Major field</i>	<i>Attended</i> <i>(MM/YY to MM/YY)</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Professional Certifications

Letters of Recommendation

I am requesting letters of recommendation from the following people:

_____	_____
<i>Name</i>	<i>Relationship</i>
_____	_____
<i>Name</i>	<i>Relationship</i>
_____	_____
<i>Name</i>	<i>Relationship</i>

I certify that the information I have provided is complete and accurate.

Signature _____ Date _____

**Health Care UST MBA Program
Recommendation Form**

To the Applicant

Complete the following section – including signature and date – before giving this form to three individuals whom you have chosen to write on your behalf. Each recommender should complete this form and return it by mail to the Health Care UST MBA program:

First name

Middle initial

Last name

Waiver of Right of Access to Confidential Statement

Under the provisions of the Family Education Rights and Privacy Act of 1974, you have the right, after you are enrolled at the University of St. Thomas, to review your educational records. The act provides that you may waive your right to see recommendations for admission. Mark the appropriate phrase and sign your name.

I waive I do not waive my right of access to this recommendation form

Signature

Date

To the Recommender

The person named above has applied for admission to the Health Care UST MBA program at the University of St. Thomas and has given your name as a reference. Your thoughtful response will be greatly appreciated. If you have questions, please call (651) 962-4135. Mail the completed form to:

University of St. Thomas
Health Care UST MBA Program
1000 LaSalle Ave., TMH 441
Minneapolis, MN 55403

Part I

Recommender's name _____

Recommender's job title _____

Company name and address _____

How long have you known the applicant? _____

To what extent have you and the applicant discussed her/his decision to study in a Health Care UST MBA program?

Extensively Somewhat Not at all

Part II

On a separate page, describe the applicant's demonstrated and/or potential managerial and leadership abilities.

Please comment on:

- The ways in which the applicant excels and the areas in which the applicant has the greatest need for development.
- How the applicant will be able to apply the curriculum content of the Health Care UST MBA program to her or his job.
- How the applicant will make a significant contribution to the learning experience for others in the class.



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MINNESOTA

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Health Care UST MBA Program
1000 LaSalle Ave., TMH 441
Minneapolis, MN 55403

(651) 962-4135 or (800) 328-6810, Ext. 2-4135

medmba@stthomas.edu

StThomas.edu/HealthCareMBA

The University of St. Thomas does not discriminate on the basis of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance in the employment of faculty or staff, the admission or treatment of students, or in the operation of its educational programs and activities.