**Application for Admission to Department of Business**

* + Complete both pages of this application.
	+ Applications received by the 15th of the month will be reviewed that month.
	+ The Admissions Screening Committee may interview a candidate before making its decision.

|  |  |
| --- | --- |
| Student ID: Enter Student ID | Date: Click here to enter a date. |
| Name: Enter your full name |
| E-mail: Enter your Gallaudet E-mail. |

|  |  |
| --- | --- |
| Year first enrolled at Gallaudet: Enter the Year.  | Class (Fr/Soph/Jr/Sr): Choose an item. |
| Cumulative GPA (as of last semester): Enter your GPA  | Total Credits completed: Enter credits |
| Current Academic Advisor: Enter your Academic Advisor’s name |

Which DOB major are you interested in?

[ ]  Accounting

[ ]  Business Administration -- If chosen, please pick two concentrations:

 [ ]  Entrepreneurship [ ]  Marketing

 [ ]  Economics [ ]  Management

 [ ]  Finance [ ]  International

[ ]  Risk Management and Insurance

Intended minor, if any: Choose an item.

Have you previously declared a major at Gallaudet? [ ]  Yes [ ]  No

If you checked “Yes”, what major? Enter your previous major

**Application Checklist**

[ ]  Cumulative GPA at or above 2.75?

[ ]  If applying for Accounting or Business Administration:

Passed MAT 125 (or equivalent) with a C or better?

Passed GSR 150 (or equivalent) with a C+ or better?

If applying for Risk Management and Insurance:

Passed MAT 130 (or equivalent) with a C or better?

Passed GSR 150 (or equivalent) with a C+ or better?

[ ]  Passed BUS 101 (or equivalent) with a B or better?

[ ]  Two recommendations, one of which must be from a former instructor (does not have to be DOB faculty). Forms may be downloaded from http://www.gallaudet.edu/business and submitted to Tramell Henson at the Department of Business, EMG 214, or e-mailed directly to business@gallaudet.edu.

 Name of recommender: Click here to enter text.

 Name of recommender: Click here to enter text.

**Please enclose the following with your application:**

[ ]  This two-page application form (with checklist completed)

[ ]  Current academic transcript (unofficial academic transcript is acceptable)

[ ]  Personal essay with at least 750 words, typed, addressing the following information:

***Academic Background***

1. What business courses[[1]](#footnote-1) have you completed? If you did not take them at Gallaudet, note where you took them and whether you have obtained transfer credit for them.
2. What are your best academic skills and favorite academic subjects?

***Work Experience and Career Goals***

1. Describe your experience(s) in the most important job(s) you have had.
2. What are your career plans? How will majoring in business prepare you for this career?
3. What do you think will be the biggest challenges to you in your career?

***Miscellaneous Information***

1. What are your personal interests, and activities outside the classroom and workplace?
2. Is there anything else you would like to tell us about yourself?

**Faculty Recommendations**

**for Business Major Applicants**

**NOTE TO RECOMMENDER**: You may send this form by emailing it to business@gallaudet.edu, mailing it to Ely Center 201, faxing it to 202-651-5516, or giving it to the student in a signed, sealed envelope to submit with their application package

**Part A (*to be completed by Applicant*)**

|  |  |  |
| --- | --- | --- |
| Applicant’s name: |  |  |
| Address: |  |
|  |  |
| E-mail: |  |
|  |
| **Applicant’s waiver of confidential recommendations:** |
| I hereby waive my right to review this reference. |
|  |
| Applicant’s signature:  |  |  |
|  |  |

**Part B (*to be completed by recommender*)**

|  |  |
| --- | --- |
| Your name: |  |
| Title/Position: |  |
| Address: |  |
| Telephone: |  |
| E-mail: |  |

We would appreciate your assessment of the applicant’s academic work, motivation, intellectual abilities, and suitability for the business professions.

|  |  |
| --- | --- |
| How long and in what capacity have you known the applicant? |  |
|  |
|  |
|  |

**Summary Evaluation:** Your opinion of applicant’s promise as a business major, in comparison with other students.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Rating | Below Average(Lowest 40%) | Average(Middle 20%) | Good(Next 25%) | Excellent(Next 10%) | Outstanding(Top 5%) |
| Academic Ability |  |  |  |  |  |
| Personal Integrity |  |  |  |  |  |
| Dependability |  |  |  |  |  |
| Interpersonal skills |  |  |  |  |  |
| Maturity |  |  |  |  |  |
| Communication skills: signed |  |  |  |  |  |
| Communication skills: written |  |  |  |  |  |
| Problem analysis and solution |  |  |  |  |  |
| Initiative and creativity |  |  |  |  |  |
| Self- discipline |  |  |  |  |  |
| Potential for a business career |  |  |  |  |  |
| Leadership |  |  |  |  |  |
| Critical thinking |  |  |  |  |  |

Please indicate the strength of your overall endorsement by placing an “X” along the scale below:

|  |  |  |  |
| --- | --- | --- | --- |
| Do notRecommend | Recommend with Reservation | Recommend | Highly Recommend |
|  |  |  |  |

If you have additional comments that would be helpful in considering this student’s application to study in a major field in the Department of Business, please write on a separate page and enclose with this form.

1. You can include accounting, management, economics, finance and other business related courses. [↑](#footnote-ref-1)