

COLLEGE OF
MOUNT SAINT VINCENT

**APPLICATION FOR BACHELOR of BUSINESS ADMINISTRATION
(BBA)**

**Eligibility requirements to be considered for admission to the
Bachelors in Business Administration:**

- Applicant must have a High School Diploma or GED

All Applicants must submit:

- Completed application form.
- One reference letter.
- Submit all official transcript(s) from your High School, GED and/ or college(s) attended.
- A non-refundable \$35 application fee. Checks or Money orders should be made out to the College of Mount Saint Vincent.

No application will be processed until all materials have been received. Upon admission to the program, all students must take a writing and math competency exam.

Return application and accompanying documents to:

**School of Professional and Continuing Studies
College of Mount Saint Vincent
6301 Riverdale Avenue
Administration Building, Suite 304
Riverdale, New York 10471**

(718) 405-3322

www.mountsaintvincent.edu/spcs

Section I – General Information:

Name: _____
Last First Middle Initial

Social Security #: (For internal recording purposes only) _____

Please list maiden name or any other name under which your transcripts may be listed:

Mailing Address: _____
Number Street Apt. No.

City State Zip Code Country (if not U.S.)

Email Address: _____

Telephone: Home: () _____ Work: () _____

Date of Birth (month / date / year): _____

Country of Birth: _____

Sex: Male Female

Marital Status (Please check the appropriate box):

Single Married Divorced Widowed Domestic Partner

Other: _____

Citizenship Status (Please check the appropriate box):

U.S. Citizen Permanent Resident: Country of Citizenship _____

Other: _____

Which semester do you plan to attend?

Fall 20 ____ Spring 20____ Freshman Transfer

Have you previously applied for admission to or attend the College of Mount Saint Vincent?

Yes No If yes, When? _____

The following question is optional and will not be used in consideration of your application for Admission. With which category do most closely identify yourself?

African American Asian/ Pacific Islander Hispanic White/ Caucasian

Multi/Racial Other: _____

Section II – Work Experience:

Please list your employment experience, beginning with your current or most recent employer first:

Nature of Work:	Employer:	Dates of Employment:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section III – Transfer Student Information:

Will you have an associate’s degree prior to enrolling at the College of Mount Saint Vincent?

Yes No

List the Colleges or Universities where you have taken or are taking course (list most recent first):

1) _____	_____	_____
Name of School	City/State	Dates Attended

# of Credits Earned		
2) _____	_____	_____
Name of School	City/State	Dates Attended

# of Credits Earned		
3) _____	_____	_____
Name of School	City/State	Dates Attended

# of Credits Earned		

What is the primary reason for not continuing to attend your current/ last college or university?

Section IV – Additional Information:

List any relative who will/ may attend College of Mount Saint Vincent next year or who are alumni of the College:

Name: _____ Relationship: _____
Year of College Graduation: _____

Name: _____ Relationship: _____
Year of College Graduation: _____

Name of High School: _____
Year of High School Graduation: _____

If you received academic honors in high school or college, please list them:

How did you become interested in Mount Saint Vincent?

- Teacher Campus Visit Parent/Relative/Friend Mount Saint Vincent Alumni
- Current Mount Saint Vincent Student Mount Saint Vincent Publication
- Off-Campus Event, please specify which: _____
- Other (specify): _____

I hereby apply for admission to the College of Mount Saint Vincent. I certify that the information on this application is accurate and complete, and I agree to abide by the College's regulations.

Applicant Signature

Date

718-405-3322 • Fax 718-405-3764 • Email: professionalstudies@mountsaintvincent.edu
Website: www.mountsaintvincent.edu/spcs

The College of Mount Saint Vincent is committed to the principle of equal opportunity in education and employment. The College does not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, veteran status, or disability in admission to, treatment in, or employment in its programs and activities.