



**BIOLA**  
UNIVERSITY  
*School of Business*

MASTER OF BUSINESS ADMINISTRATION

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APPLICATION FOR ADMISSION



## Master of Business Administration

### APPLICATION FOR ADMISSION

Biola University • Office of Graduate Admissions • 13800 Biola Avenue • La Mirada, CA 90639-0001 • admissions@biola.edu

#### APPLICATION DEADLINES

All application items must be received by the Office of Graduate Admissions no later than April 30. Students are admitted to the MBA program to begin in the Fall semester only.

Note: *We encourage you to apply four to six months ahead of your expected enrollment date. Applications may be submitted after deadlines, but will be considered and processed if space is available and if time allows (a late fee of \$10 is required in addition to the \$45 application fee).*

#### INSTRUCTIONS

1. This application is to be completed and filed with the Office of Graduate Admissions. Use typewriter or print legibly. Every advantage goes to the early applicant.
2. Provide a statement (no more than 2 pages) addressing your qualifications for acceptance to the MBA program (leadership potential, creative abilities, motivational aptitude) and your career goals, including a description of how participation in the MBA program will contribute to your growth and development toward those goals.
3. An application fee of \$45 (non-refundable) must accompany the application.
4. Request official transcripts from all colleges and universities attended. If enrolled at the time application is filed, be sure to request transcripts of work you have finished to date and final transcripts upon completion of your course of study. Transcripts must be official, that is, mailed directly from your college or university in a sealed envelope to the Office of Graduate Admissions.
5. Submit three references on forms provided.
6. You may use additional paper to complete application questions.
7. A personal interview is required.
8. Please keep this sheet for your reference.

#### SPECIAL INSTRUCTIONS

1. *International Applicants* — Follow the special admissions procedures described in the international graduate student admissions instructions. TOEFL scores and Affidavit of Support are required.
2. *Divorced/Remarried/Separated Applicants* — These issues may not disqualify you from Biola, however, they have a significant effect upon your life. Therefore, please submit a one-to-two page, typed statement explaining:
  - The general circumstances, including counseling and attempts at reconciliation.
  - Your view of the biblical teaching on divorce and how your situation relates to that teaching.
  - The effect you perceive it having upon your future.
3. *Criminal Conviction other than traffic violations* — Having been convicted does not necessarily disqualify you, however, it may have an impact upon your life. Therefore, on a separate piece of paper, describe the circumstances in full, including date(s) and name and location of the court(s), nature of the offense(s) and disposition of the case, i.e., sentence imposed, and the impact you perceive it having upon your future.

#### AFTER YOU'VE FILED

1. You will be assigned to an admissions counselor and notified, by letter, of his/her name. Any questions you have concerning admissions, financial aid, or housing should be directed to your admissions counselor.
2. You will be notified of items needed to complete your file.
3. Upon completion of your file and review by committee, an admission decision will be made. Notification of the decision will be sent by mail.

#### UPON ACCEPTANCE

1. Remit required \$50 enrollment deposit payable to "Biola University" to the Office of Graduate Admissions.
2. The medical history form (included with the acceptance notification) must be completed and returned to the Health Center.

If your plans change and you do not desire to complete your application or to enroll if accepted, please notify the Office of Admissions.

**For more information visit our web site at: [www.biola.edu/mba](http://www.biola.edu/mba)**

**INTRODUCTORY INFORMATION**

(please print)

Name in full \_\_\_\_\_  
LAST FIRST MIDDLE

Social Security Number \_\_\_\_\_

Home phone ( ) \_\_\_\_\_

Work phone ( ) \_\_\_\_\_ Ext. \_\_\_\_\_

Electronic mail (E-mail) address \_\_\_\_\_



**BIOLA**  
**UNIVERSITY**  
*School of Business*

**MBA**  
Application for Admission

Current mailing address \_\_\_\_\_  
STREET AND NUMBER CITY STATE ZIP

Permanent home address \_\_\_\_\_  
(IF DIFFERENT) STREET AND NUMBER CITY STATE ZIP

Current mailing address expiration date \_\_\_\_\_

Country of birth \_\_\_\_\_ Birthdate (optional) \_\_\_\_\_ Gender \_\_\_\_\_

Marital status:  Single  Engaged  Married Date of Marriage \_\_\_\_\_

Maiden Name (if applicable) \_\_\_\_\_ Name of spouse or fiancé(e) \_\_\_\_\_

Please attach a detailed description for any "Yes" answers to the following questions.

Have you ever been refused admission to, or been dismissed from another graduate school?  Yes  No

Have you been convicted of a crime other than a traffic violation?  Yes  No

Have you or your spouse ever been divorced or separated?  Yes  No

Country of Citizenship \_\_\_\_\_ Native Language \_\_\_\_\_

If you are a foreign national now residing in the U.S., indicate your current visa status:  Student (F-1)  Exchange Student (J-1)

Permanent resident (card # \_\_\_\_\_ )  Other (specify) \_\_\_\_\_ Expiration date of visa \_\_\_\_\_

**TERM OF ENTRY**

Fall (year) \_\_\_\_\_

**PERSONAL INFORMATION**

Name of parent or nearest relative other than spouse \_\_\_\_\_ ( ) \_\_\_\_\_  
NAME PHONE

Address \_\_\_\_\_  
NUMBER AND STREET CITY STATE ZIP

Names and ages of children \_\_\_\_\_

How do you plan to finance your graduate education? \_\_\_\_\_

**EDUCATIONAL EXPERIENCE**

The applicant must request the registrar of *each* college or university attended (including junior colleges, institutes and schools you are presently attending) to forward an official academic transcript directly to the Office of Admissions. If the program of study has not yet been completed, request *another* transcript to be filed as soon as possible after the degree has been awarded.  
List all schools attended beyond high school:

SCHOOL	MAJOR	DATES OF ATTENDANCE	DEGREE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If you attended any school listed above under any other name(s), please state name(s): \_\_\_\_\_

Have you previously applied to any of the schools of Biola? \_\_\_\_\_ Studied at any of the schools of Biola? \_\_\_\_\_

Which school? \_\_\_\_\_ Approximate date? \_\_\_\_\_ ID# (if applicable) \_\_\_\_\_

What is your undergraduate cumulative grade point average (based on a 4.0 scale)? \_\_\_\_\_

I have taken or will take the GMAT: Date \_\_\_\_\_ Test score \_\_\_\_\_

If your native tongue is not English, the TOEFL is required. Date \_\_\_\_\_ Test score \_\_\_\_\_

**EMPLOYMENT EXPERIENCE** Although not required, you may include your resume.

Total years of full-time work experience: \_\_\_\_\_

Distinctions, Awards, Honors \_\_\_\_\_

**CURRENT POSITION**

Company/Organization name: \_\_\_\_\_ Industry: \_\_\_\_\_

Title of your current position of employment: \_\_\_\_\_ Job Function: \_\_\_\_\_

Name and title of your immediate supervisor (This person should complete the Recommendation Form): \_\_\_\_\_

Number of employees you supervise: \_\_\_\_\_ If applicable, number of employees your subordinates supervise: \_\_\_\_\_

Dates of employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Starting salary: \$ \_\_\_\_\_ Current salary: \$ \_\_\_\_\_

Size of company/organization - Annual revenue: \$ \_\_\_\_\_ Total number of employees: \_\_\_\_\_

**ORGANIZATION CHART**

On a separate sheet of paper, construct a chart indicating your current position within the organization.

**PREVIOUS POSITION**

Company/Organization name: \_\_\_\_\_

Title of your previous position of employment: \_\_\_\_\_

Name and title of your last supervisor: \_\_\_\_\_

Number of employees you supervised: \_\_\_\_\_ If applicable, number of employees your subordinates supervised: \_\_\_\_\_

Dates of employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Starting salary: \$ \_\_\_\_\_ Ending salary: \$ \_\_\_\_\_

Size of company/organization - Annual revenue: \$ \_\_\_\_\_ Total number of employees: \_\_\_\_\_

**CHURCH RELATIONSHIP**

Are you now a member of a church?  Yes  No Denomination \_\_\_\_\_

How often do you attend? \_\_\_\_\_

Name and mailing address of present "home" church \_\_\_\_\_ ( ) \_\_\_\_\_

NAME

PHONE

STREET AND NUMBER

CITY

STATE

ZIP

How long have you been attending? \_\_\_\_\_ Pastor's name \_\_\_\_\_

Name the churches with which you have been in fellowship during the past five years and give the dates.

\_\_\_\_\_  
\_\_\_\_\_

**CONVERSION AND CHRISTIAN GROWTH**

Do you know Christ as your personal Savior? \_\_\_\_\_ Date of conversion \_\_\_\_\_

Does your spouse or fiancé(e) know Christ as personal Savior? \_\_\_\_\_ Date of conversion \_\_\_\_\_

Explain in your own words: 1) the Scriptural basis for your salvation; and 2) briefly describe your conversion experience.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you characterize yourself as displaying aspects of mature Christianity? \_\_\_\_\_ Please explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DOCTRINAL POSITION**

Have you read the attached Doctrinal Statement of the University? \_\_\_\_\_

Are you in substantial agreement with the views expressed therein? \_\_\_\_\_

Are there areas in which you have not formed an opinion? \_\_\_\_\_ If yes, please specify. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are there areas of disagreement? \_\_\_\_\_ If yes, please specify. \_\_\_\_\_

\_\_\_\_\_

## REFERENCES

The applicant is required to furnish three references: one from a pastor or church leader, one from a professor or a character reference, and one from a present or former employer. Indicate below the names and addresses of the individuals to whom you give the reference forms. Please do not give references to relatives.

Pastor/  
Church Leader: Name and address \_\_\_\_\_  
Title and church name \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Academic/  
Character: Name and address \_\_\_\_\_  
Relationship \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Employer: Name and address \_\_\_\_\_  
Position and organization \_\_\_\_\_ Phone (     ) \_\_\_\_\_

## REFERRAL

How did you first hear about the Biola MBA? \_\_\_\_\_

Rank the three most significant factors which influenced your choice to attend Biola:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Biola student/friend | <input type="checkbox"/> Church referral                        | <input type="checkbox"/> MBA Faculty                                |
| <input type="checkbox"/> Alumni               | <input type="checkbox"/> Contact from Admissions                | <input type="checkbox"/> I was an undergraduate at Biola University |
| <input type="checkbox"/> Relative attending   | <input type="checkbox"/> Visit to Biola                         |   |
| <input type="checkbox"/> Info session         | <input type="checkbox"/> Magazine advertisement (specify) _____ |   |
| <input type="checkbox"/> Web page             | <input type="checkbox"/> Other (list) _____                     |   |

## COMMUNITY AGREEMENTS

Biola University has long recognized a value in maintaining certain behavioral standards that contribute to the atmosphere on campus, foster fellowship with a wide range of Christians and, in many instances, assist in strengthening our Christian testimony to our community. In this light, Biola asks its students to be supportive of this behavioral standard. Please review the attached Standards of Conduct and indicate your intent to abide by these agreements.

WILL YOU ABIDE BY THESE STANDARDS OF CONDUCT WHILE ENROLLED AT BIOLA?      Yes      No

Biola reserves the right to dismiss a student who, in its judgment, does not conform either to the stated regulations governing student conduct or the expressed principles, policies, and the programs of the University.

In making application to become a student at Biola University, I agree with the doctrinal and teaching positions as described on this application (with my stated exceptions); I pledge myself to abide by the regulations of the administration and faculty; to protect the good name of the school; to preserve and protect the physical properties of the university; and to cooperate with all members of the University family in maintaining a spirit of Christian fellowship.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT'S SIGNATURE

## STANDARDS OF CONDUCT

*Biola University is a community of Christians committed to the principles of Christian living found in the Bible and holds that these biblical standards are vital to our individual and corporate relationships. Maintaining these standards contributes to the kind of atmosphere in which quality Christian education and spiritual nurture can best occur, and strengthens the testimony of Biola within both Christian and secular communities. In this light, and given the clear biblical imperative for spiritual self-discipline, the University has established these “standards of conduct” to be observed and upheld, by all members of the Biola community.*

*Consistent with the example and command of Jesus Christ, we believe that life within a Christian community must be lived to the glory of God, with love for God and for our neighbors. Being indwelt by the Holy Spirit, we strive to walk by the Spirit, “crucifying the flesh with its passions and desires” (Galatians 5:24). To this end, members of the Biola community are not to engage in activities which Scripture forbids. Such activities include, but are not limited to, dishonesty, thievery, fornication, adultery, homosexual practice, drunkenness and unscriptural divorce. Scripture also condemns other “deeds of the flesh” such as covetousness, jealousy, pride and lust-sins which the maturing Christian should put off, and replace with “fruit of the spirit”: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (e.g., Luke 10:27; Galatians 2:20, 5:14-24; Ephesians 2:3; 1 Corinthians 6:9-10).*

*As a Christian educational institution, Biola also recognizes the responsibility of its Board of Trustees, faculty and staff to provide examples of maturing Christian character, conduct and attitude to its students and the community at large. Therefore, as maturing Christians, the entire Biola community will strive for the holiness of God (1 Peter 1:13-19), and love Him with all our heart, soul and mind (Matthew 22:37). In addition, we are called to love our friends and neighbors as God has loved us (Matthew 22:39; 1 John 4:7-11). We will achieve this calling by walking by the power of the Holy Spirit and avoiding sins clearly forbidden in Scripture (Galatians 5:16-21; 1 Corinthians 6:9-11; Ephesians 5:1-14). Also, we will pursue the fruit of the Spirit from our Lord and with one another (Galatians 5:22-24).*

*When the Bible is not clear regarding a specific behavior, we will be guided by our desire to glorify God in our bodies as temples of the Holy Spirit (1 Corinthians 6:19-20), and will discern if any of our brothers or sisters in Christ would stumble in their faith (1 Corinthians 8; Romans 14). If our Lord is not glorified or another Christian is harmed or offended by our behavior, then we will freely abstain from that activity, both on and off the campus of Biola. We know that many behaviors are lawful, but not all are profitable (1 Corinthians 10:23-33). Therefore, we will constantly be teachable regarding those activities where the Bible is not clear and will evaluate them in light of our pursuit of holiness and love for our Lord and each other.*

*Students of Biola are expected to refrain from the use of alcoholic beverages and tobacco in any form, and from gambling. Furthermore, discernment must be exercised in avoiding all activities that may be spiritually or morally harmful. Individual decisions regarding movies, television programs, all forms of electronic media and other activities are expected to reflect this moral commitment. Biola University does not presume to be a censoring agency for all activities; it does, however, expect tangible evidence of maturing Christian convictions and discerning judgement.*

*In addition, members of the Biola community will observe Sunday as the Lord’s Day and give primary attention to worship, rest, Christian fellowship and recreation, and service.*

These standards apply to the student while enrolled in any of the schools or programs of the University on and off campus. Biola therefore reserves the right to discipline or dismiss any student who, in its judgment, does not conform to these conduct standards or to other expressed principles, policies, programs and expectations of the university governing student conduct.

# BIOLA UNIVERSITY'S DOCTRINAL STATEMENT

Inasmuch as the University is interdenominational and yet theologically conservative, the Articles of Incorporation contain a doctrinal statement which is given below:

The Bible, consisting of all the books of the Old and New Testaments, is the Word of God, a supernaturally given revelation from God Himself, concerning Himself, His being, nature, character, will and purposes; and concerning man, his nature, need and duty and destiny. The Scriptures of the Old and New Testaments are without error or misstatement in their moral and spiritual teaching and record of historical facts. They are without error or defect of any kind.

There is one God, eternally existing and manifesting Himself to us in three Persons — Father, Son and Holy Spirit.

Our Lord Jesus was supernaturally conceived by the power of the Holy Spirit and born of a virgin — Mary, a lineal descendant of David. He lived and taught and wrought mighty works and wonders and signs exactly as is recorded in the four Gospels. He was put to death by crucifixion under Pontius Pilate. God raised from the dead the body that had been nailed to the cross. The Lord Jesus after His crucifixion showed Himself to be alive to His disciples, appearing unto them by the space of 40 days. After this, the Lord Jesus ascended into heaven, and the Father caused Him to sit at His right hand in the heavenly places, far above all rule and authority and power and dominion, and every name that is named, not only in this world, but also in that which is to come, and put all things in subjection under His feet, and gave Him to be Head over all things to the Church.

The Lord Jesus, before His incarnation, existed in the form of God and of His own choice laid aside His divine glory and took upon Himself the form of a servant and was made in the likeness of men. In His pre-existent state, He was with God and was God. He is a divine person possessed of all the attributes of Deity, and should be worshiped as God by angels and man. "In Him dwelleth all the fullness of the Godhead bodily." All the words that He spoke during His earthly life were the words of God. There is absolutely no error of any kind in them, and by the words of Jesus Christ the words of all other teachers must be tested.

The Lord Jesus became in every respect a real man, possessed of all the essential characteristics of human nature.

By His death on the cross, the Lord Jesus made a perfect atonement for sin, by which the wrath of God against sinners is appeased and a ground furnished upon which God can deal in mercy with sinners. He redeemed us from the curse of the law by becoming a curse in our place. He who Himself was absolutely without sin was made to be sin on our behalf that we might become the righteousness of God in Him. The Lord Jesus is coming again to his earth, personally, bodily, and visibly. The return of our Lord is the blessed hope of the believer, and in it God's purposes of grace toward mankind will find their consummation.

The Holy Spirit is a person, and is possessed of all the distinctively divine attributes. He is God.

Man was created in the image of God, after His likeness, but the whole human race fell in the fall of the first Adam. All men, until they accept the Lord Jesus as their personal Savior, are lost, darkened in their understanding, alienated from the life of God through the ignorance that is in them, hardened in heart, morally and spiritually dead through their trespasses and sins. They cannot see, nor enter the Kingdom of God until they are born again of the Holy Spirit.

Men are justified on the simple and single ground of the shed blood of Christ and upon the simple and single condition of faith in Him who shed the blood, and are born again by the quickening, renewing, cleansing work of the Holy Spirit, through the instrumentality of the Word of God.

All those who receive Jesus Christ as their Savior and their Lord, and who confess Him as such before their fellow men, become children of God and receive eternal life. They become heirs of God and joint-heirs with Jesus Christ. At death their spirits depart to be with Christ in conscious blessedness, and at the Second Coming of Christ their bodies shall be raised and transformed into the likeness of the body of His glory.

All those who persistently reject Jesus Christ in the present life shall be raised from the dead and throughout eternity exist in the state of conscious, unutterable, endless torment and anguish.

The Church consists of all those who, in this present dispensation, truly believe in Jesus Christ. It is the body and bride of Christ, which Christ loves and for which He has given Himself.

There is a personal devil, a being of great cunning and power: "The prince of the power of the air," "The prince of this world," "The god of this age." He can exert vast power only so far as God suffers him to do so. He shall ultimately be cast into the lake of fire and brimstone and shall be tormented day and night forever.

*Note: This doctrinal statement, presented here as originally conceived by the founders of the organization, has been and continues to be the stated theological position of Biola University. Where "man" is used, referring to the human race, it includes both genders. In addition, the following explanatory notes indicate the organization's understanding and teaching position on certain points which could be subject to various interpretations:*

The Scriptures are to be interpreted according to dispensational distinctives with the conviction that the return of the Lord for His Church will be premillennial, before the Tribulation, and that the Millennium is to be the last of the dispensations.

The existence of the Creation is not explainable apart from the roles of God as the sovereign creator and sustainer of the entire natural realm. Concepts such as theistic or threshold evolution do not adequately explain creation.

Though there may be many fillings of the Holy Spirit, there is only one baptism which occurs at the time of regeneration. The gifts of the Spirit are given to believers according to the Will of God for the purpose of building up the Church. During the foundational era of the Church (i.e., the time of Christ and the Apostles) God gave special manifestations of the overtly supernatural and miraculous gifts (e.g., tongues, healings, miracles) as "signs" that witness to the validity of those bearing new canonical revelation (c.f. 2 Cor. 12:12; Heb. 2:3-4). Beyond the foundational era, God in His sovereignty may grant any spiritual gift and work miraculously for the benefit of His Church at any time.

The Bible is clear in its teaching on the sanctity of human life. Life begins at conception. We abhor the destruction of innocent life through abortion-on-demand.

Confession before men is viewed as tangible fruit of salvation and not as a qualifying condition for salvation.