



Use Checklist to complete Admissions file and submit to address/fax number below:

<input type="checkbox"/>	<b>Completed Application</b>
<input type="checkbox"/>	<b>\$50 Application Fee (non-refundable, payable to Sacred Heart University)</b>
<input type="checkbox"/>	<b>Order Official Transcripts from ALL Previously Attended Colleges. Also include official transcripts for any graduate degree or coursework previously completed. Please note that international applicants may need to have a transcript evaluation done by World Education Services.</b> <ul style="list-style-type: none"><li>• Order official/sealed copies of transcripts from <b>ALL</b> previously attended colleges. Have each transcript sent to the Online Processing Center (address below). Sacred Heart University requires an official transcript from EACH school you have earned academic credit as well as transcripts for CLEP and Dantes exams.</li></ul> <p>Example, if you attended "A" School, transferred to "B" school and graduated from B, you will need transcripts from both A and B schools. If you transferred from B school to C school, you will need A, B, and C transcripts.</p>
<input type="checkbox"/>	<b>Official record of your GMAT score or <a href="#">GMAT waiver</a> from the MBA Director</b>
<input type="checkbox"/>	<b>A one-page personal statement describing your interest in the program and your qualifications, including a history of relevant business experience</b>
<input type="checkbox"/>	<b>Resume</b>
<input type="checkbox"/>	<b>Two letters of recommendation</b>

**Send ALL documents to the Online Admissions Processing Center in Maitland, FL**  
Do NOT mail application materials to Sacred Heart University address in Fairfield, CT.

***Sacred Heart University Online Processing Center***

851 Trafalgar Court – Suite 420  
Maitland, FL 32751

Toll Free 877-791-7181

Toll Free Fax 877-791-7183

Applicants for admission must possess a bachelor's degree from an accredited institution and give evidence of the ability and preparation necessary for the satisfactory completion of graduate work. Specific requirements differ among the programs and students are advised to consult the appropriate program descriptions in the Sacred Heart University Graduate Catalog. All documents submitted become the property of the University and cannot be returned or transferred.