



## Application Materials Checklist

### Doctor of Business Administration (DBA)

	<p><b>Online Graduate Application</b> – There is a non-refundable \$100 application fee, which you pay when submitting your electronic application.  <a href="http://www.kennesaw.edu/graduate/admissions/application.html">www.kennesaw.edu/graduate/admissions/application.html</a></p>		
	<p><b>Transcripts</b> – Request official transcripts of all previous college work from <b>each institution</b> you attended. You or the institution should send your transcripts in sealed envelopes to the KSU Graduate Admissions Office to ONE of these addresses:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Mailing Address            Office of Graduate Admissions            1000 Chastain Road, MD 9109            Kennesaw, GA 30144</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Delivery Address (FedEx, UPS, etc)            Office of Graduate Admissions            3391 Town Point Drive, Suite 1800            Kennesaw, GA 30144</p> </td> </tr> </table>	<p>Mailing Address            Office of Graduate Admissions            1000 Chastain Road, MD 9109            Kennesaw, GA 30144</p>	<p>Delivery Address (FedEx, UPS, etc)            Office of Graduate Admissions            3391 Town Point Drive, Suite 1800            Kennesaw, GA 30144</p>
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	<p><b>Cover Letter</b> – You may attach your cover letter to your application. Or, you may submit an electronic copy only to <a href="mailto:ksudba@kennesaw.edu">ksudba@kennesaw.edu</a>. Please do not mail your cover letter.</p>		
	<p><b>Resume</b> - You may attach your resume to your application. Or, you may submit an electronic copy only to <a href="mailto:ksudba@kennesaw.edu">ksudba@kennesaw.edu</a>. Please do not mail your resume.</p>		
	<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Visit <a href="http://coles.kennesaw.edu/graduate/dba/admission-process.htm">http://coles.kennesaw.edu/graduate/dba/admission-process.htm</a> for detailed information on the five steps of the admission process.</li> <li>2. Your application, resume, cover letter, and transcripts will be reviewed by the admission committee, and, if successful, you will be invited by email to proceed to step 2 and asked to electronically submit the step 2 documents (two letters of recommendation and a personal statement of interest). If you are not qualified to proceed to step 2, you will be notified as well.</li> <li>3. <b>DO NOT SUBMIT step 2 documents unless you're invited to do so.</b></li> <li>4. Neither a GMAT nor a GRE is required.</li> <li>5. <b>The application deadline for the May 2010 cohort was Sep 30, 2009. We will begin accepting applications for the May 2011 cohort in June 2010.</b></li> </ol>		

**International Students (Visa and Green Card holders) Please go to:**  
<http://www.kennesaw.edu/graduate/admissions/intlreqtsnew.html> for additional requirements.