

## APPLICATION FOR INTERNATIONAL GRADUATE ADMISSION -MBA Programs-

**Welcome to Concordia University Chicago!** We look forward to receiving your application and to working with you throughout the admission process.

All applicants should have an earned Bachelor's Degree from a regionally accredited college or university. Concordia's graduate admission committee evaluates all credentials submitted by applicants on a rolling basis, to determine a student's ability to succeed in graduate school. Concordia admission representatives are committed to help, assist and expedite the admission and enrollment process for you. Concordia University Chicago admits students without regard to age, sex, creed, race, color, or national or ethnic origin.

If you have any questions or experience any problems as you complete your application, please contact us at [International.gus@CUChicago.edu](mailto:International.gus@CUChicago.edu)

### Application Checklist

- Completed and signed application
- Objective Statement
- Copy of Original Academic Transcripts and Diploma with Official English Translation
- Copy of Passport
- Two Letters of Recommendation
- Professional Resume
- Proof of English language, TOEFL, IELTS or equivalent
- Declaration of Finances/Bank Statement

### What degree do you intend to pursue at Concordia?

- Core MBA Only\*                       Core MBA plus specialization

If you are interested in a specialization, please select below:

- Accounting                       Digital Marketing                       Finance  
 Health Care Management                       Leadership & Change Management                       Not-For-Profit Management  
 Sports Management

\*Specializations can be added to your program at any time prior to completion of your core MBA. For more information please contact [CISS@CUChicago.edu](mailto:CISS@CUChicago.edu).

Anticipated Start Date: Year 2017

(Please choose one below)

One Year Format:  Spring I January     Fall I August

Two Year Format:  Spring I January     Spring II March     Summer I May     Fall I August     Fall II October

### Do you plan to live on campus or off campus?\*

- On-campus residence hall     Off-campus housing

**\*Important note:** If an international student chooses to live off campus, they must provide acceptable proof of off-campus housing arrangements. For an explanation of what constitutes acceptable proof of off-campus housing arrangements as well as for additional information regarding on-campus dormitory and meal plan options and prices, please visit contact [CISS@CUChicago.edu](mailto:CISS@CUChicago.edu).

**Personal Details**

Last Name	MOHAMMED		
First Name	SADICK		
Maiden/Former Name			
Home street address	PLT 95 BLK B OFORIKROM KUMASI ASHANTI REGION GHANA		
Apartment/Unit	95		
City	KUMASA AHANTI REGION		
State			
Country	GHANA		
Zip Code			
Home phone number	+233249496319		
Cell phone number	+233249496319		
Mailing Address (if different from above)			
Home street address			
Apartment/Unit			
City			
State			
Country			
Zip Code			
Email			
Gender	Male <input checked="" type="checkbox"/>	Female <input type="checkbox"/>	
Date of Birth	10/08/1987		
Citizenship	GHANIAN		
Country of Birth	GHANA		

If you are not a U.S. citizen: Permanent Resident Number A- \_\_\_\_\_ Visa Type    \_\_\_\_\_

**ACADEMIC HISTORY** (List all colleges and universities where a degree was earned with the most recent school first)

College/University Name	Location	Dates Attended	Degree Earned
UNIVERSITY FOR DEVELOPMENT STUDIES	TAMALE GHANA	09/2010	12/2014
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**PROFESSIONAL EXPERIENCE**

Employer	Location	Dates Employed	Job Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you attended Concordia University Chicago before?  Yes (indicate year) \_ \_\_\_\_  No

**OBJECTIVE STATEMENT**

Provide information on your future educational goals and their relationship to pursuing graduate work at Concordia University. This short essay is an essential part of the admission process (please submit a typed essay on a separate sheet, no longer than one page).

**Race/Ethnicity**

CUC values diversity, faith, and mutual trust in order to foster diverse experiences, cultures and skills. Please help us to continue our work by providing information on inclusion and diversity. We will use the information below to review our activities and services for improvement, and to consider what we may need to do to meet the needs of our diverse student body. While completion of this section is optional we do hope that you will provide us with the information to assist us with our mission to be a university that is accessible to everyone. Thank you.

Marital status:  Single / Never Married  Divorced  Widowed  Married  Separated (Legally)

Religious Affiliation (optional): \_\_\_\_\_

Do you have any relatives who attend(ed) Concordia University Chicago (formerly Concordia University, River Forest)?  Yes  No

If yes, what relation? \_\_\_\_\_

Are you Hispanic or Latino? If yes select one:  
 Cuban  Mexican  Puerto Rican  Other Hispanic

Are you (select one or more):  
 American Indian or Alaskan Native  Black or African American  
 Native Hawaiian and Other Pacific Islander  Asian  
 White

## **TERMS AND CONDITIONS**

The terms and conditions provided in this application summarize certain student related practices and policies. This is not intended to be a complete description of all Concordia University student policies and procedures, nor is it intended to represent all potential costs and fees. For the complete, official list of Graduate student practices, policies, costs and fees, please refer to the Concordia University Graduate Catalog. This catalog can be found by search "Graduate Catalog" at [www.CUChicago.edu](http://www.CUChicago.edu).

### **Seminar In Higher Education**

International students pursuing an MBA at Concordia University Chicago are required to take the Seminar in Higher Education in addition to the courses required for their degree program. The Seminar is a 3-credit course taken during the student's first term of their semester as an enrolled student. This course will serve as an introduction to the U.S. based higher education learning environment. Students will work to develop academic language, graduate level study skills and gain essential support with cultural and institutional acclimatization.

### **Graduate Financial Policies**

Concordia University Chicago accepts all fees with the understanding the student, by being assessed such fees, agrees to abide by all the regulations of the University, whether printed in this application form or not, and by any appropriate decisions of the administration or faculty regarding the student's status in the University. Although the University exercises reasonable precautions, it can assume no responsibility for accidents to students that may occur, incident to, by attendance at, or participation in classroom or laboratory work, intramural activities or other University programs and activities. Also, the University does not accept responsibility for any personal property lost, stolen, damaged or misplaced.

By registering for courses, students acknowledge that they are required to pay all applicable tuition and fee charges.

Email is the University's primary source of communication. A statement of the account balance will be emailed to the student's Concordia-Chicago email address each month after the start of the semester, if the tuition account has a verified outstanding balance. Payment will be expected at the appropriate due date.

### **Tuition**

Contact [International.gus@CUChicago.edu](mailto:International.gus@CUChicago.edu) for availability and pricing of all graduate programs. Payments must be made to the Concordia University Chicago Graduate Admission and Student Services by the published deadlines for payments. Failure to meet published deadlines may result in non-registration for that term/session or in future terms/sessions.

### **CUC's Tuition Guarantee**

As long as there are no interruptions in your course of study, Concordia University Chicago guarantees that your tuition will remain the same and never increase while earning this degree.

### **Pre-arrival Deposits**

Prior to arriving into the United States, all international students are required to make two deposits in order to secure their place at Concordia University Chicago. These deposits will be credited towards your tuition and fees at the time of registration.

These deposits are

- 1) \$300 I-20 Deposit
- 2) \$4,200 Enrollment Deposit

***These deposits signify a serious commitment to attend Concordia University Chicago and therefore are non-refundable for all cases except for student visa denial.***

## **Method of Payment**

Payments may be made in person, over the telephone, or **online at CUChicago.peertransfer.com**. Payments made in person may be made via cash, money order, personal check or credit card (at no additional charge). Payments made over the telephone must be made via credit card. All such credit card payments taken over the telephone shall be subject to a 2.75 percent convenience fee to be added to the total amount of the payment.

Payments mailed directly to the University must be in the form of personal check or money order. Please visit **CUChicago.peertransfer.com** for additional information regarding online payments. For more information, please contact our Graduate Admission and Student Services at [International.gus@cuchicago.edu](mailto:International.gus@cuchicago.edu). All fees, whether paid by a person or an organization, shall be paid in United States dollars. MasterCard, American Express and Discover Card will be accepted for any payments, whether in person, over the telephone, online or through the monthly tuition payment plan.

## **Students with Outstanding Balances**

Students with outstanding balances shall not be allowed to participate in commencement ceremonies and are not entitled to receive a diploma, transcripts, credentials or verification of education until balance is paid in full with guaranteed funds and is verified by the Director of Student Business Services. Any account with an outstanding balance will be subject to a 1.5 percent or minimum \$25 service charge, each month on the account, until paid in full.

Concordia University Chicago retains the right to drop a student's classes at any time in the event the student fails to meet payment deadlines. Having classes dropped will likely result in a student becoming ineligible to hold an active F-1 or J-1 Visa.

Any person with an outstanding balance shall not be entitled to receive a diploma, transcript, or credential certification until payment is made in full with certified funds and verified by the Director of Student Business Services.

## **Collection Policy**

If an outstanding balance remains on the student account after a term has ended, the student is no longer an enrolled student. At this point, the student is considered to be a collection account. Students considered to be a collection account will likely be ineligible to hold an active F-1 or J-1 Visa.

Any efforts to collect the unpaid balance to Concordia University Chicago that are made by a third-party source are the student's responsibility. Such costs include, but are not limited to, fees from the outside collection agencies, attorney fees, court costs, service charges, etc. This policy is governed by the laws of Illinois.

## **Course Drop Policy**

It is the student's responsibility to understand all consequences of dropping courses.

It needs to be understood that all international student must be full-time students in order maintain an active F-1 Visa status. Dropping a course MAY result in a student being considered a part-time student. **Prior to dropping any courses, students should consider the impact on the F-1 or J-1 Visa status.**

Concordia University Chicago has defined a specific course sequence for the MBA program. If a student chooses to drop a course, that action may result in a student falling out of course sequencing. While Concordia University Chicago will attempt to bring the student back in line with the defined course sequencing, it is possible that dropping a course could result in a significant delay in the completion of a degree.

### Withdrawal from the University

Outstanding balances are due and payable in full upon withdrawing from Concordia University Chicago. Written notification of the student's withdrawal date must be submitted to the Office of Graduate Admission and Student Services no later than the last intended class day of study.

### Course Refund Policy

Dropping courses may result in a refund of tuition according the following refund schedule:

#### **8-Week Courses (first or second half of term)**

100% Refund through the end of the second week of class

67% Refund through the end of the third week of class

#### **No refund after the third week of class**

Refund policy does not apply to the I-20 or Enrollment Deposits, both of which are non-refundable for all cases except for visa denial.

### Required Medical Insurance

As a condition of the F-1 or J-1 visa, the US government requires that all international students to have medical insurance while they study in the US. The Health Insurance and Wellness Fee, which is charged to all students, provides insurance that meets and exceeds the F-1 or J-1 visa requirements. Current price - \$1,280 (8/1/16 – 7/30/17).

### Required Immunizations

Illinois State law and CUC policy requires all International Students at Concordia University Chicago to provide written evidence of current immune status, or evidence of exemption from this requirement, for the following communicable diseases:

<b>Measles (<i>Rubeola</i>)</b>	Two doses required after first birthday.
<b>German Measles (<i>Rubella</i>)</b>	Two doses required after first birthday.
<b>Mumps</b>	Two doses required after first birthday.
<b>Tetanus/Diphtheria</b>	Tetanus and Diphtheria <b>most recent booster</b> (must be a <b>Tdap</b> within last 10 years)
<b>Menactra (<i>Meningitis</i>)</b>	One dose after the age 16
<b>Tuberculosis-TB skin test</b>	All International Students are REQUIRED to have a Tuberculosis Skin Test within the last year. The test result MUST BE NEGATIVE. If the result is positive, student must obtain a Chest X-Ray. A standard medial report from an official hospital with English translation is sufficient

Copies from your high school or doctor are acceptable with English translation and you may have those sent directly to us as attachment to your immunization form.

The state law applies to all public and private colleges and universities in Illinois, and went into effect on July 1, 1989. Students whose first enrollment at Concordia began in the fall 1989 quarter or later will be required to comply with the policy;

