



**SCHOOL OF MANAGEMENT**  
ALLIANT INTERNATIONAL UNIVERSITY

# **Business & Management**

**Application and Supplements**

**2013-14**

## Application Instructions

All applicants should submit the following:

- A completed application and additional supporting documents including transcripts, test scores, personal essay, and letters/forms of recommendation.
- A non-refundable application fee of \$65 (U.S.) for all applicants. Checks and international money orders should be drawn on a U.S. bank and made out to Alliant International University. Do not send cash.

### Graduate Applicants for the Business and Management Programs of the Alliant School of Management

Applicants should submit the following:

- Official, sealed, Bachelor awarding transcripts. If you attend(ed) an institution with pass/fail grades you should request that the registrar attach any accompanying narrative evaluations. Form C, Transcript Request, is included on page 13 for your convenience in ordering your transcripts.
- **Form E: GPA Exemption Petition Required only if any GPA is under 3.0.** Alliant International University requires that applicants have an undergraduate and graduate (if applicable) overall minimum grade point average of 3.0 on a 4.0 scale. If your calculations show that you have a GPA below 3.0 from any institution in any degree program, or in any other calculated subject or major required by the program, you must submit a GPA exemption petition requesting an exemption from this academic requirement. Use the GPA exemption petition Form E included with this application. The form allows you to provide a statement of exception or submit additional material that would document your ability to perform in an intensive academic environment.
- GMAT/GRE, or an interview.
- Letters/forms of recommendation from professors from whom you have taken courses, employers or supervisors, or community leaders whom you know. (Two recommendations for master's, three for doctoral applicants.) See Form G.
- Describe in a brief essay (do not exceed 250 words per question):
  - One of your professional accomplishments and how it impacted your company?
  - A challenging professional situation, how you handled it and what you wish you had done differently?
  - What are your post-graduate school objectives? How will a graduate degree assist you in achieving these goals?

### International Applicants

In addition to the requirements listed above, International applicants should submit the following:

- The Test of English as a Foreign Language (TOEFL) and/or the Test of Written English (TWE) are required for non-native **speakers**. Students whose native language is not English or who have not earned an undergraduate or graduate degree from

an accredited U.S. higher education institution are required to show English proficiency by taking the TOEFL. Alliant also requires a minimum score of 5 or higher on the TWE. Some programs may require higher scores. To check on the specific requirements of the academic program to which you are applying, please call 1-866-U-ALLIANT or check the graduate admissions section of our website, [www.alliant.edu/admissions](http://www.alliant.edu/admissions). Please contact TOEFL directly to request an official score report; Alliant's TOEFL code is 4039.

**Please note that academic performance at Alliant may reveal the necessity for further English language study by any student. The University reserves the right to make the final determination of a student's English proficiency in all cases.**

You must submit official, translated transcripts and results from a foreign educational credential evaluation service agency.

The evaluation must contain the following:

- degree equivalency to a 4 year bachelor's degree from an accredited university
- U.S. semester credit and grade equivalent for each course
- U.S. grade point average
- master level courses/degrees should also be included in the evaluation if applicable

To locate an agency, go to: [www.naces.org](http://www.naces.org)

- Alliant International Student Financial Certification Form. This form must be completed and submitted if you are not a U.S. citizen and have not been classified by the United States Citizenship and Immigration Services as a permanent resident. In addition, students must provide an original and most current bank statement showing the required U.S. funds for studying at Alliant. Students accompanied by other family members must certify additional U.S. funds per year for each dependent.
- A transfer verification form (if student is presently attending an institution in the United States). United States Citizenship and Immigration Service regulations require that you maintain a full-time student status while in the U.S. on a student visa. Alliant reserves the right to require further certification of finances or advance payment of tuition and fees from students whose funds originate in countries where severe currency restrictions exist.
- A copy of student's passport.

### ALL APPLICANTS PLEASE NOTE:

Falsification of the application and/or supporting credentials will be grounds for immediate refusal of an application and/or dismissal from the University.

# FORM A

## APPLICATION



**SCHOOL OF MANAGEMENT**  
ALLIANT INTERNATIONAL UNIVERSITY

For ALLIANT Use Only

Name / ID#

Please complete the appropriate sections below and return the application with your nonrefundable application fee of \$65 payable to Alliant International University and your college/university transcripts to: Alliant, Admissions Processing Center, 10455 Pomerado Road, San Diego, CA 92131-1799, USA, or fax the application to (858) 635-4555 and mail the fee separately. You can also apply online by visiting our website at [www.alliant.edu](http://www.alliant.edu). For additional information or questions please call (858) 635-4772,

### Personal Information (All Applicants)

☐ Mr. ☐ Mrs. ☐ Ms.

Family Name/Surname First Middle Initial

Other Last Name Used, if any

Mailing Address City State Zip/Postal Code Country

Primary Phone Number Type: ☐ Cell ☐ Home ☐ Work Alternate Phone Number Type: ☐ Cell ☐ Home ☐ Work

Primary Email Address Alternate Email Address

Permanent Address (if different than Mailing Address) City State Zip/Postal Code Country

Date of Birth (Month/Day/Year) Country of Birth Country of Citizenship

Social Security Number Country/State of Residence Permanent U.S. Resident? ☐ Yes ☐ No

### Enrollment Information (All Applicants)

Check the campus location you wish to attend. If applying to more than one, rank your preference by number.

☐ San Diego\_\_\_ ☐ Mexico City\_\_\_

**Program or Degree Applying For:** Please indicate below which degree program (required) and/or one concentration (if any) you are interested in.

☐ Business Administration (MBA) SD, MC

Please check concentration

- ☐ Finance SD, MC
- ☐ Information and Technology Management SD, MC
- ☐ International Marketing SD, MC
- ☐ Entrepreneurship and New Business Development SD, MC

☐ Doctor of Business Administration (DBA) SD

Please check concentration

- ☐ International Business – Finance SD
- ☐ International Business – Marketing SD
- ☐ Strategic Management SD

*Campus Legend: MC = Mexico City SD = San Diego*

Term and year you are applying for: ☐ Fall ☐ Spring ☐ Summer Year: \_\_\_\_\_

Have you previously applied to Alliant, CSPP, or USIU? ☐ Yes ☐ No If yes, list which year and term: \_\_\_\_\_

Have you previously attended Alliant, CSPP, or USIU? ☐ Yes ☐ No If yes, list previous ID number (if known): \_\_\_\_\_

How did you hear about Alliant? (please name source ie. which search engine, guide, conference etc.)

☐ Grad School Guide \_\_\_\_\_ ☐ Grad Fair \_\_\_\_\_ ☐ Professional Conference \_\_\_\_\_ ☐ Internet \_\_\_\_\_  
☐ Advertisement \_\_\_\_\_ ☐ Mailing \_\_\_\_\_ ☐ Alumnae/Friend \_\_\_\_\_ ☐ Other \_\_\_\_\_

Education (All Applicants) Please list all colleges and universities attended. Attach an extra page if necessary.

ETS Code <i>Office Use Only</i>	College/University	Location City/State/Zip/Country	Attendance Dates Mo/Yr to Mo/Yr	Major	Certificate or Degree and Mo/Yr Awarded	GPA

List when you took (or will take) the following test(s), and score if known. Test scores should be reported directly to Alliant from the testing service.  
GRE (Optional) TOEFL ( ☐ paper-based/ ☐ computer-based) TWE

Month/Year	Score	Month/Year	Score	Month/Year	Score
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International Students - Visa Status Visa Type ☐ F-1 ☐ F-2 ☐ J1 ☐ J2 ☐ B1 ☐ B2 ☐ Other \_\_\_\_\_

Immigration Admission Number or Alien Registration Number Institution You Are Authorized to Attend or Are Transferring From

Name on Passport of Family Member Coming with you to Alliant Date of Birth Relationship Country of Birth

Name on Passport of Family Member Coming with you to Alliant Date of Birth Relationship Country of Birth

Statistical Information (Optional) This information will be used for statistical purposes only and will in no way affect the admission decision. Completion of this section is not mandatory. However, the data collected will help the University in planning and obtaining funding for grants and scholarships.

Ethnicity (Select one): (for U.S. citizens and U.S. permanent residents only)

- ☐ Non-Hispanic/Latino
- ☐ Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin)  
Race: (Regardless of your answer above, select all that apply.)
- ☐ American Indian or Alaska Native (A person having origins in any of the original peoples of North, South, or Central America, and who maintains tribal affiliation or community attachment).
- ☐ Asian (A person having origins in any of the Far East, Southeast Asia, or the Indian Subcontinent Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Philippines, Thailand, Vietnam, etc.)
- ☐ Black/African American (A person having origins in any of the black racial groups of Africa).
- ☐ Native Hawaiian/Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands).
- ☐ White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa).

Do you have a Military Affiliation? ☐ Yes ☐ No Are you eligible for military educational benefits? ☐ Yes ☐ No

Will you be seeking financial aid? ☐ Yes ☐ No Are you currently employed? ☐ Yes ☐ No If yes, list your current employer. \_\_\_\_\_

Disabilities, if any (optional) \_\_\_\_\_ Note: If you have a disability and you will need accommodation related to your disability during your program, please contact the Student Affairs Office after you are accepted, if you plan to enroll.

Please list the top three colleges and universities to which you are applying. If Alliant is among them, please list.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

ALL APPLICANTS

Other Have you ever been convicted of a criminal offense (other than a traffic violation)? ☐ Yes ☐ No

If yes, please attach a statement of explanation specifying the date of conviction, offense and disposition. Please note that a conviction will not necessarily disqualify an applicant from acceptance. A felony record will not necessarily disqualify an applicant from acceptance, but may prevent or delay some forms of licensure.

I hereby certify the information given in this application is correct and complete and to the best of my knowledge, and hereby give my permission to the Admissions Committee to obtain any verification deemed necessary to process my application. I further certify that I will arrange for the forwarding of official transcripts and other documents as requested in the application instructions. I will include with this application the nonrefundable application fee. I understand that all submitted documents become the property of the University and will not be forwarded to another institution nor returned to me.

Signature (Required) \_\_\_\_\_ Date \_\_\_\_\_

ALL APPLICANTS PLEASE NOTE:

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# FORM B

## PROGRAM SUPPLEMENT



**SCHOOL OF MANAGEMENT**  
ALLIANT INTERNATIONAL UNIVERSITY

For ALLIANT Use Only

Name / ID#

Admissions Processing Center  
10455 Pomerado Road, San Diego, CA 92131  
866-U-ALLIANT (toll-free in USA), (800) 735-2929 (CRS), FAX (858) 635-4555, admissions@alliant.edu

### Please provide the following information

Legal Name (Last, First, Middle)

Social Security Number

Other Names on Transcripts and Records

Which program are you applying to? ☐ Business Administration MBA ☐ Doctor of Business Administration DBA

Which campus are you applying to? ☐ San Diego ☐ Mexico City

Do you intend to be: ☐ Full-Time ☐ Part-Time

### Professional Experience

Tell us about your experience (or attach resume). List your experience relative to the field of education. List the most recent first:

Organization Name	Job Title	Duties	Dates From Mont/Year to Month/Year	Hours per Week

Credentials, certificates

Volunteer work or other experience

**Recommendations:** Two recommendations are required credential and master's applicants, three for doctoral applicants; use Form G; make copies as needed. Write the names and addresses of recommenders below:

Name Relationship to Applicant

Phone Number Email Address

Name Relationship to Applicant

Phone Number Email Address

Name Relationship to Applicant

Phone Number Email Address

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# FORM C

## REQUEST FOR TRANSCRIPT FOR ADMISSION OR TRANSFER TO ALLIANT INTERNATIONAL UNIVERSITY



**SCHOOL OF MANAGEMENT**  
ALLIANT INTERNATIONAL UNIVERSITY

SEND THIS FORM TO ALL INSTITUTIONS YOU HAVE ATTENDED.  
DO NOT SEND THIS FORM TO ALLIANT INTERNATIONAL UNIVERSITY.

### From:

Last Name	First	Middle
Attended From	To	Degree Awarded
Name on Transcript if Different From Above	Phone Number	
Social Security Number	ID Number (if any)	Date of Birth
Street Address	City	State Zip

### Attn: Academic Transcript Request

College/University	Location/Campus/Division
Street Address	City State Zip Country

### Attention Registrar's Office

Please process this request within two (2) weeks. If you encounter any difficulties in processing, please contact the Alliant Admissions Processing Office at  
866-U-ALLIANT  
(toll-free in USA)  
admissions@alliant.edu

Please send one (1) official academic transcript to:

College/University or Student Name
Street Address
City
State Zip
Student Authorization Signature

# FORM C

## REQUEST FOR TRANSCRIPT FOR ADMISSION OR TRANSFER TO ALLIANT INTERNATIONAL UNIVERSITY



**SCHOOL OF MANAGEMENT**  
ALLIANT INTERNATIONAL UNIVERSITY

SEND THIS FORM TO ALL INSTITUTIONS YOU HAVE ATTENDED.  
DO NOT SEND THIS FORM TO ALLIANT INTERNATIONAL UNIVERSITY.

### From:

Last Name	First	Middle
Attended From	To	Degree Awarded
Name on Transcript if Different From Above	Phone Number	
Social Security Number	ID Number (if any)	Date of Birth
Street Address	City	State Zip

### Attn: Academic Transcript Request

College/University	Location/Campus/Division
Street Address	City State Zip Country

### Attention Registrar's Office

Please process this request within two (2) weeks. If you encounter any difficulties in processing, please contact the Alliant Admissions Processing Office at  
866-U-ALLIANT  
(toll-free in USA)  
admissions@alliant.edu

Please send one (1) official academic transcript to:

College/University or Student Name
Street Address
City
State Zip
Student Authorization Signature

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**SCHOOL OF MANAGEMENT**  
ALLIANT INTERNATIONAL UNIVERSITY

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8

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**FORM F**  
TOEFL (Test of English as a  
Foreign Language)



**SCHOOL OF MANAGEMENT**  
ALLIANT INTERNATIONAL UNIVERSITY

For ALLIANT Use Only

Name / ID#

Admissions Processing Center  
10455 Pomerado Road, San Diego, CA 92131  
866-U-ALLIANT (toll-free in USA), (800) 735-2929 (CRS), FAX (858) 635-4555, admissions@alliant.edu

Applicant Name

Social Security Number

Alliant International University's programs are very demanding and the school attempts to ensure that students have an adequate level of English-proficiency to enter the program. Applicants whose native language is not English or who have not earned an undergraduate or graduate degree from an American University are required to show English proficiency and must submit results of the Test of English as a Foreign Language (TOEFL) given by the Educational Testing Service (ETS).

Please complete one of the items below:

☐ I have taken/plan to take the TOEFL on \_\_\_\_\_ and will have ETS forward a copy of the official test result directly to Alliant International University.

Signature

Date

☐ I am requesting exemption from the TOEFL requirement. Please list reasons below.

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*Please use additional pages if necessary.*

**For Alliant Use Only**

**TOEFL Authorization Waiver**

TOEFL Score (Paper) \_\_\_\_\_ (Computer) \_\_\_\_\_

TWE Score \_\_\_\_\_ ☐ Waiver Approved ☐ Waiver Denied

Authorized Signature

Date

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# FORM G

## RECOMMENDATION FOR APPLICANT ADMISSION



**SCHOOL OF MANAGEMENT**  
ALLIANT INTERNATIONAL UNIVERSITY

For ALLIANT Use Only

Name / ID#

Admissions Processing Center  
10455 Pomerado Road, San Diego, CA 92131  
866-U-ALLIANT (toll-free in USA), (800) 735-2929 (CRS), FAX (858) 635-4555, admissions@alliant.edu

Applicant Name

Social Security Number

Person Writing Recommendation

### To Person Making Evaluation:

The person whose name appears above has made application for graduate study at Alliant International University. We would greatly appreciate your candid appraisal of the applicant to engage in rigorous academic study and practice.

As required by the Family Educational Rights and Privacy Act of 1974, a student may either elect to waive or not waive the privilege of viewing this recommendation form. If the student has not waived that right in the section below, you should consider this form to be non-confidential.

Please attach a letter or additional page on your letterhead, detailing why you are recommending this person.

NOTE: Please mail this form directly to: Alliant International University, Admissions Processing Center, 10455 Pomerado Road, San Diego, CA 92131

### Instruction To Applicant:

Please copy this form and distribute it to those providing recommendations for you.

Complete the information above and below and give this form to an appropriate person who is familiar with your work performance, your educational abilities, or your potential for productive scholarship and professional accomplishment.

### Waiver Section: Do not detach

#### Check one of the following statements:

- ☐ I waive the right provided by the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) to view this letter of recommendation in my file at Alliant International University.\*
- ☐ I do not wish to waive this right. Rather, I wish to retain the right to view this letter in my file at Alliant International University.\*

Signature of Applicant

Typed Name of Applicant

Typed Name of Recommender

(In compliance with the California Educational Code, all offices receiving letters of recommendation to be used for admissions purposes must detach the waiver information, whether confidential or non-confidential, and such offices must retain this information separate from the applicant's file. It must not be revealed to the Admissions Committee whether the letters were submitted in confidence.) All admissions documents become the property of Alliant International University once submitted. Enrolled students have the right to view these documents unless that right has been specifically waived.

\* Recommendations are used for admissions purposes and are usually destroyed after application decisions have been made. Under these circumstances, recommendations would not be retained in your student file.

1. How long and in what capacity have you known the applicant? \_\_\_\_\_

2. Please assess by a checkmark the applicant relative to other employees or students whom you have known in a similar capacity.

	Outstanding top 2%	Superior top 10%	Good top third	Fair middle third	Poor bottom third	Unable to judge
Intellectual ability						
Emotional maturity						
Judgement						
Creativity/originality/resourcefulness						
Ability to work with others						
Ability to organize						
Effectiveness in oral communication						
Effectiveness in written communication						
Academic preparation/knowledge of field						
Independence of thought						
Perseverance						
Sensitivity to diversity						

***\*If unable to judge, please clarify***

3. Please list any unique/special qualities or skills, or any other qualifications that you think make this individual a viable candidate for the graduate program/degree to which s/he is applying.

4. What are the applicant's primary strengths and weaknesses? Please describe instances or accomplishments which demonstrate them.

5. Comment on the applicant's competency in his/her area of specialization (technical knowledge, analytical ability, attention to detail, and creativity) and his/her potential for achievement.

6. What is your overall recommendation?

☐ Strongly Recommend                      ☐ Recommend

☐ Recommend with some reservation (please explain) \_\_\_\_\_

☐ Do not recommend (please explain) \_\_\_\_\_

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Recommender

\_\_\_\_\_  
Name of Recommender (Please Print)

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Institution/Organization

\_\_\_\_\_  
Business Address

(please do not write below this line)

[illegible]

## NOTES

[illegible]



## Accreditation

All locations of Alliant International University are accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the U.S. Department of Education. The Commission can be contacted at: Western Association of Schools and Colleges, 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, (510) 748-9001.

The California Commission on Teacher Credentialing approves credential programs offered by Alliant's Graduate School of Education. The Commission can be reached at: [www.ctc.ca.gov](http://www.ctc.ca.gov) or 1900 Capitol Ave., Sacramento, CA 95814, (888) 921-2682.

The PhD and PsyD clinical psychology programs located on the Fresno/Sacramento, Los Angeles, San Diego and San Francisco campuses are all separately accredited by the Commission on Accreditation of the American Psychological Association (APA). The PhD programs have been accredited at each campus since the 1980s and the PsyD programs, which were instituted later, all received accreditation in the 1990s and Sacramento in 2002. The PsyD program in clinical psychology that existed at USIU in San Diego was not APA-accredited. Questions regarding the accreditation status of a clinical psychology program attended by an Alliant student or graduate should be directed to the University Registrar. The address of the APA Commission on Accreditation is 750 First St., N.E. Washington, DC 20002, (202) 336-5970, [apaaccred@apa.org](mailto:apaaccred@apa.org), [www.apa.org/ed/accreditation](http://www.apa.org/ed/accreditation).

The Commission on Accreditation accredits the Marital and Family Therapy programs at San Diego for Marriage and Family Therapy Education (COAMFTE) of the American Association for Marriage and Family Therapy (AAMFT). The AAMFT's address is 1133 15th St., NW, Suite 300, Washington, DC 20005-2710, (202) 452-0109.

## Non-Discrimination Policy

Alliant International University prohibits unlawful discrimination in employment and in its educational programs and activities, including internal promotions, training, opportunities for advancement, terminations, relationships with outside vendors, use of contractors and consultants and in its admission or access thereto, on the basis of race, ethnicity, national origin or descent, color, creed, religion, sex, age, marital status, disability (including physical, disease, psychiatric or psychological disability), medical condition, pregnancy, veteran status, sexual orientation, gender identification or expression, or physical characteristics.

The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders.

This policy is governed by Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the regulations implementing these statutes, and applicable federal and California law.

Alliant International University has implemented grievance procedures concerning cases of alleged discrimination, including those of alleged sexual harassment, for faculty, staff and students. It is the policy of the University that harassment on the basis of sex among employees constitutes an impermissible employment practice, which is subject to disciplinary action and shall not be tolerated. Sexual harassment involving students and University personnel or among students is equally impermissible and shall not be tolerated. The University is committed to providing an environment to study free of sexual harassment. Grievances or complaints that are based on one of these areas needs to be reported to the Chief Human Resources Officer. This information is located on Alliant's website at [www.alliant.edu/about/nondiscrim](http://www.alliant.edu/about/nondiscrim)

## Consumer Information

Alliant International University annually publishes information about its policies on the use of illegal drugs and alcohol on campus, crime statistics on campus including sex crimes and school policies regarding sexual and other forms of harassment. This information is located on Alliant's website at <http://consumerinfo.alliant.edu> and is distributed annually to all students and employees.

## Information Subject to Change Without Notice

The requirements, programs, course offerings, fees, policies, and all other subjects covered in this publication may be changed without notice. Users of this publication should contact Alliant International University representatives to learn the current status of matters covered herein. Alliant International University assumes no responsibility for any damages that may be claimed to have resulted from such changes.