



Dear Future Student,

Wilmington University is pleased that you have expressed an interest in its new Doctor of Business Administration Degree Program.

The Doctor of Business Administration (DBA) Program is designed to help experienced managers, professionals, and educators develop the skills and insights that are needed to advance to executive or professional leadership positions. The program includes an array of courses on advanced business essentials and research techniques. Our faculty is carefully selected and is comprised of persons with doctorate degrees who have considerable practical experience.

When you have completed all sections of the application materials, please mail them to the Office of Graduate Admissions, Wilmington University, 31 Read's Way, New Castle, DE 19720. The completed application must be accompanied by a non-refundable \$35.00 application fee. Application packets received by the Office of Graduate Admissions will be acknowledged as they are received.

Completed applications are evaluated by a faculty committee. Applications that are determined to be highly qualified are invited to interview with several faculty members, and also to write a short essay. The essay question is provided following the interview, and the applicant has 20 minutes to compose an answer. Essays are evaluated for clarity of thinking, organization, paragraph development, writing style, spelling, and grammar. After completing the interview and the short essay, an applicant will typically be informed within two weeks concerning acceptance into the program. An accepted applicant may choose, but is not obligated, to start the program as early as the beginning of the next block. Applicants who are not accepted may reapply after waiting one year.

Sincerely,

Ruth T. Norman, Ph.D.
Director, Doctor of Business Administration

WILMINGTON UNIVERSITY DOCTOR OF BUSINESS ADMINISTRATION

PLEASE BE ADVISED THAT APPLICATIONS FOR THE DOCTORAL PROGRAM WILL NOT BE CONSIDERED UNTIL ALL ADMISSION REQUIREMENTS ARE COMPLETED.

Instructions for completing the DBA Program Application and Supporting Materials:

1. Submit all official transcripts from accredited colleges, universities, or other degree granting institutions verifying completion of bachelor and master degrees. Transcripts must be official and sent to the Office of Graduate Admissions in a sealed envelope.
2. Three recommendation forms must be submitted in a sealed envelope. Applicants are responsible for filling in Part A of the recommendation form, as indicated. At least one must be from an immediate supervisor and two from professional colleagues or professors. It is preferred that at least one recommendation letter be from a professor who is able to comment on your academic performance and ability to pursue doctoral studies. People providing recommendations should seal and sign the back of the envelope (on top of the seal) before submitting the recommendation to the applicant.
3. The Statement of Goals and Objectives form and current resume must be submitted.
4. DBA students may start the program at the beginning of any block. (There are six, bi-monthly blocks per year.) Applications should be submitted at least two months prior to the start of the block in which the student wishes to enroll.
5. G.R.E./M.A.T. Test Scores are not required for Admission.
6. The completed application and any subsequent correspondence are mailed to:
Office of Graduate Admissions
31 Read's Way
New Castle, DE 19720
7. Checklist of all application items:
 - _ Application for Graduate Admission
 - _ Non-refundable \$35.00 Application Fee
 - _ Current Resume
 - _ Official Bachelor Degree Transcript
 - _ Official Master Degree Transcript
 - _ Three Letters of Recommendation
 - _ Statement of Goals and Objectives

Candidacy for the DBA degree requires the completion of 45 credit hours with a minimum a grade point of 3.0 and satisfactory performance on the comprehensive examination.



**Doctor of Business Administration
Information Sessions**

Wilmington University is accepting applications for the
Doctor of Business Administration Program

Information sessions for prospective students will be held at the Wilson Graduate Center, New
Castle, Room 324.

Please visit our website for dates and to register for a session:
http://www.wilmu.edu/business/dba_start.asp

TIME LINE FOR DBA ADMISSIONS PROCESS

Applications will be evaluated as received and applicants are encouraged to submit the
application materials as soon as possible.



Statement of Goals and Objectives:

Prepare a two or three page, double-spaced essay covering the following points:

- What are your professional and/or personal reasons for pursuing a Doctor of Business Administration degree?
- Describe one or two areas of business research that is (are) of special interest to you. Why is this topic or these topics of interest?
- Collegial support (helping each other develop as professionals) is fundamental to the DBA program. Provide an example in which you helped a peer solve a career-related problem or strengthen needed skills. What personal skills and insights will be valuable in helping other DBA students succeed in the program and grow professionally?

Your essay will be evaluated for content, organization, and grammar.

PART A: To be completed by applicant (Please print or type)

NAME: _____		
LAST	FIRST	MIDDLE INITIAL
SSN: _____ (optional)		
GRADUATE PROGRAM: _____		DEGREE: _____
INSTRUCTIONAL SITE:	<input type="checkbox"/> Wilson Graduate Center <input type="checkbox"/> Dover <input type="checkbox"/> New Castle	<input type="checkbox"/> Dover Air Force Base <input type="checkbox"/> Georgetown
I understand my right under the U.S. Family Education Rights and Privacy Act of 1974 to review confidential appraisals placed in my file that are submitted with reference to admissions to a graduate or other school.		
I do <input type="checkbox"/> do not <input type="checkbox"/> waive my right to review this recommendation.		
_____ SIGNATURE OF APPLICANT		_____ DATE

PART B: To be completed by the evaluator

	Below Average Lowest 40%	Average Middle 20%	Above Average Next 25%	Outstanding Next 10%	Truly Exceptional Top 5%	Not Observed
Written Communication						
Oral Communication						
Analytical Skills						
Ability to Work with Others						
Leadership Potential						
Technical Expertise						
Maturity and Emotional Stability						

Based on your assessment, indicate the strength of your overall endorsement by placing an "x" along the scale.

Not Recommended	Recommended with Some Reservation	Recommended	Highly Recommended

STATEMENT: Please Complete on the applicant's aptitudes

I. What do you consider to be the applicant's strengths?

II. Comment on any areas that need further development.

SIGNATURE

DATE

NAME AND POSITION (Please Print or Type)

INSTITUTION

PART A: To be completed by applicant (Please print or type)

NAME: _____		
LAST	FIRST	MIDDLE INITIAL
SSN: _____ (optional)		
GRADUATE PROGRAM: _____		DEGREE: _____
INSTRUCTIONAL SITE:	<input type="checkbox"/> Wilson Graduate Center <input type="checkbox"/> Dover <input type="checkbox"/> New Castle	<input type="checkbox"/> Dover Air Force Base <input type="checkbox"/> Georgetown
<p>I understand my right under the U.S. Family Education Rights and Privacy Act of 1974 to review confidential appraisals placed in my file that are submitted with reference to admissions to a graduate or other school.</p> <p>I do <input type="checkbox"/> do not <input type="checkbox"/> waive my right to review this recommendation.</p>		
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SIGNATURE

DATE

NAME AND POSITION (Please Print or Type)

INSTITUTION

apply

application for
graduate
admission

contact us

Office of Graduate Admissions
31 Reads Way | New Castle, DE 19720
(302) 356-INFO (4636)

 wilmu.edu  1-877-967-5464



WILMINGTON
UNIVERSITY

application for graduate admission

It's easy to fill out this application online!
Visit: wilmu.edu/ApplyOnline 

Wilmington University is fully accredited by the Middle States Association of Colleges and Secondary Schools. Wilmington University admits students of any race, creed, and national or ethnic origin. Return this application with a check made payable to Wilmington University for the non-refundable **application fee of \$35**. Information for all sites concerning campus security programs, recommended personal safety practices, the authority of University Safety Officers, campus disciplinary procedures, and campus crime statistics for the most recent three year period can be found online at www.wilmu.edu/Security or may be requested from University Safety at (302) 356-6921.

program of study (select one)

Non-Degree

BUSINESS

Master of Business Administration (M.B.A.)

- Business Administration*
- MBA: Accounting
- MBA: Environmental Stewardship
- MBA: Finance
- MBA: Health Care Administration*
- MBA: Homeland Security*
- MBA: Management Information Systems*
- MBA: Marketing Management
- MBA: Organizational Leadership

Master of Science (M.S.)

- Accounting
- Management*
- Management: Health Care Administration
- Management: Homeland Security*
- Management: Human Resource Management
- Management: Management Information Systems
- Management: Marketing Management
- Management: Military Leadership
- Management: Organizational Leadership
- Management: Public Administration

Doctor of Business Administration (D.B.A.)

- Business Administration

Certificate of Advanced Study

- Finance
- Management Information Systems

EDUCATION

Master of Arts in Teaching (M.A.T.)

- Secondary Teaching: Grades 7–12
- Secondary Teaching: Grades 7–12 (Non-Certified)

Master of Education (M.Ed.)

- Applied Technology in Education
- Career and Technical Education*
- Elementary Education: Grades K–6
- Elementary Studies (Non-Certified)
- Elementary Special Education
- Elementary Special Education (Non-Certified)
- Elementary Special Education (Administrative)
- ESOL Literacy*
- Instruction: Gifted and Talented
- Instruction: Teaching and Learning
- Instruction: Teacher of Reading (Birth–Grade 2)
- Instruction: Teacher of Reading (Grades 3–6)
- Instruction: Teacher of Reading (Grades 7–12)
- Reading
- Reading/ESOL Literacy
- Elementary and Secondary School Counseling
- School Counseling (Non-Certified)
- School Leadership
- Course of Study in Education

Certificate of Advanced Study

- Applied Technology in Education*
- Advanced Study for School Administration

Doctor of Education (Ed.D.)

- Innovation and Leadership, Educational Leadership
- Innovation and Leadership, Organizational Leadership
- Innovation and Leadership, Higher Education Leadership

HEALTH PROFESSIONS

RN License # exp.
State

Master of Science in Nursing (M.S.N.)

- Adult/Gerontology Nurse Practitioner
- Family Nurse Practitioner
- Nursing Leadership: Educator*
- Nursing Leadership: Executive Practice*
- Nursing Leadership: Legal Nurse Consultant*

Post-MSN Certificate

- Adult/Gerontology Nurse Practitioner
- Family Nurse Practitioner
- Nursing Educator
- Nursing Executive
- Legal Nurse Consultant*

Dual Degree M.S.N.

- M.S.N. with M.S.M. in Health Care Administration
- M.S.N. with M.B.A. in Health Care Administration

SOCIAL AND BEHAVIORAL SCIENCES

Master of Science (M.S.)

- Administration of Human Services
- Administration of Justice*
- Administration of Justice: Leadership and Administration*
- Administration of Justice: Criminal Behavior*
- Administration of Justice: Homeland Security*
- Clinical Mental Health Counseling
- Homeland Security: Information Assurance*
- Homeland Security: Organizational Leadership*
- Homeland Security: Safety and Security*
- Homeland Security: Military Leadership

Post-Master's Certificates

- Child and Family Counseling
- Homeland Security
- Mental Health Counseling

TECHNOLOGY

Master of Science (M.S.)

- Information Systems Technologies: Corporate Training Skills
- Information Systems Technologies: Information Assurance*
- Information Systems Technologies: Internet and Web Page Design
- Information Systems Technologies: Management and Management Information Systems

* Degree program available 100% online

Social Security Number _____ Date of Birth (MM/DD/YYYY) _____

Name _____
 First Middle Last/Family

Other name which may appear on transcripts: _____

Address _____
 Number and Street Apartment No. _____
 City State Zip Code _____
 Home Phone Cell Phone Email Address _____

Emergency Contact _____ Relationship _____ Phone Number () _____

Have you ever been convicted of a felony? Yes No *If yes, please attach a description outlining the type of offense, the circumstances of the offense, and the date you were convicted.*

Do you have any pending charges? Yes No *If yes, please provide the following in a typed document: type of offense, circumstances, date, county, state and jurisdiction of the offense.*

Expected Entrance Term Fall I Fall II Spring I Spring II Summer I Summer II

Expected Entrance Year 2012 2013

Initial Status New Student Transfer Return After One Year Re-Entry (Graduate of WU)
 Certification Only Continuing Education (non degree-seeking)

Enrollment Type Full-Time Part-Time

Previously Applied Yes No **Previously Attended** Yes No

Access Location **DELAWARE** Wilson Graduate Center Brandywine Dover Dover Air Force Base Georgetown Middletown
NEW JERSEY Burlington County College Cumberland County College Joint Base McGuire-Dix-Lakehurst
MARYLAND Aberdeen Proving Ground Cecil College
 Online

Attendance Type Day Evening Day and Evening Online Other:

Gender Male Female

Military Status Active Duty National Guard Reserves Veteran Not Applicable

Military Branch Air Force Army Coast Guard Marine Corps Navy

Employment Status Full-Time Part-Time Self-Employed Unemployed Other:

Ethnicity Hispanic of any race Nonresident Alien

For Non-Hispanics Only American Indian or Alaskan Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander White Two or more races Race & Ethnicity Unknown

Are you a citizen of the United States? Yes No *If No, complete the information below.*

Residency Status Permanent Resident/Green Card Holder (submit copy)

All International Students must comply with the Bureau of Citizenship and Immigration Services regulations. Please contact the International Student Contact at the New Castle campus for a complete listing of all materials required for International Student Admissions.

Country of Citizenship _____ Country of Birth _____

International Address _____

Will you require an F-1 visa to study at Wilmington University? Yes No

Are you transferring from another college in the United States? Yes No

What type of visa do you have?

F-1 (Student in Academic Program)

H-4 (Spouse or Child of H-1)

R-1 (Religious Worker)

F-2 (Spouse or Child of F-1)

A-1 (Ambassador Diplomat or Immediate Family)

R-2 (Spouse or Child of R-1)

J-1 (Exchange Student)

A-2 (Foreign Government Official or Immediate Family)

Other

H-1 (Temporary Worker)

B-2 (Business Visitor)

Do you plan to apply for Financial Aid? Yes No

If yes, please visit www.wilmu.edu/FinancialAid for Financial Aid support and planning.

previous academic information

List all colleges/universities previously attended. List undergraduate experience first, then graduate. Please list professional schools and certifications last. Please have official transcripts from all institutions listed below forwarded directly from the school to Wilmington University.

INSTITUTION	CITY/STATE	DATES ATTENDED	CREDITS EARNED	DEGREE EARNED
1.				
2.				
3.				
4.				

Academic Awards

Have you ever been suspended or dismissed from any college/university? Yes No

If yes, please describe

statement of goals and objectives

Applicants for the Doctor of Business Administration, M.S. in Clinical Mental Health Counseling, M.S. in Administration of Justice, M.S. in Homeland Security, M.S. in Human Services, and M.S. in Nursing programs should refer to the program specific application packet for a preformatted form and follow the instructions provided.

All Other Graduate Applicants: Why have you decided to enter the Graduate Program at this time?

contact and employer information

1.

Current Employer	Telephone	Address
Position	From	To

2.

Previous Employer	Telephone	Address
Position	From	To

survey

Wilmington University wants to help you achieve your educational goals. Your answers to this survey will assist us in understanding our students and their needs and will be kept confidential. Thank you for taking the time to complete this survey.

What is your reason for choosing Wilmington University?

- Location Cost/Affordability Programs
 Other

Has either your mother or father completed a four-year college (bachelor's) degree? Yes No

How many hours per week do you plan to work while attending Wilmington University?

- None 1-10 11-20
 21-30 31-40 41 or more

Do you plan on earning a degree at Wilmington University?

- Yes No

If you do not plan to earn a degree at Wilmington University, please indicate if you are taking courses for:

- Transfer to another institution
 Personal interest/enrichment
 Career exploration
 Specific career-related skills or knowledge
 Other

Of all the colleges you considered, would you describe Wilmington University as your:

- 1st choice 2nd choice 3rd choice
 4th choice or lower

What type of school did you attend most recently before entering Wilmington University?

- High School Vocational/Technical School Other
 2-Year College 4-Year College or University

How do you plan on funding your education at Wilmington University? (Check all that apply.)

- Parents/Family Employment
 Employer tuition remission Personal Savings
 Scholarships Spouse's Income
 Student Loans (Perkins, Federal Direct, etc.) Social Security Benefits
 Other Loans Veteran's Benefits

Which of the following factors influenced your decision to apply to Wilmington University? (Check all that apply.)

- Academic reputation of the University
 Cost
 Availability of my major
 Availability of financial aid
 Location
 Advice of parents or relatives
 Size
 Advice of high school counselors or teachers
 Open admissions
 Contact with University representatives
 Advice of someone who attends (or attended) the University

How did you first learn about Wilmington University? (Check all that apply.)

- Friend/Relative Alumni
 Guidance Counselor Recruiter
 College Fair or Event Email
 Letter in the Mail Internet Search
 Advertisement
 Billboard Print Ad Television Ad
 Online Ad Radio Ad
 Other

1 **Submit your WilmU Application** for Graduate Admission, including statement of goals, completed and signed, along with the \$35 application fee to the Admissions/site office.

Mail to:
Graduate Admissions
31 Reads Way
New Castle, DE 19720

2 Have official transcripts from all previously attended regionally accredited institutions of higher education sent directly from the institution to the Graduate Admissions Office at the address above.

3 Applicants for the Doctor of Business Administration, Doctor of Education, M.S. in Clinical Mental Health Counseling, M.S. in Administration of Justice, M.S. in Human Services, M.S. in Homeland Security, and M.S. in Nursing programs must submit recommendations before consideration for admission.

4 Interview or attend a Program Planning Conference with a Graduate Admissions Associate or Faculty Coordinator.

5 Complete a writing sample, as defined by the appropriate academic department.

? **Questions?**
Contact the Office of Graduate Admissions at (302) 356-INFO (4636).

I understand that in the course of my association with Wilmington University, I will be given the opportunity to participate in many college activities, including practicum, internships, field trips and special events. I hereby agree to assume all risks of injury, loss or damage to my person or property, while engaged in the aforementioned activities or in going to or returning from same.

I understand that Wilmington University has the authority to withdraw my privilege of admission, enrollment, and/or graduation for academic, disciplinary, legal or other reasons deemed sufficient.

I understand that inappropriate, harmful, and/or illegal activity is not permitted on the premises of Wilmington University. I give Wilmington University permission to define such behavior. Such behavior will be addressed at the discretion of Wilmington University and, if deemed necessary, be reported to legal authorities, employers, and/or professional organizations. I understand that this type of behavior may result in immediate expulsion.

In accordance with the Family Educational Rights and Privacy Act, students have the following rights: 1) Right to inspect and review student's record; 2) Right to seek amendments to record; 3) Right to consent to disclosure; and 4) Right to file a complaint. These four rights are fully defined in the University catalog and/or on the University website.

Wilmington University is authorized to disclose student information without consent when information is designated as "Directory Information" in the following situations: to school officials with legitimate educational interest; to an alleged victim of a crime of violence; to officials of another institution where students seek to enroll; when Comptroller General of the United States, Secretary of Education, and/or state or local educational authorities requests student information; in connection with financial aid for which student has applied; to accrediting agencies; to comply with judicial order or subpoena; and in connection with a health or safety emergency. For a complete list of the items that are considered "Directory Information" please consult the University catalog or the University website.

Please note that all applicants for the College of Education, if accepted, will be required, pursuant to Delaware law, to submit to a federal and state criminal background check and a Child Protection (Abuse) Registry check prior to any student teaching placement. Negative or adverse criminal history or listing on any such registry may cause the student to be denied a student teaching placement. A student teaching placement is one of the necessary requirements for an Education Certificate. Your agreement to this application acknowledges that you are aware of and understand this condition.

We, the signatories to this application, understand the financial obligations associated with the admission to and enrollment in Wilmington University and assume responsibility for full payment of all fees. We understand the University's withdrawal and refunds policy.

I have enclosed the required non-refundable **application fee of \$35**.

I agree and authorize Wilmington University to publish, for public relations purposes, any photograph(s) in which I appear. I agree that all of the information provided above has been answered fully and correctly. Omission or falsification of information may be grounds for dismissal.

.....
Date

.....
Applicant's Signature

.....
Parent/Guardian Signature (if applicant is a minor)

