DOCTOR OF BUSINESS ADMINISTRATION ONLINE PROGRAM

☐ eDBA

REQUIRED	IF APPLICABLE
☐ Original Certificate of Master's Degree > Diploma master's degree. or its equivalent from an accredited seminary or a graduate school.	**☐ Course by Course Evaluation** > All degree certificates and transcripts from colleges or universities outside the U.S. must be translated into English and evaluated by an accredited U.S. evaluation service before an admission decision can be made. > Please note the separate cost for this service is around $150-$200
☐ Original Transcript of Master's Degree > Cumulative GPA of at least 3.0 or above on a 4.0 scale.	**☐ Official Transcript for Credit Transfer** > Transcript for credits wishing to transfer from another school or program.
☐ Passport Size Photo > Color photo taken in last 3 months, clear image, without background. No selfies	
☐ Resume > Updated copy of professional resume including earned degrees.	
☐ Statement of Propose for DBA > Letter specifying the applicant's purpose and goals for entering the program.	
☐ Letter of Recommendation > To be submitted directly by the recommender to the Admissions Department	
☐ Letter of Recommendation from Current or Former Supervisor > To be submitted directly by the recommender to the Admissions Department.	
☐ Acknowledgment of Statement of Faith* > Sign and submit for acknowledgment. See attachment on checklist.	
☐ Credit Transfer Form* > Indicate if requesting eligibility of transferable credits from the same or equivalent courses taken from another school or program.	

Documents marked with an asterisk (*) can be downloaded from the online checklist portal.

U.S. CITIZEN

R E Q U I R E D

☐ **Passport or Birth Certificate**
> Must be valid and active. No expired passports accepted.

☐ **W-9S Form***
> Students are required to submit the W-9S form to provide the correct taxpayer identification number for filing 1098-T Form with the IRS.

Documents marked with an asterisk (*) can be downloaded from the online checklist portal.

U.S. PERMANENT RESIDENT

R E Q U I R E D

☐ **Passport**
> Must be valid and active. No expired passports accepted.

☐ **Permanent Resident card**
> Must be valid and active. No expired permanent resident cards accepted.

☐ **W-9S Form***
> Students are required to submit the W-9S form to provide the correct taxpayer identification number for filing 1098-T Form with the IRS.

Documents marked with an asterisk (*) can be downloaded from the online checklist portal.

OTHER VISA

R E Q U I R E D

☐ **Passport**
> Including dependents of the applicant, if applicable
> Must be valid and active. No expired passports accepted.

☐ **Visa**
> Including dependents of the applicant, if applicable

☐ **I-94**
> Obtain a PDF on https://i94.cbp.dhs.gov/I94/#/recent-search

☐ **W-9S Form***
> Students are required to submit the W-9S form to provide the correct taxpayer identification number for filing 1098-T Form with the IRS.

Documents marked with an asterisk (*) can be downloaded from the online checklist portal.

OVERSEAS

R E Q U I R E D

☐ **Passport**
> Must be valid and active. No expired passports accepted.