Application Conditions

In order to consider your application to a graduate program at Johnson & Wales University, the Graduate Admissions Office must receive the following documents:

1. Signed application
2. Transcripts (marksheets) of graduate/undergraduate work
   2a. For domestic students, original official transcripts are required.
   2b. For international documents only, original or notarized (certified) copies are acceptable. All documents should be printed or typed and sent to the Graduate Admissions Office. The Graduate Admissions Office is available to assist you with any questions or concerns you may have. Please call the phone numbers listed below for assistance.
3. Two personal references (copies/faxes are acceptable)
4. Statement of purpose (recommended)
5. Graduate school scholarship form (optional)

For M.B.A. admission
   — Test scores from GMAT or GRE (recommended)

For M.A.T. and Early Childhood M.Ed. admission
   — Minimum Praxis I subtest score of 170 or minimum combined SAT score of 1100

For C.A.G.S. admission
   — Transcripts showing graduate degree attained (see above for transcript directions)

If you have previously attended a Johnson & Wales University graduate program, please contact Student Academic Services for enrollment information.

In addition, international applicants (applicants who are not U.S. citizens or permanent residents) must mail:

7. Declaration & Certification of Financial Support
8. Certified Bank Statement
9. A copy of the biographical section (name, date of birth, country of issuance) of your current passport
10. TOEFL score of 550 or better on the written TOEFL, 210 or better on the computerized TOEFL, 80 or better on the Internet-based TOEFL, or 77 or better on the MELAB (unless you apply for English as a Second Language or you are transferring with a degree from an American university or a school in a country where English is the native language)

For the most recent application requirements, visit http://www.applyweb.com/apply/jwug.

Address:
Graduate Admissions Office
Johnson & Wales University
8 Abbott Park Place
Providence, RI 02903 U.S.A.

Phone:
1-800-DIAL-JWU
(1-800-342-5598)
ext. 1015 (U.S.A. only)

E-mail:
admissions.grad@jwu.edu

Web Address:
www.jwu.edu/grad

Outside U.S.:
(401) 598-1015
Graduate Program Application

JOHNSON & WALES UNIVERSITY

No application fee is required. PLEASE PRINT OR TYPE and return to the address listed above.
If you have previously attended a Johnson & Wales University graduate program, please contact Student Academic Services for enrollment information.

Personal Information

Social Security Number (or assigned J&W ID number): Date of Birth: Month Day Year

Sex  □ Male  □ Female

Last Name/Family Name/Surname (Maiden Name — if applicable)

First Name/Given Name Middle Name

Permanent Address

Mailing Address (if different)

E-mail address (PRINT OR TYPE)

Telephone (where you can be reached) (              )                                  Fax  (                )

Country of Birth Country of Citizenship

Are you a full-time employee at Johnson & Wales University?  □ Yes  □ No

Are you a citizen of the United States?  □ Yes  □ No

If NO, do you hold permanent resident status?  □ Yes  □ No

Have you ever been convicted of a felony or had a felony-type charge sustained against you in a juvenile proceeding?  □ Yes  □ No

Entrance Information

I am applying for admission for the term beginning:  □ September  □ December  □ March  □ June Year

(Please refer to the information listed in the catalog under your selected major for eligible entrance dates.)

I am applying for English as a Second Language followed by the degree program and concentration checked in Program Selection.

I have met the English proficiency requirement and I am applying for the degree program and concentration checked in Program Selection. (Minimum English proficiency requirement is a TOEFL score of 550 on the written TOEFL, 210 on the computerized TOEFL, or 80 on the Internet based TOEFL — or a MELAB score of 77.)

Please give TOEFL or MELAB score and attach certified copy to this application.

I am applying for the Pre-M.B.A. program and the program checked under Program Selection.

I am applying as a:  □ Returning J&W student (completed bachelor’s degree at J&W)  □ First Time J&W Student  □ Transfer Student (from another American graduate school)  Name of School

Program Selection

Fast-Track (12-Month) Programs* (day and/or evening classes)

M.B.A. in Global Business Leadership with Concentrations  □ International Trade  □ Marketing  □ Organizational Leadership

M.B.A. in Hospitality with Concentrations  □ Event Leadership  □ Finance  □ Marketing

* These fast-track programs start only in the September term. Students wishing to enter a 12-month program must have met the English Language requirements and have completed the foundation and prerequisite courses before the September term.

Traditional Programs (evening classes with some day/weekend classes available)

C.A.G.S. in  □ Finance  □ Human Resource Management  □ Hospitality

Certificate in  □ Corporate Security

Traditional Programs Continued

M.B.A. in Global Business Leadership with Concentrations  □ Accounting  □ Financial Management  □ International Trade  □ Marketing  □ Organizational Leadership

M.B.A. in Hospitality with Concentrations  □ Event Leadership  □ Finance  □ Marketing

M.Ed.  □ Early Childhood Administration & Leadership  □ Teaching and Learning


Please fill out other side
## Educational History and Transfer Credits

Please list all graduate and undergraduate institutions in which you are presently enrolled or have completed a program of study. Submit official transcripts of graduate/undergraduate work. Requirements for consideration of transfer credit include completion of graduate-level courses with a B or better in the last three years. Transcripts of these courses must be filed with the Graduate Admissions Office prior to completion of the first term of enrollment.

### Name of Institution

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**Dates Attended:** From **Month/Year** To **Month/Year**

**Certificate/Diploma/Degree Received:**

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**Dates Attended:** From **Month/Year** To **Month/Year**

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### Present Employer (if applicable)

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### How did you learn about J&W?

(Please check one.)

- [ ] Newspaper  
  please specify which one

- [ ] Magazine  
  please specify which one

- [ ] Fair/ Presentation  
  please specify which one

- [ ] J&W Representative  
  please specify which one

- [ ] J&W Student  
  [ ] J&W Graduate  
  [ ] Internet/Web site

- [ ] Reputation  
  [ ] Open House  
  [ ] Peterson’s Guide

- [ ] Direct Mail  
  [ ] Referral  
  [ ] Graduate School Guide

- [ ] Other  
  please specify which one

By submitting this application, I certify to Johnson & Wales University that all information in this application and in my supporting documentation is true, correct, and complete (including the listing of all other colleges or postsecondary institutions attended by me). I hereby authorize the University to obtain my official high school or secondary school transcript and all college or postsecondary transcripts from the schools and institutions that I have attended. I give permission to the University to contact and share information with issuing institutions or other appropriate third parties for the purpose of verifying any documentation or information I have provided. I understand and agree that the University may revoke my acceptance or enrollment if any information or documentation provided by me is false or incomplete or if the University learns of any past or present misconduct by me that would affect my ability to represent and uphold the high standards of the University. I authorize the University to publish for public relations purposes my photograph or photographs in which I appear. I have read and understand the Graduate Admissions Catalog and its accompanying literature and agree to abide by the procedures and policies stated.

**Applicant’s Signature**  
**Date**

*Johnson & Wales University does not discriminate unlawfully on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, or disability in admission to, access to, treatment of, or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policy: Sandra Lawrence, Compliance Officer, Johnson & Wales University, One Cookson Place, Providence, RI 02903, 401-598-1423.*

In compliance with the Crime Awareness and Campus Security Act of 1990, Johnson & Wales University publishes an Annual Security Report which discloses information about campus security policies and procedures, and statistics concerning reported crimes that occurred on campus, on University-controlled property, and on public property immediately adjacent to campus. A copy of the report may be obtained from the Admissions Office. In compliance with the Student Right-to-Know Act, completion or graduation rate data for specific cohorts of first-time, full-time undergraduate students is available upon request. Contact the Student Academic Services Office to obtain this information.*
Personal Reference Form

Please ask two individuals familiar with your educational and professional background and your potential for graduate studies to complete this form or a letter of reference and return it directly to the address listed above.

PLEASE PRINT OR TYPE.

To be Completed by APPLICANT

Social Security Number (or assigned J&W ID number) Term

Last Name/Family Name/Surname (Maiden Name — if applicable)

First Name/Given Name Middle Name

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you may decide whether letters of reference are to be held confidential or whether they may be made available to you.

Please check one of the following and sign in the space provided.

☐ Confidential File

I determine that this letter of recommendation be held confidential by Johnson & Wales University.

☐ Open File

I retain the choice of having letters of reference available to me.

Applicant’s Signature Date

To be Completed by REFERENCE

Please mail this recommendation directly to the Graduate Admissions Office at the above address.

Please use the back of this form to supply additional comments on the applicant — character, past work experience, goals, etc.

Intellectual ability

Leadership skills

Initiative

Ability to work with others

Oral communication skills

Written communication skills

Persistence and drive

Planning skills

Reference Name

Title

Institution/ Business

Address

City State/Country Postal Code

Telephone

Reference Signature Date

Graduate Admissions Office

Johnson & Wales University

8 Abbott Park Place

Providence, RI 02903

U.S.A.

Phone: 1-800-342-5598

ext. 1015 (U.S. only)

Outside U.S.: 1-401-598-1015

Fax: 1-401-598-1286

E-mail: admissions.grad@jwu.edu
Please ask two individuals familiar with your educational and professional background and your potential for graduate studies to complete this form or a letter of reference and return it directly to the address listed above.

PLEASE PRINT OR TYPE.

To be Completed by APPLICANT

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I retain the choice of having letters of reference available to me.

Applicant’s Signature Date

To be Completed by REFERENCE

Please mail this recommendation directly to the Graduate Admissions Office at the above address.

<table>
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<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Unable to Judge</th>
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<td>Intellectual ability</td>
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<td>Leadership skills</td>
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<td>Initiative</td>
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<td>Ability to work with others</td>
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<td>Oral communication skills</td>
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<td>Written communication skills</td>
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<td>Persistence and drive</td>
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<td>Planning skills</td>
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</table>

Reference Name

Title Institution/ Business

Address

City State/ Country Postal Code

Telephone

Reference Signature Date

Please use the back of this form to supply additional comments on the applicant — character, past work experience, goals, etc.
Please forward an OFFICIAL COPY of my transcript to the above address. While I was a student, my records were in the name of (please print):

<table>
<thead>
<tr>
<th>Last Name/ Family Name/ Surname</th>
<th>(Maiden Name — if applicable)</th>
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<tbody>
<tr>
<td>First Name/ Given Name</td>
<td>Middle Name</td>
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<tr>
<td>Current Address</td>
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</tbody>
</table>

City  
State  
Zip

Telephone (                  )

Date of Birth

Social Security Number (or assigned J&W ID number)

Year(s) Attended/ Graduated

Signature  
Date

Thank you for your prompt attention to this request.

Transcript Release Form

Please forward an OFFICIAL COPY of my transcript to the above address. While I was a student, my records were in the name of (please print):

<table>
<thead>
<tr>
<th>Last Name/ Family Name/ Surname</th>
<th>(Maiden Name — if applicable)</th>
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<tbody>
<tr>
<td>First Name/ Given Name</td>
<td>Middle Name</td>
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<tr>
<td>Current Address</td>
<td></td>
</tr>
</tbody>
</table>

City  
State  
Zip

Telephone (                  )

Date of Birth

Social Security Number (or assigned J&W ID number)

Year(s) Attended/ Graduated

Signature  
Date

Thank you for your prompt attention to this request.
Please fill out completely and return to the address listed above.

**Conditions and Responsibilities**
Graduate school scholarships are awarded to students who maintain full-time status and reflect an ability to excel in their studies. Applicants must submit their scholarship form with their application to the Graduate Admissions Office and must include a résumé that highlights their accomplishments.

Please print or type.

**Applicant Profile**

<table>
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<tr>
<th>Social Security Number (or assigned J&amp;W ID number)</th>
<th>Term</th>
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<td>Last Name/ Family Name / Surname</td>
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<td>(Maiden Name — if applicable)</td>
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<td>First Name/ Given Name</td>
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<td>Current Address</td>
<td></td>
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<tr>
<td>Country of Citizenship</td>
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Applicant's Signature

List outstanding achievements in academic and related areas. Continue on additional paper if necessary.

**A RESUMÉ MUST BE INCLUDED WITH THE SCHOLARSHIP FORM.**

Academic Honors (includes GPA, division or class ranking):

Professional Accomplishments:

Organization Memberships:

Community Service:
All international students (and international students only) must complete this form. Please fill out completely and return to the address listed above.

For students entering directly into graduate programs, this document must be accompanied by an ORIGINAL BANK STATEMENT showing the availability of a minimum U.S. $17,810 for traditional (evening) programs and U.S. $25,520 for fast-track (12-month) programs. Students entering ESL prior to starting in graduate programs will need to show funds of $21,315.

Please print or type.

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<tr>
<th>To be completed by INTERNATIONAL APPLICANT</th>
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<tr>
<td>Social Security Number (or assigned J&amp;W ID number):</td>
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<tr>
<td>Sex ☐ Male ☐ Female</td>
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<tr>
<td>Last Name/Family Name/Surname</td>
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<td>First Name/Given Name</td>
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<th>To be completed by SPONSOR</th>
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<tr>
<td>Last Name</td>
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<td>First Name</td>
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<td>Permanent Address</td>
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<td>Mailing Address (if different)</td>
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<tr>
<td>Telephone (country code) (city code) (number)</td>
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<th>SOURCE OF FUNDS</th>
<th>AMOUNT (IN U.S. DOLLARS)</th>
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<tr>
<td>Personal Savings</td>
<td>Please submit a Bank Statement verifying amount is available. Complete Sponsor Section</td>
</tr>
<tr>
<td>Family Funds</td>
<td>Please submit a Bank Statement verifying amount is available. Complete Sponsor Section</td>
</tr>
<tr>
<td>Government Sponsor</td>
<td>Please submit official letter indicating amount and availability of funds.</td>
</tr>
<tr>
<td>Business/Organization Scholarship</td>
<td>Please submit official letter indicating amount and availability of funds.</td>
</tr>
<tr>
<td>Other (Specify)</td>
<td>Please submit official letter indicating amount and availability of funds.</td>
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I agree to accept full responsibility for the expenses of the above-named applicant during his/her studies at Johnson & Wales University. I understand that U.S. $18,488 for the traditional (evening) per academic year (nine months), U.S. $26,576 for the fast-track (12-month) per academic year, U.S. $22,251 for ESL (prior to starting in graduate programs) per academic year, and U.S. $32,117 for the Pre-M.B.A. program per academic year should be sufficient to cover expenses of tuition, room and board, and books.

Sponsor’s Signature | Date
---|---
Applicant’s Signature | Date