

Graduate Admissions Checklist

Here's a list of the items you'll need for your Admissions file:

- Completed application with application fee of \$50.00
- Official college transcript(s) from all undergraduate institutions
 - e-transcripts: Admissions@BerkeleyCollege.edu
 - Mail to: Michael Lincoln
M.B.A. Admissions
44 Rifle Camp Road
Woodland Park, NJ 07424
- Resume
- Personal statement (one-two pages) detailing why you wish to pursue the M.B.A. in Management degree
- Two letters of recommendation (professional references with contact information)

Directions for M.B.A. Graduate FAFSA:

- First you will need to retrieve or create a FSA ID and Password to log in and sign your FAFSA, You can create one by clicking this link <https://fsaid.ed.gov/npas/index.htm> and following the prompts.

Once you have completed or retrieved your FSA ID your next steps are:

2021-2022 FAFSA

- Log into the FAFSA website, FAFSA application at <https://fafsa.ed.gov>. Once logged in, click on the 2021-2022 Tab complete the 2021-2022 FAFSA application at <https://fafsa.ed.gov>. Please note, you will need your 2019 Federal Taxes as a reference.
- Be sure to use Berkeley College's school code **New Jersey: 007502** in question **#103A**. School code for the MBA is 007502
- In order to make this a **Graduate FAFSA**, under the **Student Demographics** section please answer:
 - *"What will your college level be when you begin 2021-2022 school year?"*
A: 1st yr. graduate/professional
 - *"What degree or certificate will you be working on when you begin 2021-2022 school year?"*
A: Graduate/professional degree
 - *"Will you have your first bachelor's degree before you begin the school year?"*
A: YES
- *"At the beginning of the 2020-2021 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?"*
A: YES

2021-2022 FAFSA (You must complete TWO Years of FAFSAs)

- When you have completed and submitted your 2020-2021 FAFSA Application you may click on the **2021-2022 Tab** and complete the 2021-2022 FAFSA application at <https://fafsa.ed.gov>. Please note, you will need your **2019 Federal Taxes** as a reference when completing the **2021-2022 FAFSA**.
- **Please follow the same directions as above.**

If you have any additional questions please contact:

Michael Lincoln, Director of Graduate Admissions at
Mil@BerkeleyCollege.edu or call **973-278-5400 ext. 1250**



Your **potential** is our **promise**®

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Once you have completed or retrieved your FSA User ID your next steps are:

2020-2021 FAFSA

- Log into the FAFSA website and once logged in click on the 2020-2021 Tab and complete the 2020-2021 GRAD FAFSA application at <https://fafsa.ed.gov>. Please note, you will need your 2018 Federal Taxes as a reference when completing the 2020-2021 FAFSA.

- Be sure to use Berkeley College's school code New Jersey: 007502 in question #103A. School code for the M.B.A. is

- In order to make this a Graduate FAFSA, under the Student Demographics section please answer:

- *"What will your college level be when you begin the school year?"*

A: 1st yr. graduate/professional

- *"What degree or certificate will you be working on when you begin 2019-2020 school year?"*

A: Graduate/professional degree

- *"Will you have your first bachelor's degree before you begin the school year?"*

A: YES