



# M.B.A. 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: [Transcripts@BerkeleyCollege.edu](mailto:Transcripts@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)

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## 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://studentaid.gov/fsa-id/create-account/launch> and following the prompts.

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

## 2020-2021 FAFSA

- Log into the FAFSA website, FAFSA application at <https://fafsa.gov>. Once logged in, click on the 2021-2022 Tab complete the 2021-2022 FAFSA application at <https://fafsa.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 2019-2020 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

If you have any additional questions please contact:

**Michael Lincoln, Director of Graduate Admissions** at  
[Mil@BerkeleyCollege.edu](mailto:Mil@BerkeleyCollege.edu) or call **973-278-5400 ext. 1250**



Your **potential** is our **promise.**