

CLAYTON STATE UNIVERSITY

Master of Business Administration

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Master of Business Administration
School of Business
2000 Clayton State Boulevard
Morrow, GA 30260-0285
(678) 466-4500
(678) 466-4599 (fax)

Inquiries:
andreajohnson@clayton.edu

Dr. Michael V. Tidwell, [email](#)
Assistant Dean of Graduate Programs

Ms. Andrea Johnson
Administrative Assistant, Master of Business Administration

Application Information

Application Materials

Complete applications for admission into the Clayton State University Master of Business Administration Program should include the following:

1. Completed Clayton State University School of [Graduate Studies application](#) form and a \$50 application fee. The fee is non-refundable and may not be applied to any other university fees.
2. **Official transcripts** of all undergraduate and graduate work previously undertaken. Two copies of each official transcript containing the university seal must be mailed directly from all institutions where undergraduate and graduate work was previously undertaken.
3. **Official Scores from the Graduate Management Admissions Test (GMAT) Exam.** Official scores should be mailed directly from GMAT.
 - o Go to www.mba.com to schedule the exam. The exam is held year round. You can check availability and exam locations at the website.
 - o Some GMAT preparation sites are:
 - [Princeton Review](#)
 - [Kaplan](#)
 - [Mercer](#)
 - [Georgia State](#)
 - [VERITAS](#)
 - [ManhattanGMAT](#)
4. **TOEFL scores for international applicants** whose native language is not English. International applicants whose native language is not English must have earned a minimum score of 550 on the written Test of English as a Foreign Language (TOEFL) or 213 on the computer based TOEFL test. The TOEFL may be waived for any applicant who has graduated from a college or university in the United States accredited in a manner accepted by Clayton State University or who is a U.S. citizen.

The above items (1-4) should be mailed to:

School of Graduate Studies
Clayton State University
Graduate Studies Office
215 University Center
2000 Clayton State Boulevard
Morrow, GA 30260-0285

Additional items needed for consideration into the MBA should include:

5. A [MBA application form](#) and a \$25 nonrefundable application fee, payable to MBA-School of Business-Clayton State University.
6. **Three professional letters of recommendation (printable form)**. Three letters of recommendation which comment on the potential for success in a business graduate program must accompany the application. Letters should be placed in sealed envelopes and contain the signature of the person writing the recommendation across the seal.

7. A **statement of purpose** (or Reflective Statement) explaining why you are seeking a Master of Business Administration Degree. This reflective statement, no more than 2 typewritten pages single spaced, should describe the applicant's pertinent personal and professional experience and education, his or her interests and goals in pursuing the MBA degree, and what sets him or her apart.

The above items (5-7) should be mailed to:

Director, MBA Program
School of Business
Clayton State University
2000 Clayton State Boulevard
Morrow, GA 30260-0285

A student failing to meet one or more of the standards required for admission as a regular student may be eligible for provisional admission, if space in the program is available, of up to one semester under conditions specified at the time of admission by the Admissions' Committee. Students who fail to make progress under provisional admission will be withdrawn from the program.

To complete the application process, applicants who are accepted to the School of Graduate Studies at Clayton State University and who qualify for admission to the Master of Business Administration program, *may* be asked for an **interview on campus** with faculty.