



*Masters of Healthcare
Administration
Application*

PACIFIC UNIVERSITY
MASTERS OF HEALTHCARE ADMINISTRATION
FALL ENTRY
APPLICATION INSTRUCTIONS AND PROCEDURES

Preferred Application Deadline
Notification of Admission Decisions
Application Fee

Rolling
Rolling
\$25 (US)

The admissions process is on-going and applicants will be admitted on a rolling basis. The accuracy, completeness, and neatness of your application are determining factors in our admission decision. Send all materials together in one packet. **The admission committee will not evaluate an incomplete application.**

- 1. Application Form** - Type or print clearly all information requested on the application forms. A separate application to the University is **not** required. Your signature is required to validate the information you provide.
- 2. Transcripts** - Submit one sealed, official transcript with all current grades from each college and graduate school you have attended. **Do not open transcript.** Place the sealed transcript in your application packet. A final transcript of any course(s) in progress will be required, including graduation verification if applicable, before an admitted student will be permitted to enroll in the School of Healthcare Administration.
- 3. Letters of Evaluation** - Secure completed evaluation forms from **two** individuals who know you well, and can comment objectively about your qualifications. **One must be from a supervisor or employer.** If possible, the other evaluation should be from a college faculty member or pre-professional committee. Distribute a copy of the enclosed evaluation form to each person recommending you. Provide a self-addressed, stamped envelope to each reference. Ask each reference to enclose the completed evaluation form (along with the additional typewritten letter, if obtained), in the envelope you provide, sign it across the seal, and return the envelope to you. *It is your responsibility to include the completed letters of evaluation in your application package.*
- 4. Essays** - Respond to essay questions as instructed.
- 5. GPA Calculation form** - Calculate your CUM GPA and Last 45 Hours GPA on the form provided. **GRE test scores are “not” required for Pacific University MHA program.**
- 6. Application Fee** - Submit a **non-refundable** application fee of \$25 (US) with the application materials. Make the check payable to Pacific University. If someone other than you wrote the check, include your name on the check.
- 7. Resume** – Submit a current resume reflecting a minimum of 2 years experience in a health or business environment.

SEND COMPLETED APPLICATION PACKAGE TO:

Office of Admissions
Pacific University
222 SE 8th Avenue, Ste. 212
Hillsboro, OR 97123

COLLEGE/UNIVERSITY INFORMATION

List all colleges/universities attended (even if for only one course) during and after high school. **Submit official transcripts for each college or university attended. Include official AP and CLEP scores, if appropriate.**

From Mo/Yr	To Mo/Yr	Name of College or University (complete name--no abbreviations)	City, State	Degree Earned	Date Transcript Requested

Bachelor’s degree:
 Date rec’d/Institution: _____
 (Check one) BA BS Other
 Major _____

Graduate degree:
 Date rec’d/Institution: _____
 (Check one) MA MS Other
 Major _____

GPA CALCULATION SUMMARY (from enclosed worksheet)

Cum GPA: _____ Last 45 Hours GPA: _____

REFERENCES

List the name and address of each individual from whom you have requested a letter of evaluation.

Name	Complete Address	Occupation

ESSAY QUESTIONS

- Write an essay (3 pages maximum) describing how your professional goals and the MHA program relative to the achievement of your personal goals. Include decision making criteria and values and beliefs that influence those decisions.
- Optional - State any additional pertinent information you think we should know before evaluating your application.

RESUME

Submit a resume listing previous education, work and volunteer experience. A minimum of 2 years experience in health care or business is required. Include any special skills, publications or presentations.

I affirm that all the information contained in this application is true and correct to the best of my knowledge. I understand that the falsification of any part of this application is grounds for my disqualification for admission or dismissal from the program. In addition, I understand that this application becomes the property of Pacific University and is not returnable. I further understand that the application is accessible to faculty, staff, and members of the Admissions Committee.

Signature _____

Date _____

Office of Admissions
 Pacific University
 222 SE 8th Avenue, Ste. 212
 Hillsboro, OR 97123

PACIFIC UNIVERSITY
MASTERS OF HEALTHCARE ADMINISTRATION
GPA CALCULATION FORM

Name _____

READ THE DIRECTIONS CAREFULLY

- **Miscalculation or misrepresentation of your GPA will result in the disqualification of your application.**
- Complete transcripts from each college and university attended must be used in calculating GPA.
- All prerequisite courses completed (including all repeated courses) must be used in calculating GPA.
- Convert all quarter hours to semester hours. **Use chart below to make conversion.**

Hour Conversion Table

Quarter Hours	Semester Hour
1	x 0.667= 0.667
2	x 0.667= 1.33
3	x 0.667= 2.00
4	x 0.667= 2.67
5	x 0.667= 3.33

Calculate your GPA's in the space provided below.

CUM GPA				LAST 45 HOURS GPA			
GRADE	HOURS	X	= POINTS	GRADE	HOURS	X	= POINTS
A		x 4.0		A		x 4.0	
A-		x 3.7		A-		x 3.7	
B+		x 3.3		B+		x 3.3	
B		x 3.0		B		x 3.0	
B-		x 2.7		B-		x 2.7	
C+		x 2.3		C+		x 2.3	
C		x 2.0		C		x 2.0	
C-		x 1.7		C-		x 1.7	
D+		x 1.3		D+		x 1.3	
D		x 1.0		D		x 1.0	
D-		x 0.7		D-		x 0.7	
F		x 0		F		x 0	
Total Hours=		Total Points=		Total Hours=		Total Points=	
Total Points ÷ Total Hours = GPA				Total Points ÷ Total Hours = GPA			

Transfer GPAs to the application form and include this completed form in your packet.

4. Rate the following characteristics of the applicant, in relation to the applicant's peers. Check one.	Exceptional Top 10%	Above Average Top 25%	Average Top 50%	Below Average Lower 50%	N/A
Interest and concern for others (openness, cooperation, ability to empathize versus sympathize). Comments:					
Written communication skills (effective, concise, well-structured with correct use of grammar, punctuation, and spelling). Comments:					
Oral communication skills (follows a logical thought process, effective in asking appropriate questions and presenting detailed information). Comments:					
Ability to work with others (cooperative, eager to learn, effective at listening, reacts appropriately to criticism). Comments:					
Ability to use common sense, be self-motivated, and work independently. Comments:					
Maturity and emotional stability. Comments:					
Work habits – commitment, punctuality and attendance. Comments:					

5. How would you rate the applicant's prospects for success in the healthcare administration program?

- Excellent
 Above Average
 Average
 Below Average

6. In a group of 100 qualified applicants, where would you rank this individual?

- Top 1%
 Top 10%
 Top 25%
 Top 50%
 25-50%
 0-25%

7. Would you employ the applicant? Yes No

Comments:

Signature of Evaluator _____ Date _____

Print name _____ Occupation _____

Employer _____

Complete Address _____ Phone _____

_____ E-mail _____

If the admissions committee has further questions regarding the applicant, may we phone or e-mail you? Yes No

Office of Admissions
Pacific University
 222 SE 8th Avenue, Ste. 212 Hillsboro, OR 97123
 (503) 352-2900 or 1-800-933-9308

4. Rate the following characteristics of the applicant, in relation to the applicant's peers. Check one.	Exceptional Top 10%	Above Average Top 25%	Average Top 50%	Below Average Lower 50%	N/A
Interest and concern for others (openness, cooperation, ability to empathize versus sympathize). Comments:					
Written communication skills (effective, concise, well-structured with correct use of grammar, punctuation, and spelling). Comments:					
Oral communication skills (follows a logical thought process, effective in asking appropriate questions and presenting detailed information). Comments:					
Ability to work with others (cooperative, eager to learn, effective at listening, reacts appropriately to criticism). Comments:					
Ability to use common sense, be self-motivated, and work independently. Comments:					
Maturity and emotional stability. Comments:					
Work habits – commitment, punctuality and attendance. Comments:					

5. How would you rate the applicant's prospects for success in the healthcare administration program?

- Excellent
 Above Average
 Average
 Below Average

6. In a group of 100 qualified applicants, where would you rank this individual?

- Top 1%
 Top 10%
 Top 25%
 Top 50%
 25-50%
 0-25%

7. Would you employ the applicant? Yes No

Comments:

Signature of Evaluator _____ Date _____

Print name _____ Occupation _____

Employer _____

Complete Address _____ Phone _____

_____ E-mail _____

If the admissions committee has further questions regarding the applicant, may we phone or e-mail you? Yes No

Office of Admissions
Pacific University
222 SE 8th Avenue, Ste. 212 Hillsboro, OR 97123
(503) 352-2900 or 1-800-933-9308

PACIFIC UNIVERSITY
MASTERS OF HEALTHCARE ADMINISTRATION
OPTIONAL INFORMATION

**Items below do not have any bearing on the admission decision and
are used for statistical purposes only.**

Name (optional) _____

GENDER Male Female

MARITAL STATUS Single Married Other

RACE/ETHNICITY (check one)

African American

American Indian or Alaskan Native

Asian

Hispanic/Latino

Native Hawaiian or Other Pacific Islander

White (non-Hispanic)

Other _____