



MASTER OF HEALTH ADMINISTRATION APPLICATION FOR PROGRAM ADMISSION

1. **Full Legal name:** _____
 Last First Middle/Maiden
2. **Mailing Address:** _____
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3. **Email Address (required):** _____
4. **Home Phone:** _____ **Cell Phone:** _____
5. **Current Employer:** _____
6. **Have you previously taken classes at WKU?** Yes No
7. **Undergraduate degree**

Name of School	Major (e.g., HCA, Education)	Degree (B.A., B.S.)	Date degree conferred

8. Graduate Degree

Name of School	Major (e.g., Education, MPH)	Degree (M.A., M.S.)	Date degree conferred

9. **Have you taken the GRE?** Yes NO (Not required by Executive Program Applicants) **Date taken** _____

10. **To which Master of Health Administration program are you applying? (Choose only one.)**

- On Campus MHA Degree Program
- MHA Executive Program

11. **Are you a former WKU student or have previously taken classes at WKU?**

- Yes, please include your WKU ID _____
- No

12. **Semester and year of intended enrollment**

- Fall 20__ (Available to both MHA and Executive MHA students)
- Summer__ (Available to on campus students only)
- Spring 20__ (Available to on campus students only)

13. **Do you intend to apply for a Graduate Assistantship?** (Available only to on campus students) Yes No

Once all required materials are submitted, the Graduate Studies office will send your application materials to the Department of Public Health office **if you meet minimum requirements**. Your application will then be reviewed for an admission decision by the Master of Health Administration Admissions Committee. It is your responsibility to ensure that all application materials are received by the Office of Graduate Studies by the deadline.

MHA Executive Program Applicants Only: To qualify for the MHA Executive Program, applicants must have at least 5 years of work experience in the field. Health care executives, physicians and other health care professionals with at least five years of work experience who otherwise meets university graduate admission criteria for the MHA Executive program are not required to take the Graduate Record Exam.

If the MHA Executive program applicant has less than five years of experience, the applicant must show evidence of exceptional achievement within the health care field. Interviews shall be conducted on a case-by-case basis in the admission decision of health care professionals with less than five years of work experience.

Applicants who have limited prior academic background in basic accounting and health economics are required to demonstrate proficiency in BA 501 (Survey of Economic Theory) and BA 505 (Survey of Accounting Principles) OR equivalent courses determined by the advisor.

Signature

Date

Print this form and mail to: Department of Public Health – ATTN Dr. William Mkanta, WKU, 1906 College Heights Blvd. #41030, Bowling Green, KY 42101-1030

Application Checklist

Admission to the MHA and MHA Executive Program requires an application to Western Kentucky University's Graduate Studies. A \$40 non-refundable application fee is to be submitted along with the on line application to Graduate Studies, and applicants must make arrangements to have official copies of undergraduate transcripts sent from ALL previous universities attended sent to Graduate Studies.

Only applications that have fulfilled all of the application requirements for the Department of Public Health and the Graduate School will be considered complete.

Master Health Administration (MHA)

In order to seek admission to the **MHA program**, applicants must submit the following to Graduate Studies:

- Completed WKU Graduate Studies application
- Official copies of undergraduate transcripts
- Completed and Signed Master of Health Administration Application

MHA Executive Program

In order to seek admission to the **MHA Executive Program**, the Department of Public Health requires **MHA Executive Program** applicants to submit:

- Completed and Signed Master of Health Administration Application

- Completed Prerequisite Coursework Worksheet
- Resume (maximum 3 pages)
- Personal Statement

The items for the Department of Public Health can be mailed to:

ATTN Dr. William Mkanta
Department of Public Health
Western Kentucky University
1906 College Heights Blvd. #41030
Bowling Green, KY 42101-1030
E-mail: william.mkanta@wku.edu
Phone: 270-745-5260

Upon acceptance to the program, applicants must then submit the following to the office of Graduate Studies:

- Completed WKU Graduate Studies application
- Official copies of undergraduate transcripts

The Office of Graduate Studies can be reached at (270) 745-2446 and graduate.studies@wku.edu.

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To access the only application, please click [Apply Here!](#)

NOTE: International students have a different application process due to international student admissions requiring additional coordination and interpretation of materials which are often in a foreign language. Visit the [Office of Graduate Studies](#) website for TOEFL and language information.

Prerequisite Coursework Worksheet

This must be completed as specified in instructions above and submitted to the WKU Department of Public Health. If you have questions please contact William.Mkanta@wku.edu. All prerequisite coursework must be completed prior to the beginning of the semester of which you are applying to be admitted.

Applicant Name: _____ E-mail address (required): _____

Basic Sciences

Academic Preparation	Have you taken a course in this area? If so, list course name (ex: Biostatistics Statistical Method, Economics/Health Economics, Public Health) and where and when you took it (ex: Univ of Alaska – Spring 2008.)	Indicate if course is an undergraduate-level course (UL) or graduate-level course (GL)
<i>Math/Biostatistics</i>		
<i>Accounting</i>		
<i>Economics</i>		
<i>Health-related</i>		

****Syllabi for any courses listed may be requested for review. All coursework will be subject to review by the MHA and MHA Executive Program Committee****

ADDITIONAL INSTRUCTIONS

RESUME

Guidelines: Your resume gives you an opportunity to share information about yourself to the Admissions Committee. It should be concise, easy-to-read, grammatically correct, and well composed and formatted. Below is a sample arrangement of a resume. While it is not necessary for you to arrange yours in this manner, it is necessary that you include all the information listed. (Limit your resume to **three** pages typed.)

- Personal Data

Name, Address, Phone Number, Email address

- Work Experience

List your work experiences in chronological order with a brief job description. Applicant should include positions held over the last 10 years. Note full or part-time status and inclusive (month and year) dates for each position. Applicant should include contact information for the last three work positions

(supervisor's name, title, phone number, and e-mail address). *No academic credit can be awarded for work experiences.*

- Publications

List previously published work. Use APA format for citation purposes. When citing your published work, include name of author(s), year of publication, title, name of publication, volume, and page number.

PERSONAL STATEMENT

Guidelines: We wish to evaluate as accurately as possible your qualifications for a professional education in health administration and the appropriateness of the program for your educational needs and goals. The personal statement is one of the most important parts of your admission application. It is your opportunity to share with the Admissions Committee information about yourself that we will use to evaluate your appropriateness for the program. Make certain you give the committee members a clear, well-written picture of your experiences, interests, values, and career objectives.

Please type your statement, double-spaced, in two to five pages, and attach it to this application. Your writing is expected to be clear, well organized and succinct, show strong evidence of critical thinking, and demonstrate mastery of grammar, spelling, and, as appropriate, APA style.