



**ADMISSION APPLICATION  
INSTRUCTIONS FOR ENROLLING AT AMBERTON UNIVERSITY**

**STEP ONE:**

Complete the *APPLICATION FOR ADMISSION* if you:

- a. are a mature adult with employment experience, and
- b. have successfully completed academic work from an accredited college or university, and
- c. are in good standing from the last institution attended **OR**
- d. are a returning student after three years absence.

No admission fee is required. **To complete this application, please download the file to your computer first. Once downloaded, please complete the required information. Any information entered online (before downloading) will not be saved.** The application can be completed and submitted by email, fax, mail, or in person at the Student Services Offices located in Garland and Frisco. Download this application and complete all the necessary information. If you want to email the application, your SSN is not required, but a University representative will contact you for the number prior to your application being processed. Receipt of all electronically submitted applications will be promptly acknowledged. If a response is not received, please contact the University at (972) 279-6511 option 4.

**Mail to: Amberton University, 1700 Eastgate Drive, Garland, TX 75041**  
**Fax to: 972-279-9773** **email: Admissions@Amberton.edu**

International students should review the “International Student Admission Requirements” before applying for admission. The requirements are located online at [www.amberton.edu](http://www.amberton.edu).

This will begin the admission procedures. Within a week, you should receive a letter advising you of your admission status to the University. You do not have to wait for this letter in order to register. You may submit your application for admission and your registration form at the same time; however, your registration will be processed contingent upon your admission to the University.

**STEP TWO:**

Order and provide official transcripts from colleges and universities previously attended. Transcript request forms are provided for your convenience in the Student Services Office. As transcripts are received, they will be evaluated. You will receive a copy of the assessment in the form of an *Electronic Transfer of Credit Report (ETCR)*. The ETCR can then be used to prepare a degree plan using the electronic system. You may submit your ENROLLMENT REQUEST FORM prior to transcripts being received. **\*\* If Federal Title IV Financial Aid will be applied for, official transcripts from ALL previously attended institutions must be on file with Amberton prior to any consideration of Title IV Financial Aid award.**

Graduate students who have completed a standard graduate entrance examination (GRE, GMAT, MAT) in the last six years may want to provide an official copy of their scores (not required).

**MAJOR/DEGREE CODES**

**Undergraduate**

- BA Professional Development (14)
- BBA Accounting (37)
- BBA General Business (31)
- BBA Management (32)
- BBA Management Accounting (63)
- BBA Project Management (36)
- BS Applied Studies (34)
- BS Human Relations and Business (35)
  
- BBA/MBA Accounting (67)
  
- Undecided (19)
- Non-degree seeking (99)

**Graduate**

- MA Marriage & Family Therapy (48)
- MA Professional Counseling (53)
- MA Professional Development (17)
- MA School Counseling (61) (Program admission required)
- MBA Accounting (57)
- MBA General Business (42)
- MBA International Business (38)
- MBA Management (43)
- MBA Project Management (39)
- MBA Strategic Leadership (44)
- MS Agile Project Management (49)
- MS Enterprise Analytics (58)
- MS Family Studies (45)
- MS Family Studies with a Specialization in Christian Counseling (55)
- MS Human Relations and Business (11)
- MS Human Resource Management (50)
- MS Human Resource Training and Development (46)
- MS Managerial Science (47)

## APPLICATION FOR ADMISSION AND RE-ADMISSION\*

Application is to be completed by all new students and all former Amberton University \*students who have not been enrolled for three (3) or more years. In accordance with the American With Disabilities Act (ADA), please attach a description of the nature of your disability and the special accommodation required.

ENTRY DATE: \_\_\_\_\_ Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer YEAR \_\_\_\_\_

PERSONAL DATA: Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

First Name: \_\_\_\_\_ Last: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ (MM/DD/YY)

Years of Employment: \_\_\_\_\_ Employer: \_\_\_\_\_

**U.S. Citizen/Permanent Resident:**

\_\_\_\_\_ Yes \_\_\_\_\_ No, Identify Country of Origin: \_\_\_\_\_  
Immigration status: \_\_\_\_\_

ETHNICITY: Hispanic/Latino \_\_\_\_\_ Yes \_\_\_\_\_ No

RACE: \_\_\_\_\_ White (1) \_\_\_\_\_ Amer Indian/Alaska Native (2) \_\_\_\_\_ Black or African Amer (3) \_\_\_\_\_ Asian (4)  
\_\_\_\_\_ Hawaiian/Pacific Islander (7) \_\_\_\_\_ Unknown (6)

GENDER: \_\_\_\_\_ Male \_\_\_\_\_ Female

**EDUCATIONAL DATA:**

Classification (for AU Enrollment): \_\_\_\_\_ Undergraduate \_\_\_\_\_ Graduate

Degree Code (see Instruction page for codes): \_\_\_\_\_ Non-degree seeking \_\_\_\_\_

List in chronological order, **ALL** colleges and universities attended\*\*:

Name	City/State	Dates Attended	Hrs Completed* (no degree)	Degree(s) Awarded (e.g., BA, MS)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\*An Undergraduate student must have successfully completed 30 hours. Fewer hours will be considered on a case-by-case basis.

\*\* If Federal Title IV Financial Aid will be applied for, official transcripts from ALL previously attended institutions must be on file with Amberton prior to any consideration of Title IV Financial Aid award.

If you are on academic or disciplinary probation or suspension from the last college attended, please explain in space below.

Have you ever been enrolled at Amberton University before?

\_\_\_\_\_ No \_\_\_\_\_ Yes (Date last enrolled: \_\_\_\_\_)

Identify any names different from the name on the front of the application that might be on transcripts you have sent to Amberton University:

\_\_\_\_\_  
\_\_\_\_\_

I certify that the information I have provided is correct. If my application is accepted, I agree to abide by the policies, rules, regulations, and ethical standards of the University. I further understand that the willful submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, and/or disciplinary action. In addition, I authorize University officials to verify any information relevant to my acceptance and/or continued enrollment with the University, including but not limited to the right to request the verification of degrees and/or courses completed at transferring institutions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date