



College of Business and Economics

Master of Science in
Accounting and Information Analysis

Application Materials

Apply online:
www.lehigh.edu/applymsaia

Information for Applicants

Graduates of accredited colleges or universities will be considered for admission to the Master of Science in Accounting and Information Analysis Program. A candidate who has been given an offer of admission must respond within four weeks from receipt of the letter of acceptance (by May 1st for those applying for financial aid and Lehigh Presidential Scholars). Candidates responding at a later date will be placed on a wait list. An offer of admission stands for one year following the first semester for which admission is offered. If more than one year elapses, the College reserves the right to reconsider the original offer.

Space is limited due to the increasing popularity of the program. Students must submit a \$250 deposit when accepting the offer of admission to secure a place in the class. Upon matriculation, the deposit will be applied to tuition; if no tuition is due, the deposit will be refunded. A student who does not matriculate forfeits the deposit.

An applicant may apply for graduate programs in the College of Business and Economics in one of two categories: *regular or associate*. Associate students include those who are unable to furnish GMAT scores by the application deadline, students who are admitted on probation, and students whose applications were not complete by the regular student status deadline. Associate students must petition for regular student status upon completion of six (6) credit hours of 300-level or above courses. Only those who have been admitted to a graduate program may register for more than twelve hours of graduate courses. Only regular graduate students are candidates for graduate degrees. An application packet for a **regular graduate student** must be complete, including test scores, before it will be considered by the Graduate Admissions Committee. **International applicants from abroad may apply for regular student status only; associate student status is reserved for domestic applicants.** Application materials for associate students must be complete, with the exception of test scores. Please note *associate students are not eligible for financial aid*.

ADMISSION DEADLINES:

REGULAR STUDENTS	May 1
ASSOCIATE STUDENTS	July 15
FINANCIAL AID APPLICANTS	January 15
LEHIGH PRESIDENTIAL SCHOLARS*	March 1

***Important:** *Read Presidential Scholar information under Financial Aid at the end of this application.*

Application and Decision Dates. Students may apply for admission to the M.S. in Accounting and Information Analysis program upon completion of their junior year in college. Applications are considered complete and ready for review when all materials including GMAT[®] scores are on file in our office. Admission decisions are generally made as soon as files are complete (see special instructions for Presidential Scholars under Financial Aid at the end of this application).

For More Information

If you have any questions regarding the application forms or the admission process, contact the Graduate Programs Office, College of Business and Economics, Lehigh University, 621 Taylor Street, Bethlehem, PA 18015-3117:

For questions about curriculum:

Jack W. Paul, Ph.D.
Director, MS in Accounting and
Information Analysis Program
Phone (610) 758-4452
E-mail: jwp1@lehigh.edu
Fax (610) 758-6429
www.lehigh.edu/msaccounting/

For admissions information:

Corinn McBride
Director of Recruiting and Admissions
Phone (610) 758-3418
E-mail: com207@lehigh.edu
Fax (610) 758-5283

Admission Criteria. The GPA **and** the GMAT are the most important factors in the admission decision. A minimum GPA of 3.0 and a minimum overall GMAT score of 570 (including a quantitative score at or above the 50th percentile) increase the likelihood of a favorable decision.

Employment Arrangements. Applicants should not make employment deferral arrangements with employers until an offer of admission has been received, or **deferrals should be made contingent upon an offer of admission.**

Interviews. The Graduate Admissions Committee strongly encourages you to schedule a personal interview with the Program Director. The interview allows you to present yourself in person and gives us the opportunity to attach a more personal evaluation to your application materials. It also offers you the opportunity to ask questions and become better acquainted with the program. The Admissions Committee may require an interview if further information is needed and will contact you.

Application Form. Complete all relevant parts of the application form. If the available space is inadequate, feel free to attach additional pages.

**APPLICATIONS MUST BE COMPLETE AND RECEIVED IN THE GRADUATE PROGRAMS OFFICE BY THE DEADLINE - THERE ARE NO EXCEPTIONS.
IF YOU ARE APPLYING FOR FINANCIAL AID, THE DEADLINE FOR ADMISSION IS JANUARY 15.**

Required Application Materials

Checklist for U.S. Applicants:

- Data Sheet – or Apply online at www.lehigh.edu/applymsaia
- GMAT Scores
- Personal Essay
- Transcripts
- Letters of Recommendation (2)
- Internship and Employment Information
- Honors and Extracurricular Activities
- Coursework Summary (if necessary)
- Financial Aid Application (if necessary)
- Scholarship Release Form
- Application Fee

Checklist for International Applicants

- Data Sheet – or Apply online at www.lehigh.edu/applymsaia
- GMAT Scores
- Evidence of Language Proficiency (TOEFL)
- Personal Essay
- Transcripts
- Letters of Recommendation (2)
- Evidence of Financial Support
- Internship and Employment Information
- Honors and Extracurricular Activities
- Coursework Summary (if necessary)
- Financial Aid Application (if necessary)
- Scholarship Release Form
- Application Fee

Mail Application to:

The Graduate Programs Office
College of Business and Economics
Lehigh University
Rauch Business Center
621 Taylor Street
Bethlehem, PA 18015-3117

APPLICANTS MUST SUBMIT THE FOLLOWING:

- ✓ **Data Sheet.**
- ✓ **GMAT Scores.** GMAT scores are required of **all applicants** to the Master of Science in Accounting and Information Analysis Program. Arrange for your GMAT® score to be reported directly to Lehigh by the testing service. The program code number is 6ZB-FN-73.

A GMAT® Bulletin can be obtained by writing Pearson Vue, Attention: GMAT Program, PO Box 581907, Minneapolis, MN 55458-1907 USA, by calling 1-952-681-3680, or through their web site at www.gmat.com.

- ✓ **Personal Essay.** Applicants must provide a short personal essay outlining career objectives, work experience (including internships), and reasons for choosing the Master of Science in Accounting and Information Analysis degree.
- ✓ **Transcript Request.** Applicants should request that the Registrar of **each college or university attended provide an official transcript with degree conferred noted.** For a degree in progress, a final transcript must be submitted at the end of the term. If institutional policies require submission of official transcripts directly to Lehigh University, they should be sent to Graduate Programs Office, College of Business & Economics, 621 Taylor Street, Bethlehem, PA 18015. **The transcript(s) must be in a sealed envelope and must not be opened by the student in order for it to be considered official.**
- ✓ **Letters of Recommendation.** Two recommendation forms are enclosed for use by individuals qualified to evaluate the applicant's academic achievements and potential for graduate studies. Recommendations may come from faculty members and employers, preferably supervisors. **Recommendations from friends, family members, roommates, etc. will not be considered.**

Recommenders are asked to return their letters directly to the applicant. The recommendations must be in sealed envelopes and signed by the recommenders on the flaps. The returned recommendations **must remain sealed** for submission with the other application materials.

- ✓ **Internship and Employment Information.** Your employment history should include any relevant full- or part-time work, including internships.
- ✓ **Honors and Extracurricular Activities.** Complete the Honors and Extracurricular Activities form.
- ✓ **Coursework Summary.** Students **who did not attend Lehigh** must list any accounting and business classes (along with the course numbers) completed or to be completed by graduation. List specifically any classes taken in accounting, economics, computers, finance, marketing, management, statistics and mathematics and business law. Applicants who did not receive their undergraduate degree from Lehigh should attach official or catalog course descriptions of accounting courses taken. **Articulation school students do not have to complete this form.**

- ✓ **Financial Aid Application.** All applicants for financial aid must submit a **complete** application **including GMAT scores** and the Application for Financial Aid **on or before January 15th**. Fellowships, scholarships, and Accounting Department assistantships are awarded during the month of March for the following academic year.
- ✓ **Scholarship Release Form.** If you wish to be considered for scholarships administered by the MS in Accounting and Information Analysis program, please indicate this on the appropriate line of the application and complete the Scholarship Release Form.
- ✓ **Application Fee.** The application fee of \$65.00 is non-refundable. **NO APPLICATION WILL BE CONSIDERED UNTIL THE FEE IS RECEIVED.** Please make check or money order payable to Lehigh University. Your check or money order must be from a bank that is affiliated with a U.S. banking institution. The on line application accepts credit card payments.

INTERNATIONAL APPLICANTS

Applicants to graduate programs at Lehigh University must hold an American Bachelor's degree or an equivalent foreign degree requiring at least 16 years of primary, secondary and university education with **at least four (4) years at the university level.**

- ✓ **Transcripts.** Applicants must submit official academic records (transcripts or grade sheets) as well as official copies of degrees awarded. Official copies of credentials should be validated by a school administrative officer (Registrar or other official). Documents should be issued in the original language with an official translation attached.
- ✓ **Language Proficiency.** All international students whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL). A minimum score of 600 (paper-based exam; 250 computer-based; 94 internet-based) or above is required, but English immersion programs may be required as a condition of admission. Other test scores are not accepted. The official score report should be sent to Lehigh University. Lehigh University's institutional code is 2365. Registration material may be obtained by calling TOEFL, Educational Testing Service at (609) 771-7100 or through their web site at www.toefl.org.
- ✓ **Evidence of Financial Support.** All international students are required to submit proof of financial support. Only an original or notarized bank statement will be accepted as proof of support. If a student is being sponsored by a friend or relative, a letter from the supporter is also necessary.
- ✓ **Visa.** The following items are required before immigration documents can be issued:
 - 1) Original or notarized financial guarantee.
 - 2) TOEFL and GMAT scores. Official scores are required.

Mail all applications to: The Graduate Programs Office, College of Business and Economics, Lehigh University, 621 Taylor Street, Bethlehem, PA 18015-3117

Master of Science in Accounting and Information Analysis
College of Business and Economics
Lehigh University
Bethlehem, Pennsylvania 18015

DATA SHEET

Please Print or Type:

PERSONAL INFORMATION

		Social Security Number	
Last name	First	Middle	
Mailing Address	Number and Street	Area Code - Telephone Number	
City	State	Zip Code	Country
If the above is a temporary address, the date you will live there until			____/____/____ Mo. Day Year
Work telephone (if applicable) (____)		Email address	
Permanent Address	Number and Street	Area Code - Telephone Number	
City	State	Zip Code	Country

PROGRAM INFORMATION

Admission Status: Regular or Associate
 Date of Entrance: All students enter in August.

Have you ever attended Lehigh University? yes no
 If yes, what were the dates? _____

Have you ever applied to any graduate programs at Lehigh University? yes no

Are you applying for Financial Aid? yes no

Are you applying as a Lehigh University Presidential Scholar? yes no
(Lehigh undergraduates only) Application deadline for Presidential Scholars is March 1st.
Important: Read Presidential Scholar information under Financial Aid at the end of this application.

THE FOLLOWING INFORMATION IS REQUESTED FOR STATISTICAL PURPOSES ONLY

Date of Birth ____/____/____ mm dd yy Place of Birth _____
 City State Country

U.S. State of Legal Residence _____

Citizenship: U.S. Citizen U.S. Permanent Resident Other

Type of Visa _____ Held Will Apply For

The following information is voluntary and will not affect the decision for admission.

Sex: Male Female Lehigh Employee/Spouse

Ethnic Origin: African American Non-Hispanic Asian American Ethnicity Unknown
 Hispanic/Latino Native American/Alaska Native
 Native Hawaiian/Other Pacific White Non-Hispanic

Do not write in the space below. For university use only.

Fee _____
 P _____
 Date _____

W _____
 NW _____
 Clrd _____

EDUCATIONAL BACKGROUND

List in reverse chronological order all schools attended:

Names and Locations of Institutions Attended (Most recent first)	Dates of Attendance From To	Degrees Awarded	Expected date of degree	Transcripts sent to Lehigh (please place a checkmark)

Name that will appear on transcript (if different than name on application) _____

Undergraduate Major: _____ Undergraduate GPA: _____

RECOMMENDATIONS List the names of two people who have been asked to provide letters of recommendation:

_____ Name	_____ Name
_____ Title	_____ Title

TEST DATA (Please list the date tests were taken or are scheduled to be taken)

GMAT _____ Verbal score _____ Quantitative Score _____ Total Score _____

TOEFL _____

If you have not done so already, please have an official copy of your test scores sent to Lehigh University (institution #2365)

CONCENTRATION

Please indicate the concentration in which you are interested:

- Consulting and Business Risk Management
- Financial Services
- Strategic Cost Management
- No Concentration
- Unsure

Financial Aid

- Will you apply for a scholarship? Yes No
- Will you apply for loans administered by the Financial Aid Office? Yes No
- Are you interested in financial aid through employment as a graduate assistant? Yes No

OTHER INFORMATION

How did you first find out about the M.S. in Accounting and Information Analysis Program?

- Alumni Grad Fair GMASS
- Beta Alpha Psi Undergraduate School Word of Mouth
- Internet Mailing Other _____

ESSAY

On a separate sheet, provide a summary of your career objectives and relevant work experiences with reference to the Master of Science in Accounting and Information Analysis program.

The information contained in this application is a true and accurate account of my academic and professional experience. Falsification of information or credentials is grounds for dismissal from Lehigh University.

Signature _____ Date _____

	Outstanding (Top 2%)	Excellent (Top 10%)	Good (Top 35%)	Fair (Top 50%)	Weak (Lower 50%)	Unable to Judge
Intellectual ability						
Breadth of knowledge						
Quantitative ability						
Maturity						
Interpersonal skills						
Oral Skills						
Writing Skills						
Organizational Ability						

Overall evaluation of student's ability to handle a graduate program.

- Recommended without reservation.
- Recommended with reservation.
- Not recommended.

Nature of reservation _____

Signature

Date

Please use space provided for additional comments, or attach a separate sheet.

Please return your recommendation in the envelope provided after sealing and signing your name on the flap. Thank you for your assistance.

	Outstanding (Top 2%)	Excellent (Top 10%)	Good (Top 35%)	Fair (Top 50%)	Weak (Lower 50%)	Unable to Judge
Intellectual ability						
Breadth of knowledge						
Quantitative ability						
Maturity						
Interpersonal skills						
Oral Skills						
Writing Skills						
Organizational Ability						

Overall evaluation of student's ability to handle a graduate program.

- Recommended without reservation.
- Recommended with reservation.
- Not recommended

Nature of reservation _____

Signature

Date

Please use space provided for additional comments, or attach a separate sheet.

Please return your recommendation in the envelope provided after sealing and signing your name on the flap. Thank you for your assistance.

Master of Science in Accounting and Information Analysis
College of Business and Economics
Lehigh University
Bethlehem, Pennsylvania 18015

TRANSCRIPT REQUEST

Please print or type

**TO THE
APPLICANT**

Applicants must submit official transcripts from **all** undergraduate institutions. **Transcripts must be in a sealed envelope.** Send the completed request form and the enclosed envelope to the Registrar at the appropriate institution. If you have attended more than one college or university, undergraduate or graduate, you should photocopy this form. To avoid delays, check the institution's policy regarding official transcripts.

Student ID or SSN #

Date of Birth

Name of Applicant

Last(family)

First

Middle

Address

Name of Institution

Dates of Enrollment

From

To

Degree Conferred (if applicable)

I hereby authorize the release of my transcript(s) to the College of Business and Economics, Graduate Programs Office at Lehigh University.

Signature of Applicant

Date

**TO THE
REGISTRAR**

The above person requests that a transcript of his or her academic record be released to the College of Business and Economics Graduate Programs Office at Lehigh University. Please enclose this form with the official transcript in a sealed and signed envelope. Return the envelope to the applicant so it can be included in his/her application.

Master of Science in Accounting and Information Analysis
College of Business and Economics
Lehigh University
Bethlehem, Pennsylvania 18015

HONORS AND EXTRACURRICULAR ACTIVITIES

Summary of Academic and Other Honors

Summary of Extracurricular Activities

The information above is a true and accurate account of my honors and extracurricular activities.

Signature _____ Date _____

Master of Science in Accounting and Information Analysis
College of Business and Economics
Lehigh University
Bethlehem, Pennsylvania 18015

COURSEWORK SUMMARY

If you have graduated or will graduate from Lehigh with a major in business or from a school with which Lehigh has an articulation agreement, DO NOT complete the following summary of accounting and business coursework. Students who did not attend Lehigh should complete the following coursework summary AND attach official or catalog course descriptions for the accounting and business-related courses completed, or which will be completed by graduation.

Undergraduate Major: _____

Summary of Accounting Coursework

Please list any accounting courses completed, or which will be completed by graduation.

<u>Course Name</u>	<u>Course Number</u>	<u>Credit Hours</u>	<u>Grade</u>
--------------------	----------------------	---------------------	--------------

Summary of Business Coursework

Please list any business-related courses completed or which will be completed by graduation.

<u>Field of Study</u>	<u>Course Name</u>	<u>Course Number</u>	<u>Credit Hours</u>	<u>Grade</u>
-----------------------	--------------------	----------------------	---------------------	--------------

Economics:

Computers:

Finance:

Marketing:

Management:

Statistics and Mathematics:

Business Law:

The information above is a true and accurate account of my coursework experience.

Signature _____ Date _____

**Lehigh University
Bethlehem, Pennsylvania 18015**

**Application for College of Business and
and Economics Financial Aid**

Complete this section only if you are applying for financial aid.

Social Security Number _____

Personal Information

Name Last(family) First Middle
()

Mailing Address Telephone

City State Zip Country

Program to which you are applying: _____

Semester: _____ Full-time Part-time

Citizenship U.S. Permanent Resident Other _____
Country

Instructions This information is required of all applicants who wish to be considered for financial aid from Lehigh University's College of Business and Economics. Applications for federal or state financial aid (grants, loans) should be directed to the Financial Aid Office (610-758-3181). Please attach a resume to the application.

Financial Aid Fellowships are ordinarily available only to doctoral students. Please refer to the other side of this page for additional information on the types of financial aid available. **The deadline for filing a financial aid application is January 15th for aid in the following academic year.**

Type of aid desired: Fellowship Scholarship Teaching Assistantship

International Applicants

Estimated Minimum Costs Per Academic Year

Tuition and fees are for the 2007-2008 academic year only and may increase for the 2008-2009 academic year.

Approximate Expenses*	Approximate Financial Support (in U.S. Dollars)
Tuition (academic year-- All programs except MBA & Engineering, MBA & Educational Leadership, and M.S. Analytical Finance) \$ <u>11,340</u>	Personal Funds \$ _____
Tuition (academic year-- All programs except MBA & Engineering, and M.S. Analytical Finance) \$ <u>13,680</u>	Support from Family \$ _____
Tuition (academic year -- MBA & Educational Leadership) \$ <u>10,260</u>	Applicant's Government \$ _____
Books, supplies, fees \$ <u>1,500</u>	U.S. Government \$ _____
Health Insurance \$ <u>999</u>	Lehigh University \$ _____
Twelve month living exp. \$ <u>10,800</u>	Other \$ _____
Dependents (Living Expenses) \$300 additional per month for spouse \$250 additional per month per child	
Other \$ _____	
TOTAL \$ _____	Total \$ _____

* Subject to change. Actual expenses may be higher.

I certify that the above information is accurate and complete. I also understand that misrepresentation may be cause for denial of financial aid.

Signature _____

Date _____

Master of Science in Accounting and Information Analysis
College of Business and Economics
Lehigh University
Bethlehem, Pennsylvania 18015

SCHOLARSHIP RELEASE FORM

If you are applying for a scholarship, this form must be returned with the application. Scholarship applicants who do not sign and return this release form **with their application form** will not be considered for certain scholarships.

Applicant's Name

Social Security Number

I authorize Lehigh University's M.S. in Accounting and Information Analysis program, for the purposes of scholarship consideration and donor information **only**, to release copies of my application, or information contained in it, to benefactors who are sponsoring M.S. in Accounting and Information Analysis scholarships.

Signature

Date

FINANCIAL AID

Financial aid for Master of Science in Accounting and Information Analysis students is based primarily on academic performance. **Although students interested in financial aid must file a complete application by January 15th, students are strongly encouraged to file their applications no later than January 1st.** Aid is awarded in March for the following academic year. Students interested in graduate assistantships are encouraged to contact the Program Director for an interview before February. Domestic students receive priority for financial aid.

There are three general categories of financial aid: scholarships, graduate assistantships, and subsidized student loans:

SCHOLARSHIPS Scholarships are awarded primarily on the basis of academic performance. Scholarship awards will be made on the basis of the information provided in the program application, including information that is routinely supplied to the Financial Aid Office.

Lehigh University Presidential Scholars

Presidential scholarships are available to Lehigh undergraduates who, upon completion of 90 Lehigh credit hours have a cumulative GPA of 3.75 or higher at the end of any full-time fall or spring or full-time summer study (minimum twelve credit hours), or receive a Lehigh baccalaureate degree with High Honors or Highest Honors. Applications are due March 1st. A limited number of Presidential Scholars will be accepted during March from this pool of applicants. Such students have until May 1st to accept the offer of admission. **Because admission to the program is not guaranteed, both the GPA and the GMAT are important factors in the admission decision.** A minimum overall GMAT score of 570 and a minimum quantitative score in the 50th percentile increase the likelihood of a favorable decision. Presidential Scholars who apply after March 1st or who were not accepted in March will be reconsidered after May 1st and accepted on a **space-available** basis (for such students, the deposit is due within four weeks of receiving an acceptance letter). Applicants should not make employment deferral arrangements with employers until an offer of admission is received, or **deferrals should be made contingent upon an offer of admission.**

GRADUATE ASSISTANT-SHIPS

The Program will employ graduate assistants for up to 10 hours per week and receive a stipend of up to \$1,000 per academic year. Assistants will receive tuition remission for up to 9 credit hours per semester for the fall and spring semesters of the appointment year. Assistants may roster up to 15 credit hours per semester. Typically financial aid is limited to one academic year.

Graduate students may apply directly to administrative offices for graduate assistantships unrelated to their areas of study. The availability of these assistantships is based upon the needs of the individual departments.

SUBSIDIZED STUDENT LOANS

The primary loan source for graduate students is the Federal Stafford Loan Program. Full-time students may borrow up to \$20,500 per year (\$8,500 Subsidized and \$12,000 Unsubsidized) adjusted for the cost of education and other financial aid received and their own ability to pay for schooling. Students must file the Free Application for Federal Student Aid (FAFSA), an institutional application and their most recent IRS 1040 and W-2 forms. Applications are available at the Office of Financial Aid (218 W. Packer Avenue). Students may complete the FAFSA at www.fafsa.ed.gov. Link to www.lehigh.edu/~infao for more financial aid information. The FAFSA is also used to determine eligibility for federal work-study if available. **IMPORTANT: If you do not register for classes as a graduate student, the loan amount will be considerably reduced.**

NOTE FOR INTERNATIONAL APPLICANTS: Visa regulations require that international applicants have sufficient funds available for the duration of their entire program of study. If international students are offered admission and they accept the offer, verification of financial support for themselves and their accompanying dependents for the first calendar year must be provided. Financial aid resources are very limited. For students from countries that impose restrictions on the exchange and release of funds for study in the United States, approval of release of funds will be requested if the applicant accepts the offer of admission.