



WESTERN UNIVERSITY OF HEALTH SCIENCES
Master of Healthcare Administration (MHA) Program
APPLICATION PROCESS AND CHECKLIST

Use this checklist to track completion of all required application materials. Check each box as the item is completed. Applications are reviewed on a rolling basis, and early submission is strongly encouraged. Applications may close once the cohort reaches capacity.

☐ **A) WESTERNU ONLINE APPLICATION**

- ☐ Complete and submit the WesternU online application for the Master of Healthcare Administration (MHA) program.
- ☐ Select the appropriate entry term: Fall, Spring, or Summer.
- ☐ Submit early and review the published priority consideration date for your intended entry term.

☐ **B) APPLICATION FEE**

- ☐ Pay the \$50 non-refundable application fee when submitting your online application.

☐ **C) ACADEMIC ELIGIBILITY**

- ☐ Meet the minimum overall GPA requirement of 3.00 at the time of application and maintain it through matriculation.
- ☐ A bachelor's degree from a regionally accredited four-year college or university (or an institution in the process of regional accreditation) is preferred.
- ☐ If you do not hold a bachelor's degree, complete at least 90 semester units or 135 quarter units from a regionally accredited U.S. institution or equivalent abroad; at least 30 units must be upper division.
- ☐ Complete applicable prerequisite coursework with a grade of C or better; C- or lower is not accepted.
- ☐ Confirm one course is not being used to satisfy more than one prerequisite.

☐ **D) OFFICIAL TRANSCRIPTS & FOREIGN COURSEWORK**

- ☐ Submit official transcripts from every college or university attended.
- ☐ For coursework completed outside the United States (excluding English-speaking Canadian institutions), obtain a course-by-course evaluation from World Education Services (WES).
- ☐ Request that official transcript and/or evaluation materials be sent as instructed by WesternU Admissions.

☐ **E) RESUME OR CURRICULUM VITAE**

- ☐ Upload a current resume or curriculum vitae (CV) with your application.

☐ **F) PERSONAL STATEMENT**

- ☐ Complete the required personal statement prompt within the online application.

☐ **G) LETTERS OF RECOMMENDATION**

- ☐ Submit two (2) letters of recommendation from professional or academic references.
- ☐ Confirm each letter is typed on official letterhead and signed by the recommender.
- ☐ Letters may be submitted electronically through the application service or an approved letter service, by mail in a sealed envelope signed over the seal, or by email directly from the recommender using a business or school email address.

☐ H) ENGLISH LANGUAGE PROFICIENCY, IF REQUIRED

- ☐ If you did not earn a degree from a regionally accredited U.S. postsecondary institution or from a recognized postsecondary institution in an English-speaking country, submit an official TOEFL or IELTS score report.
- ☐ For TOEFL, meet the published minimum score: 600 paper-based, 250 computer-based, or 105 internet-based.
- ☐ Request that official TOEFL scores be sent directly to WesternU from ETS.
- ☐ Confirm TOEFL scores are no more than two years old and that the exam was taken by the applicable application deadline.
- ☐ TOEFL MyBest scores are not accepted; WesternU uses the applicable internet-based score submitted for the application.
- ☐ Review the published waiver criteria if you believe you qualify for an English proficiency waiver.

☐ I) OTHER DOCUMENTATION, IF APPLICABLE

- ☐ Provide official documentation for certification programs and/or trainings listed on your application when documentation is available from the institution or training company.

☐ J) INTERNATIONAL APPLICANTS

- ☐ Review international applicant requirements before applying.
- ☐ Be aware that the MHA program welcomes eligible international applicants but is not able to sponsor F-1 visas.

☐ K) OUT-OF-STATE APPLICANTS

- ☐ If you reside outside California or Oregon, contact WesternU regarding state authorization before applying.

☐ L) INTERVIEW, IF INVITED

- ☐ Monitor your email and Application Status Page for updates after submission.
- ☐ If invited by the Admissions Committee, complete the required interview.

Application Timing: Applications are reviewed on a rolling basis. Current published priority consideration dates are June 14 for Fall entry, September 30 for Spring entry, and January 31 for Summer entry. Applications may close once the cohort reaches capacity.

The Admissions Office will email you to acknowledge receipt of your application. Once all required documents are received, your application will be processed, and you will receive an update regarding your application status.

All required application materials and the application fee should be submitted as early as possible. Applicants are responsible for ensuring that all required materials are received and complete for review.

WESTERN UNIVERSITY OF HEALTH SCIENCES

ATTN: MHA Admissions

309 E. Second Street • Pomona, CA 91766-1854

Admissions Contact Number: (909) 469-5335

QUESTIONS? CONTACT US

If you have questions about the application process or your application, our Admissions team is here to help.

Email: admissions@westernu.edu