

# ADMISSION

## Admission Criteria

### Master of Business Administration and Master of Science Programs

Students who hold a bachelor's degree in any field from a regionally accredited college or university (or the international equivalent) and who have demonstrated their ability or potential to do high-quality academic work are encouraged to apply. In addition, applicants are required to meet all program prerequisites, which include the following:

- MS Accounting: College Math, College Statistics, Microeconomics, Macroeconomics, Undergraduate major in Accounting (or equivalent)
- MS Finance: College Statistics, Microeconomics, Macroeconomics, Financial Accounting
- MS Business Analytics: DATA 5400 Applied Business Statistics\*, DATA 5405 Python Fundamentals\*  
\*Courses required for specific graduate courses, not prior to program start
- MS Marketing Analytics and Strategy: College Statistics, Introduction to Marketing

Candidates for the MBA, MS Financial Technology, and MS Management programs are not required to complete prerequisites prior to program entry.

### Executive Doctorate of Business Administration (Executive DBA)

Applicants must have an MBA or business focused master's degree with more than 10 years of work experience and at least 3 years of managerial experience.

## Admission Procedures

### Master and Doctoral Programs

The following items must be on file before an applicant may be considered for admission:

1. A completed application for admission. Apply online.
2. A non-refundable application fee.
3. A statement of self-evaluation of work experience and career objectives.
4. A professional resume.
5. All official transcripts from any previous college or university attended. An overall undergraduate or graduate GPA of 3.00 or higher is recommended. Electronic transcripts should be sent to gradadmis@fairfield.edu.
6. Completed online recommendation forms from two references; academic and professional recommendations are accepted.
7. A score for the Graduate Management Admission Test (GMAT): 500 or higher is recommended.
  - The GRE exam may be submitted in lieu of the GMAT. If submitting the GRE, the scores will be converted to a GMAT equivalent.
  - See GMAT Waiver Policy below.
  - The GMAT is required for admission to the MBA, MS Finance, and MS Business Analytics programs.

- The MS Accounting, MS Management, MS Marketing Analytics and Strategy, MS Financial Technology and DBA programs do not require GMAT scores.

Applications are accepted on a rolling basis. Start dates vary based on program.

The applicant should submit all items to:

Office of Graduate Admission  
Fairfield University  
1073 North Benson Road  
Fairfield, CT 06824

### Graduate Certificate Programs

- Business Analytics
- Business Essentials
- Business Intelligence
- Financial Planning and Analysis
- Marketing Analytics & Strategy
- Strategic Human Resources in the Global Environment

Students with an earned undergraduate degree in any field are encouraged to apply.

The following items must be on file before an applicant may be considered for admission:

1. A completed application for admission. Apply online.
2. A non-refundable application fee.
3. A professional resume.
4. All official undergraduate transcripts from each institution attended.

Applications are accepted on a rolling basis.

Application materials should be sent directly to:

Office of Graduate Admission  
Fairfield University  
1073 North Benson Road  
Fairfield, CT 06824

### Advanced Graduate Certificate Programs (Post-Master's Degree)

- Accounting
- Taxation

Students who hold a master's degree, who have professional experience, and who have demonstrated their ability to do high-quality academic work are encouraged to apply.

The following items must be on file before an applicant may be considered for admission:

1. A completed application for admission. Apply online.
2. A non-refundable application fee.
3. A professional resume.
4. An official copy of transcripts of previous undergraduate and graduate work.

Applications are accepted on a rolling basis.

Application materials should be sent directly to:

Office of Graduate Admission

Fairfield University  
1073 North Benson Road  
Fairfield, CT 06824

## GMAT Exam

The Graduate Management Admission Test is a test of aptitude rather than a test of business knowledge per se. The test, offered throughout the year at local computer labs and administered by Pearson VUE, examines two areas: verbal and quantitative. A score is earned in each area and the scores are added together for a total GMAT score that ranges between 200 and 800. The actual required score for admission of an individual candidate into the program depends upon the cumulative grade point average earned in undergraduate work and an assessment of all parts of the candidate's application dossier. As detailed under admission criteria, the GMAT Exam requirement can be waived in certain circumstances. For more information on the GMAT, visit [mba.com](http://mba.com).

## GMAT Waiver Policy

GMAT/GRE waiver requests are considered on a case-by-case basis for graduate programs which require an entrance exam. GMAT/GRE waivers must be approved by the Graduate Program Director and are not automatic for any candidate.

## Master of Business Administration (MBA)

The GMAT/GRE exam is generally required for applicants to the MBA program. This requirement may be waived for MBA applicants who meet one or more of the following criteria: Two or more years of work experience and an undergraduate cumulative GPA of 3.50 (on a 4.0 scale). Candidates who already possess a master's degree (or higher). Five or more years of work experience in a relevant field and an undergraduate GPA of at least 3.25 (on a 4.0 scale). Graduates and current seniors of undergraduate business majors in the Dolan School of Business provided their overall Fairfield GPA is at least 3.25 (on a 4.0 scale). MBA applicants seeking a GMAT waiver should request consideration by documenting the applicable criteria above to the Assistant Dean of Graduate Programs, Leanne De Los Santos, by email ([ldelossantos@fairfield.edu](mailto:ldelossantos@fairfield.edu)).

## Master of Science in Business Analytics (MSBA)

The GMAT/GRE may be waived for applicants whose overall undergraduate GPA is at least 3.00, who have two or more years of work experience, or who have passed all parts of the Uniform CPA exam or a jurisdictional Bar examination or another similarly advanced professional certification or a previous graduate degree. Please contact the Assistant Dean of Graduate Programs, Leanne De Los Santos, by email ([ldelossantos@fairfield.edu](mailto:ldelossantos@fairfield.edu)) to learn more.

## Master of Science in Finance (MSF)

The GMAT/GRE exam is generally required for applicants to the MSF program. This requirement may be waived for MSF applicants who meet one or more of the following criteria: Graduates and current seniors of undergraduate business majors in the Dolan School of Business provided their overall Fairfield GPA is at least 3.25 (on a 4.0 scale) Graduates and current seniors of undergraduate business majors of AACSB accredited business schools provided their overall GPA is at least a 3.50 (on a 4.0 scale). Passed Level 1 of the CFA or FRM Professional certifications related to business (e.g. CPA, CIMA, CAIA, CFP, etc.) J.D., M.D., Ph.D., or a graduate degree in a related field. Two or more years of significant or relevant work experience in business or a related field. MSF applicants seeking a GMAT waiver should request consideration by documenting

the applicable criteria above to the Assistant Dean of Graduate Programs, Leanne De Los Santos, by email ([ldelossantos@fairfield.edu](mailto:ldelossantos@fairfield.edu)).

## Mandatory Immunizations

Connecticut State law requires each full-time or matriculated student to provide proof of immunity or screening against measles, mumps, rubella, varicella (chickenpox), meningitis and tuberculosis. Certain exemptions based on age and housing status apply. Matriculating students are defined as those enrolled in a degree seeking program or an in-person certificate program. More detailed information on the required immunizations and how to submit the required documentation is available online at [www.fairfield.edu/immunization](http://www.fairfield.edu/immunization). Although compliance with University immunization requirements is not required to complete an application, you must provide proof of immunity/screening prior to course registration. Please note, students who are enrolling in 100% online programs with no intention of coming to campus may be exempt from providing immunization records. Please consult the Student Health Center to determine what documentation may be required as an online student. Questions may be directed to the Student Health Center: 203-254-4000 x2241 or email [health@fairfield.edu](mailto:health@fairfield.edu).

## International Students

International applicants must provide an official course-by-course evaluation for all coursework completed outside the US. Evaluations must be completed by an approved evaluator (found on our website) recognized by NACES. All international students whose native language is not English must demonstrate proficiency in the English language by taking and submitting test scores from one of the following exams: TOEFL, IELTS, Duolingo, or PTE Academic. Scores must be sent directly from the testing agency. Fairfield University's ETS code is 3390. English language test score requirements can be viewed on our website. English language testing may be waived for those international students who have earned an undergraduate or graduate degree from a regionally accredited U.S. college or university. International applications must also provide a certificate of finances (evidence of adequate financial resources in U.S. dollars). A blank pdf affidavit of financial support document will be provided by the office of Global Fairfield to be completed, along with a list of acceptable financial certificates. All supporting credentials must be submitted at least three months prior to the intended start date.

## Students with Disabilities

Fairfield University is committed to providing qualified students with disabilities an equal opportunity to access the benefits, rights, and privileges of its services, programs, and activities in an accessible setting. Furthermore, in compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and Connecticut laws, the University provides reasonable accommodations to qualified students to reduce the impact of disabilities on academic functioning or upon other major life activities. It is important to note that the University will not alter the essential elements of its courses or programs.

If a student with a disability would like to be considered for accommodation(s), they must identify themselves to the Office of Accessibility, located in the Academic Commons on the main floor of the DiMenna-Nyselius Library, and complete the interactive request process for accommodations. Instructions for how to initiate the accommodation request process are located on our website. Students can also email [ooa@fairfield.edu](mailto:ooa@fairfield.edu) to start the accommodation request process. This process should be done prior to the start of the academic semester and is strictly voluntary. However, if a student with a disability chooses not to self-identify and provide the necessary documentation to the Office

of Accessibility, accommodations need not be provided and are not retroactive. All information concerning disabilities is confidential and will be shared only with a student's permission. For more information regarding accommodations and the registration process, please email ([ooa@fairfield.edu](mailto:ooa@fairfield.edu)), or call 203-254-4000 x2615.