



**TEST INFORMATION:**

*(MNO candidates only)*

- GMAT (Graduate Management Admission Test) Information

Please indicate when the GMAT was or will be taken. \_\_\_\_\_ Scores: Verbal \_\_\_\_\_ Quantitative \_\_\_\_\_  
 Combined Score \_\_\_\_\_

*For persons whose native language is not English:*

- TOEFL

Please indicate when the TOEFL was or will be taken. \_\_\_\_\_ Total Score: \_\_\_\_\_

**GENERAL QUESTIONS:**

- How did you learn of the Mandel Center's graduate programs? (Please check up to two).

- \_\_\_\_\_ Graduate School guide book (please specify) \_\_\_\_\_
- \_\_\_\_\_ Mandel Center graduate \_\_\_\_\_ Mandel Center student \_\_\_\_\_ Other Case student
- \_\_\_\_\_ Case staff/faculty \_\_\_\_\_ Mandel Center seminar/workshop \_\_\_\_\_ Mandel Center website
- \_\_\_\_\_ Nonprofit E-Notes \_\_\_\_\_ Internet research
- \_\_\_\_\_ Mandel Center \_\_\_\_\_ Newspaper/radio (please specify) \_\_\_\_\_
- \_\_\_\_\_ Other (please specify) \_\_\_\_\_

- Would you be able to come in for a personal interview? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Will you be applying for financial aid (Mandel Center scholarships and/or federal loans)? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If you are planning to apply for Mandel Center scholarships and/or federal loans, please complete the Free Application for Federal Student Aid (FAFSA). [Visit www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Are you currently associated with a nonprofit organization? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If so, in what capacity? \_\_\_\_\_ Trustee \_\_\_\_\_ Staff \_\_\_\_\_ Volunteer \_\_\_\_\_ Other (please specify) \_\_\_\_\_

- Please list all of your nonprofit experience

Name of organization	City/State	Position	Dates	Staff/Volunteer

- Do you have access to, and familiarity with a computer with modem hookup and network applications?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No

**ACADEMIC INFORMATION:**

Please list all colleges, universities, and other institutions of higher education attended. An official sealed transcript, **sent directly from each institution to the Mandel Center**, is required.

**Undergraduate Studies**

<i>Institution</i>	<i>Dates attended</i>	<i>Major</i>	<i>Degree and year granted</i>

**Graduate Studies**

<i>Institution</i>	<i>Dates attended</i>	<i>Major</i>	<i>Degree and year granted</i>

Have you ever attended, or been admitted to, Case Western Reserve University? If not already indicated above, please list all programs and dates.

\_\_\_\_\_

**EMPLOYMENT INFORMATION:**

List current (or most recent) position first. Please also attach a current resume or curriculum vitae with your application.

<i>Employer</i>	<i>Position</i>	<i>City</i>	<i>Dates of employment</i>

**SELF EVALUATION AND EDUCATIONAL OBJECTIVES**

Using two to three typewritten pages, write a personal essay which addresses the following elements:

- Your interest in the specific program for which you are applying
- Your academic and professional background
- Your nonprofit experience
- Your career goals

**LETTERS OF RECOMMENDATION**

For all programs except the MNO - Executive Option, we require two (2) letters of recommendation from individuals qualified to comment on your nonprofit sector experience and/or your ability to master graduate-level work, as well as your interpersonal and communications skills.

Applicants for the MNO - Executive Option are required to submit three (3) letters of recommendation. At least one of the letters must be written by an individual who has supervised the applicant in his/her managerial career, and who can discuss the scope of the applicant’s managerial duties and his/her effectiveness as a manager.

*Please use the Recommendation Forms included in the Mandel Center Application Packet, or download the forms from the Mandel Center’s website. (See instructions on the Recommendation form for mailing to recommenders).*

**By signing below, I also grant permission to the Mandel Center to contact my recommenders, as the Center deems appropriate, to clarify and/or confirm information contained within the letters of recommendation, or to seek additional information regarding me or my educational records.**

**CERTIFICATION**

I certify that the above information is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send completed application to:

**Director of Recruitment  
Mandel Center for Nonprofit Organizations  
Case Western Reserve University  
10900 Euclid Avenue  
Cleveland, Ohio 44106-7167  
(216) 368-6025 or 1-800-435-6669  
FAX: (216) 368-6624  
www.case.edu/mandelcenter**

**Application Checklist on back -->**

## **Application Checklist**

Be sure to send:

### *Application Materials*

- \_\_\_ (1) Completed Application for Admission form
- \_\_\_ (2) Current resume or curriculum vitae
- \_\_\_ (3) Official sealed transcripts sent directly to the Mandel Center from all colleges, universities and institutions of higher education attended.
- \_\_\_ (4) Two (2) letters of recommendation (or three (3) if applying for the MNO - Executive Option). Two Recommendation Forms are included in the packet. Please make additional copies if necessary or download the form from the Mandel Center website. (See instructions on the Recommendation Form for mailing to recommenders.)
- \_\_\_ (5) Personal Essay
- \_\_\_ (6) \$25.00 application fee
- \_\_\_ (7) Official GMAT score (MNO only). (Choose Case Western Reserve University-Weatherhead School of Management-Master of Nonprofit Organizations, as your score recipient.)
- \_\_\_ (8) Official TOEFL score, if you are a foreign applicant. (An unofficial copy of the TOEFL score may be sent to the Mandel Center Office of Admissions, but the official score should be directed to Case Western Reserve University - Code 1105).
- \_\_\_ (9) Free Application for Federal Student Aid (FAFSA) - if applying for Mandel Center scholarships and/or federal loans.