

How to Apply to the MBA-Health Care Administration Certificate for OU-MBA Current Students

- Complete and submit the electronic application available at <https://apps.ouhsc.edu/admissions/>.

A completed application includes:

Three recommendations (the OU-MBA program sends us these from your application to the MBA program – you do not need to arrange for new recommendations).

A personal essay (career goal statement) detailing how this certification will contribute to career plans.

Current résumé

Please email the essay and the résumé to coph@ouhsc.edu . We will add these documents to your application.

When you have created an application, you will be able to log in and out of the application, saving your changes as you go along. The application is divided into several sections, opened by links on the left hand side of the page:

The screenshot shows a web interface for the Office of Admissions and Records. On the left is a vertical navigation menu with the following items: My Application Status (highlighted), Personal Information, Education and Residency, Admission Information, Reference Information, Affirmation, and Payment. At the bottom of the menu is a red button labeled 'Contact Us'. The main content area is titled 'My Application Status' and includes a 'LOGOFF' button in the top right corner. Below the title, there is a caution message: 'Caution: Please read carefully as changes cannot be made once the application is submitted. Thank you for your interest in the one of many health care and graduate research degree programs offered by the University of Oklahoma Health Sciences Center!'. Underneath, there is a 'Tips:' section with a bulleted list: 'You may complete the application in multiple sittings. You may save and return as many times as needed.', 'A separate application is required for each program or program location.', 'A second application cannot be started until after the first Application is **submitted**.', 'Visit **Application FAQ's** for more information about starting or adding new applications.', and 'As the applicant it is your responsibility to frequently check the status of your application materials beginning 3-4 business days after the application is submitted. Check your status by...'

Complete the *Personal Information, Admission Information, Reference Information, Affirmation and Payment* sections, following the directions given in each of these sections.

In the *Education and Residency* section you will only need to list the institutions you have attended. Copies of your official transcripts will be provided to the College of Public Health by the MBA program.

In the *Admission Information* section select the following program:
Cert in Healthcare Admin – MBA in progress (1231C- MBA). Screen shot:

The screenshot shows the 'Office of Admissions and Records' website. On the left is a navigation menu with options: My Application Status, Personal Information, Education and Residency, Admission Information (highlighted), Reference Information, Affirmation, and Payment. Below the menu is a red 'Contact Us' button. The main content area is titled 'Admission Information' and includes a 'LOGOFF' button. A red asterisk note states: '* Denotes required field.' Below this is a section titled 'Required Information' with a red note: 'Graduate and professional level programs should be selected carefully. MS and PhD programs are located under the Graduate College. MA, MHA, MHS, MPH, MSN, and DrPH are located under other colleges. Contact us if you are uncertain how to select.' Three dropdown menus are visible: 'To which college are you applying?' (College of Public Health), 'To which program are you applying?' (Cert in Healthcare Admin - MBA in progr), and 'To which term are you applying?' (Fall-2018). Each dropdown has a red asterisk to its right.

The Reference Information section explains how to arrange for your references. Please follow the directions given in the application.

- Inform the MBA Office of Academic Advising and Student Experience when you have submitted the application to insure that office provides us the documentation we need from your MBA records.

Once you have submitted the application, paid the fee (\$100), and we have received the required materials, we will send your application to the Health Administration and Policy Admissions Committee for review and decision. The Department will be in contact with you regarding an interview.

Contact information for the College of Public Health:

coph@ouhsc.edu

405 271 2308