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 <u>coph@ouhsc.edu</u>. We will add these documents to your application.

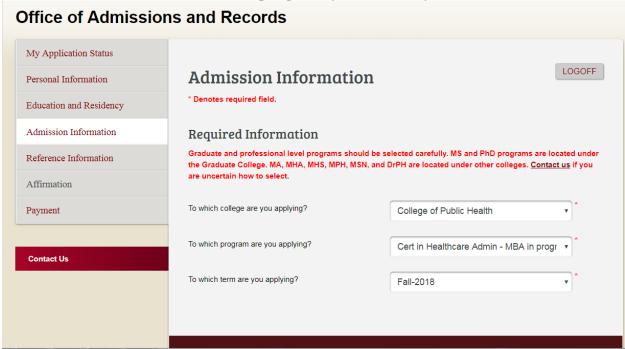
When you have created an application, you will be able to log in and out of the application, saving your changes as you go along. The application is divided into several sections, opened by links on the left hand side of the page:



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 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