How to Apply to the MBA-Health Care Administration Certificate for MBA Graduates

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

A completed application includes:

Transcripts from all institutions, undergraduate and graduate

Three recommendations

Verification of employment

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

Current résumé

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:

Please complete all sections of the application, supplying the information required by each.

The Education and Residency section gives detailed instructions about how arrange for your official transcripts to be sent to OUHSC.

The Admissions Information section allows you to select the certificate program: **Cert in Healthcare Admin – MBA completed (1231C- MBAG)**. Screen shot:
The Reference Information section explains how to arrange for your references. Please follow the directions given in the application.

Please ask the appropriate party at your employment to email a verification of employment document to us using the address coph@ouhsc.edu. You should also use this address to email us your career goal statement and résumé.

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