

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

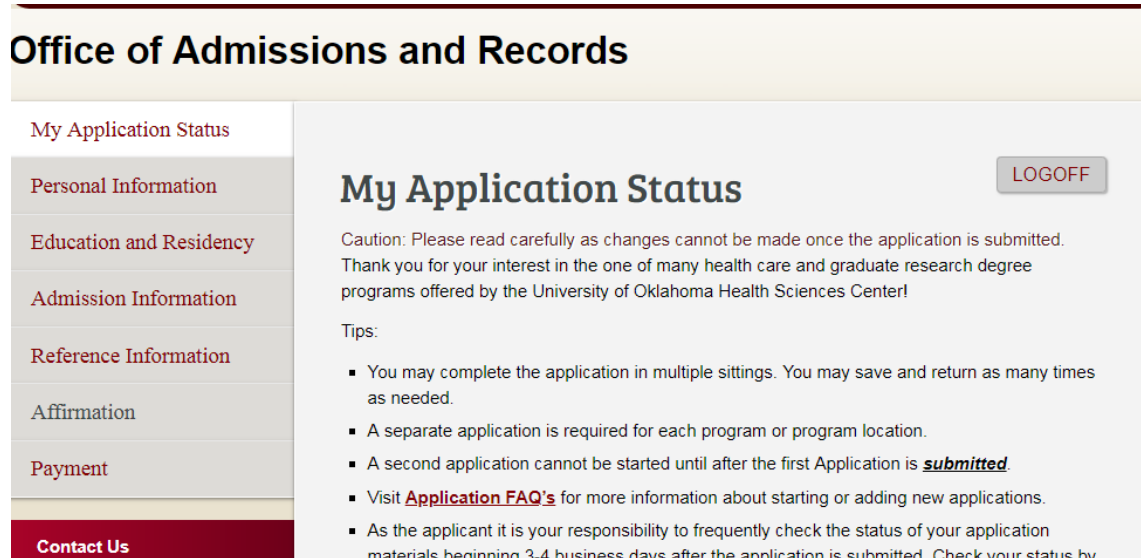
Three recommendations

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:



Office of Admissions and Records

My Application Status

Personal Information

Education and Residency

Admission Information

Reference Information

Affirmation

Payment

Contact Us

My Application Status

LOGOFF

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!

Tips:

- 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.
- 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

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:

Admission Information

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* Denotes required field.

Required Information

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.

To which college are you applying?

College of Public Health *

To which program are you applying?

Cert in Healthcare Admin - MBA comple *

To which term are you applying?

Fall-2018 *

Save and Continue

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.