

Post-Baccalaureate Business Requirements Checklist Request Form

Purpose of Form: Students who already have a bachelor's degree should use this form to request their transcripts be reviewed to see how their courses count towards a specific program at Portland State University's School of Business Administration.

Before request can be processed: Please submit an unofficial copy of your transcripts from *all* institutions attended along with this completed form. Please note that transcripts submitted to the PSU Admissions office are not provided to the School of Business.

Timeline: Your SBA Requirements Checklist will be mailed to you in approximately two to three weeks.

Notes:

Students must be admitted to the University (see University Admissions Office in 105 Neuberger Hall) and the School of Business in order to complete their program.

Students cannot earn a second degree in the same subject for which they earned their first degree, no matter where the first degree was completed. For example, students who have a degree in marketing cannot earn another degree in marketing.

Students who received an accounting degree outside the United States may earn the accounting certificate. Students who received an accounting degree in the United States are not eligible to earn an accounting certificate.

Mailing Address: Portland State University, School of Business, PO Box 751, Portland, OR 97207 Attn: Undergraduate Programs

Office Location: 631 SW Harrison Ave., Room 240

Phone: 503.725.3712 **Fax:** 503.725.5740

Name: _____ PSU ID#: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email address: _____

Daytime phone number: _____

Today's date: _____

Bulletin Year: (first year attended college after high school): _____

Student Will Pick – Up at SBA 240

Please circle the program below you intend on completing:

Return by Mail at Above Address

Accounting Degree
Advertising Management
Real Estate Finance
International Business Studies Certificate
Marketing
Food Industry Leadership Certificate

Post-baccalaureate Accounting Certificate
Finance
Human Resources Management
Management
Supply & Logistics Management

Notes/Comments: _____
