

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 transcript along with this completed form.

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

Note: 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.

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

Name: _____ PSU ID#: _____

Address: _____

City: _____ State: _____ Zip Code: _____

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
Advertising Management
Real Estate Finance
International Business Studies Certificate
Management
Supply & Logistics Management

Post-baccalaureate Accounting Certificate
Finance
Human Resources Management
Information Systems & Quantitative Analysis
Marketing

Notes/Comments: _____

