

Fall 2025



# MACKLIN BUSINESS INSTITUTE

An honors program at Montgomery College



Application for Admission

**Fall 2025 Application  
Deadline February 28, 2025**

**240-567-1707**

[mbi@montgomerycollege.edu](mailto:mbi@montgomerycollege.edu)



## Steps to Apply

**Deadline: February 28, 2025**

All candidates applying to Montgomery College's Macklin Business Institute (MBI) program must submit a credit admissions application to Montgomery College and a Macklin Business Institute (MBI) application with supporting documents through the MBI email at mbi@montgomerycollege.edu.

Applications for fall 2025 will only be considered for students who are currently enrolled in their final year of high school and who will be completing high school graduation requirements in May/June 2025.

- **Apply to Montgomery College** by January 15, 2025, to receive a College ID (M#).
- **Download the MBI application** from the MBI website at [www.montgomerycollege.edu/macklin](http://www.montgomerycollege.edu/macklin)
- **Complete the MBI application** by February 28, 2025, and email your unofficial high school transcript, SAT/ACT Scores (optional), teacher recommendation letters and resume to mbi@montgomerycollege.edu

### STEP 1

**Complete Montgomery College Online Credit Admission**

Application by January 15, 2025. To apply, visit: [montgomerycollege.edu/apply](http://montgomerycollege.edu/apply)

-You will receive a college ID (M#) that you will need to complete your application.

-Please allow up to 2 weeks to receive your M#.

### STEP 2

**Claim your MyMC account at [mymc.montgomerycollege.edu](http://mymc.montgomerycollege.edu)**

-Go to MyMC and click on "Claim Your Account." You will be prompted to enter your MC Student ID along with your M# (nine characters including the M).

-Once you are logged in to MyMC, set up your Montgomery College email account by clicking on the email icon. MC will communicate with you through your College email account.

### STEP 3

Have your official transcript and College Entrance Scores (optional) and letters of recommendation sent by February 28, 2025.

**Official high school transcript**

Have your official high school transcripts emailed to the Macklin Business Institute at mbi@montgomerycollege.edu

**College Entrance Exam Scores** (SAT or ACT), are optional but recommended.

If you plan to submit your scores, the SAT Code for Montgomery College (Rockville Campus) is 5440. The ACT Code is 1723. Students should submit their official SAT or ACT test results from all test dates. The selection committee will review test scores from the SAT I. The committee will consider your highest scores for each section of the SAT I (evidence based reading, writing, and math) from any test administration date.

## Steps to Apply (continued)

**MC Remote Placement**

The Macklin Business Institute requires a placement level of English 101 and college level math to be considered for the program. The following students must complete MC Remote Placement by February 15, 2025 if you are not submitting test scores or if you do not meet the following criteria:

- SAT: Evidence Based Reading/Writing score 500+ or Reading subset score 26+
- ACT: Reading score 21+
- TOEFL: 90 or above (IBT) or 575 or above (paper)
- IELTS: 6.5 or above
- AP Language & Composition: 3 or higher

Students should take the MC Remote Placement for Math, and if you do not meet the above criteria you must pursue the MC Remote Placement option outlined in this website:

[montgomerycollege.edu/remote-placement](http://montgomerycollege.edu/remote-placement)

**Letters of Recommendation**

Have your required two letters of recommendation sent to mbi@montgomerycollege.edu by February 28, 2025. You may submit up to three letters to be reviewed. At least two letters should be academic recommendations from high school teachers. Additional recommendations will be accepted from teachers, counselors (recommended), employers, Montgomery College faculty, coaches, internship coordinators, etc.

**First Semester Grades**

Submission of first semester senior year grades is required. Official transcripts that include first semester grades should be sent to mbi@montgomerycollege.edu no later than February 28, 2025.

**AP Test Scores and Other College Credit**

The selection committee will evaluate AP course performance and the college transcript and records of high school seniors who currently attend or have previously attended Montgomery College or any other collegiate institution.

Please submit the following with your application:

- **Photocopy of AP test Scores**
- **Transcripts from any college attended/or you earned credit while in high school**

### STEP 4

**Submit your application material to [mbi@montgomerycollege.edu](mailto:mbi@montgomerycollege.edu) by February 28, 2025.** These material include:

- **MBI Application**
- **An unofficial Copy of your transcripts**
- **A copy of your SAT or ACT scores (optional)**
- **Essays and Resume**
- **Photocopies of AP test scores (if applicable)**
- **College transcripts (if applicable)**

## Personal Essays

Your responses to the following essay questions are an important component in the review of your MBI Honors Program application. The essays provide an opportunity for you to demonstrate the clarity, originality, and organization of your thinking and writing. For each essay, please include:

- your Montgomery College M number
- your full name
- an essay title on each page of the document

Complete Parts 1 and 2 (Part 3 is optional). Your essays should be typed and submitted along with other required application materials in an e-mail to [MBI@montgomerycollege.edu](mailto:MBI@montgomerycollege.edu) by the February 28, 2025 deadline. Your essays should be attached as Word or PDF documents.

### Part 1 (Required)

Please provide short essay responses to either of the following questions (250 word maximum for your response).

**A.** Discuss your most meaningful leadership experience. What did you learn about your own individual strengths and weaknesses through this experience?

**B.** Describe an experience that influenced your decision to major in business. How did this experience lead you to set your current academic and career goals?

### Part 2 (Required)

Please answer the following essay question (maximum of 500 words).

**C.** People fear failure. But in the business world, many people say they could not have succeeded without at first failing. Describe your biggest failure. Explain what you learned from the experience, and how it will help you in the future.

### Part 3 (Optional)

What other information do you believe would be helpful to the selection committee in understanding you better and in considering your application? (maximum of 250 words).

## Other Important Information

**Financial Aid and Scholarships**

If you are interested in applying for federal and state financial aid, please be aware that the financial aid process is separate and in addition to the admission and scholarship application process. Please contact the Financial Aid Office at 240-567-5100 for more information, or please visit our website for additional information about scholarship opportunities at Montgomery College:

[montgomerycollege.edu/finaid](http://montgomerycollege.edu/finaid)

**Review of Applications**

Applications for fall 2025 will only be considered for students who are currently enrolled in their final year of high school and who will be completing high school graduation requirements by June 2025. Applications will not be considered for students who graduated from high school prior to May/June 2025.

Priority for the MBI program and scholarship will be given to residents of Montgomery County. The selection committee will evaluate the Montgomery College transcripts and records of high school seniors who currently attend or have previously attended Montgomery College.

## General Information and Instructions

Students selected for the Macklin Business Institute program for the fall 2025 semester will be offered two-year (four academic semesters), full-tuition (up to 30 credit hours per year at the in-county rate\*) merit scholarships. Continuation of scholarship benefits each semester will depend on whether or not the student meets the MBI academic and experiential learning requirements.

**Macklin Business Institute application materials are due by February 28, 2025.** Late submission of any required supporting materials may adversely affect consideration of your application. The following application materials are required:

- **MBI Application**
- **An unofficial Copy of your transcripts**
- **A copy of your SAT or ACT scores (optional)**
- **Essays and Resume**
- **Letters of Recommendation**
- **Photocopies of AP test scores (if applicable)**
- **College transcripts (if applicable)**

Part 2 – MBI Honors Program Application Form

Student's Name: \_\_\_\_\_

Student's Montgomery College MC ID #: M\_\_\_\_\_

Standardized Test Information

Applicants are required to submit the Scholastic Aptitude Test (SAT code 5440) or the American College Test (ACT code 1723) to the Rockville Campus.

Which standardized tests did you take? (Check all that apply.)  SAT  ACT

If you took the SAT: Was your highest Evidence-Based Reading/Writing score 500 or higher?  Yes  No

Or was your Reading subset 26 or higher?  Yes  No

If you took the ACT: Was your Reading score 21 or higher?  Yes  No

Applicants with SAT Evidence-Based Reading and Writing scores below 500 or ACT Reading scores below 26 should make arrangements to take the appropriate Montgomery College placement test. Please refer to the MBI Honors Application Information on page 2 for more information.

What dates did you take the SAT or ACT? \_\_\_\_\_

Did you have your official test scores sent to the Rockville Campus?  Yes  No

Have you completed the MC Remote Placement process?  Yes  No

Please indicate below any Advanced Placement (AP) exams that you have taken or plan to take, and the scores of all AP exams you have taken. Please submit in your complete application packet photocopies of all test scores.

AP Exam Subject	Date	Score

How did you first hear about the Macklin Business Institute (MBI)?

- ACES/College Tracks Coach
- Current or Former MBI Students
- High School College Career Center
- Other\_\_\_\_\_
- Mail
- MC Recruiter
- MBI Honors Program Information Session



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For questions about the program, email:  
[mbi@montgomerycollege.edu](mailto:mbi@montgomerycollege.edu)

or visit our website at:

[montgomerycollege.edu/macklin](http://montgomerycollege.edu/macklin)

Montgomery College is an academic institution committed to equal opportunity.