

MBA Application Checklist

□ A Completed Online Application

We use a self-managed application procedure. That is, applicants are fully responsible for completing and submitting their applications on time and in accordance with the following admissions guidelines. (Please see below for the application deadline dates). This procedure lessens the chance of late or misplaced supporting documents and gives applicants more control over the entire process.

- You do not need to complete the application in one sitting; you can log in or out at any time to make changes and updates to your application prior to submission.
- You should update your contact information should it change at any point in the application process to ensure that we have the most up-to-date contact information.
- Once submitted, you cannot make any other changes to your application (other than your contact information), so please be sure to review your application materials prior to submission.
- Your application will not be reviewed until we have received all materials listed in your application.

□ Current Resume

Your resume should be a professional, 1-2 page resume highlighting the achievements you have made in your professional career.

- Please use a standard (i.e. Times New Roman or Arial), 12-pt. font.
- Your resume must be submitted with your online application.

□ Employment History

In your work history, please upload a document that further details your employment during and after your undergraduate studies including: dates of employment, employer's name, address, nature of firm's activities, job title(s), list of responsibilities, rate of pay, starting and ending rate of earnings, employment type and reason for leaving.

- Please use a standard (i.e. Times New Roman or Arial), 12-pt. font.
- Your employment history must be submitted with your online application.

□ Essays

There are four required essays for candidates to the Tepper MBA program.

- Required essays A & B should be a maximum of two-pages in length each and essays C & D should be a maximum of 1-page in length each. All essays should be double-spaced, using a standard (i.e. Times New Roman or Arial), 12-pt. font.
- You may also submit an optional essay (E) to add information that you do not feel is adequately covered elsewhere in the application. If you believe your credentials and essays represent you fairly, you should not feel obligated to complete the optional essay.
- Your essays must be submitted with your online application.

□ Two Letters of Recommendation

Two Letters of Recommendation are required. Choose recommenders who are able to provide specific and relevant information about your qualifications for MBA study.

- If you are currently a full-time student or a recent graduate (within the past year), you may submit one recommendation from an academic source.
- If you have completed more than one year of full-time, post-undergraduate work experience, you should submit at least one recommendation from a supervisor.
- Recommendations from friends, family members or acquaintances not able to evaluate applicants on an academic or professional basis are unacceptable.
- Recommendations must be submitted online. In the event that your recommender is unable to submit an online letter, please email our office at mba-admissions@andrew.cmu.edu.

□ Unofficial Transcripts of all Academic Work

Through our online application system, all candidates are required to upload legible scanned/digitized copies of their transcripts and degree certificates indicating name, degree earned, and the date the degree was completed (if applicable) for each institution attended. If the transcript is in a language other than English, an official translation must be included. *Note: Should you be admitted, you are required to submit official transcripts at a later date.*

- Make a low-resolution black and white photocopy of your transcript.
- Please scan an official copy of your transcripts. Internet printouts will NOT be accepted. Transcripts should clearly state your name and the name of the institution.
- While copying, be sure to black out any reference to your social security, student ID number, and/or date of birth.
- Scan the photocopy (experiment with different settings until you find the one that results in the smallest file size, yet is clearly legible).
- Upload all pages of your transcript, but only one example of the back page to provide us with your university transcript key.
- Check the file size before uploading. It cannot exceed 1000kb.
- The format of the uploaded document must be in .doc, .pdf, rtf., or .txt. For Macintosh users, please note that the filename must include the appropriate 3-letter extension.

□ Official GRE or GMAT Score

The Graduate Record Examination (GRE) or The Graduate Management Admissions Test (GMAT) is required of all applicants.

- Test scores must be forwarded directly to Carnegie Mellon by ETS in the case of the GRE or Pearson VUE in the case of the GMAT.
- **GRE:** Use *GRE institution code 4883* (Carnegie Mellon Tepper School of Business). Further information on the GRE can be found at www.ets.org/gre.
- **GMAT:** Select Carnegie Mellon and the Tepper School of Business to have your GMAT scores sent to us. Further information on the GMAT can be found at www.mba.com.
- Test scores more than five years old are not accepted.
- *We will expect to receive each test listed in your application. Your application will remain incomplete and will not be reviewed until we receive all official test scores reported in your application.*

□ Official TOEFL or IELTS Score

The Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) is required of applicants whose native language is not English.

- The only exception is for applicants who have earned a degree at a university where the language of instruction is English.
- **TOEFL:** All scores must also be forwarded to Carnegie Mellon by ETS. Use *institutional code 2074* and *departmental code 02*. Any questions about the TOEFL should be directed to ETS. Further information on the TOEFL can be found at www.gre.org/toefl.
- **IELTS:** Select Carnegie Mellon and the Tepper School of Business to have your IELTS scores sent to us. For questions and additional information, please visit www.ielts.org.
- *We will expect to receive each test listed in your application. Your application will remain incomplete and will not be reviewed until we receive all official test scores reported in your application.*

□ \$125 application fee

A non-refundable application fee of \$125 is required of all applicants. This fee can be paid online using a credit card at the time of submission or by personal check, money order or cashier's check for the exact amount made payable to Carnegie Mellon University.

Additional MBA Application Information

Application Deadline Dates

Note: International Applicants must apply by March 4, 2013. The final application deadline (April 22, 2013) is reserved for U.S. Citizens and Permanent Residents as well as FlexTime candidates. The June 3, 2013, application deadline is reserved for FlexTime candidates.

Application Deadline:	Decision Released on:
October 22, 2012	December 19, 2012
January 3, 2013	March 18, 2013
March 4, 2013	April 30, 2013
April 22, 2013	May 24, 2013
June 3, 2013	Rolling

You are responsible for ensuring that your application is complete, though we reserve the right to make a decision using materials received 90 days after the application is initially submitted.

Interviews

On-Campus Interviews: Due to a large volume of interview requests, admissions interviews are granted at the discretion of the MBA Admissions Committee (after an initial review of your application). Before November 26th, if you would like to request an on-campus interview, please [email](#) your request with: (1) a copy of your resume; (2) your GMAT or GRE scores (if available); (3) your requested interview date and (4) information on how we may contact you (phone/email). After reviewing all of the requests, we will contact you to confirm an interview appointment if we are able to accommodate your request. After November 26th, interviews are granted by invitation only, based on our review of your submitted MBA application.

Off-Campus Interviews: Off campus interviews are by invitation only.

Telephone/Skype Interviews: Telephone or Skype interviews are granted by invitation only, after an initial review of your complete submitted application.

Contact Information

If you have any questions about the admissions process, we would be pleased to answer them for you. You can reach us by email at mba-admissions@andrew.cmu.edu. While email is our preferred method of communication, please do not hesitate to contact us by phone during our regular business hours of Monday through Friday, 8:30 a.m. to 4:30 p.m., EST, at +1 412.268.5687. *Remember, you can check the status of your application at any time using our online application system.*

Once you have completed your online application, if you have any supporting documents they should be sent to the following address:

MBA Admissions Office
 Tepper School of Business, Rm. 231
 Carnegie Mellon University
 5000 Forbes Avenue
 Pittsburgh, PA 15213-3890

Please do **NOT** send the following:

- A copy of any materials that you submitted in the online application.
- Supplemental materials such as videos, books, catalogs, reports and/or CDs.
- Do not staple/bind or insert materials in plastic covers.

Financial Aid

- All students admitted to the full-time MBA program are automatically reviewed for an MBA merit scholarship. No additional application is required to qualify for this award.
- Please visit our website www.tepper.cmu.edu/financialaid for detailed information about the types of financial aid available, eligibility requirements, and how to apply.

Information for Consortium Applicants

The Tepper Business School at Carnegie Mellon is a member of the [Consortium for Graduate Study in Management \(CGSM\)](#), an alliance of leading American business schools and some of our country's top corporations. The mission of the CGSM is to enhance diversity in business education and leadership by helping to reduce the serious underrepresentation of African Americans, Hispanic Americans and Native Americans in both the member schools' enrollments and the ranks of management.

Candidates who apply through the CGSM and are admitted to Carnegie Mellon are eligible to compete for a full-tuition fellowship. The deadline to apply through the Consortium is January 5th. For more information, please contact the Consortium at:

Consortium for Graduate Study in Management

5585 Pershing, Suite 240
 St. Louis, MO
 63112-4621
 314.877.5500
 888.658.6814

To apply online visit: www.cgsm.org

Information for Re-Applicants

If you have submitted an application for the MBA program within the past year, you don't need to submit an entirely new application but must submit only the following:

- A cover letter addressed to the MBA Admissions Committee that outlines the significant changes in your professional and academic credentials since your previous application.
- An updated resume.
- Official transcripts for any coursework taken since your last application.
- Official GMAT/GRE scores for any tests taken since your last application.
- Official TOEFL or IELTS scores for any tests taken since your last application.
- Updated essays (optional).
- Please note that you will not need to submit an application fee when reactivating a previous application.

Information for Admitted Students

Transcripts: Admitted candidates will be required to submit one official transcript from each college or university attended, at both the undergraduate and graduate levels, whether or not the candidate has earned a degree. Collect the transcripts in envelopes and have them sealed and signed across the seal by the registrar's office, and then forward them to the MBA Admissions Office. If your college or university will not give official copies of transcripts directly to students, then request that they send them (in sealed envelopes) directly to the MBA Admissions Office. **Note:** All international transcripts must also include a degree certification sheet, indicating name, degree earned, and the date the degree was completed.

International Student Forms: If you are not a citizen or permanent resident of the U.S., you must submit the Graduate Student Financial Statement and supporting documents which are available to download from our website. Although financial documents are not required to render an admissions decision, they are necessary for immigration purposes should you be offered admission.

Credential Verification: We are committed to ensuring the integrity of our admissions process and the reputation of our educational programs. We also want to protect and enhance the value of the degrees that we confer on our students. To guard against any allegations that candidates may have misrepresented themselves in their admissions applications, we have made the decision to establish an independent verification of application credentials for all of our master's students. We believe that this verification process will support our efforts to ensure integrity throughout the program. Candidates will receive more information on this process upon admission.