MBA APPLICATION DEADLINES, DECISION NOTIFICATIONS AND DEPOSIT DUE DATES

In order that you can best manage your application process, here are the dates for when you will need to apply, when you will receive your admission decision and when your deposit is due if you enroll.

<table>
<thead>
<tr>
<th>Program</th>
<th>Application Deadline</th>
<th>Decision Notification</th>
<th>First Deposit</th>
<th>Second Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round 3</td>
<td>Full-Time MBA</td>
<td>Mar 12, 2017 11:59 PM ET</td>
<td>May 10, 2017</td>
<td>May 22, 2017</td>
</tr>
<tr>
<td>Round 4 Part-Time MBA</td>
<td>Apr 23, 2017 11:59 PM ET</td>
<td>May 24, 2017</td>
<td>May 31, 2017</td>
<td>N/A</td>
</tr>
<tr>
<td>(On-Campus and Online Hybrid)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*International students are encouraged to apply no later than Round 2 to ensure adequate time for student visa processing.

ADMISSIONS PROCESS

We are pleased that you are applying and hope that you find the instructions below helpful. Be sure to read through them carefully so that your application includes all required materials prior to submission. We will start processing applications immediately following the deadline and will notify you via email if your application is complete or if anything is still missing and needs to be submitted before your application can be forwarded to the admissions committee for review.

Due to the high volume of applications, we review all applications once before returning to previously processed applications to see if requested items have been received. Once we re-review your application we will notify you via email if your application is complete or if anything is still missing. This may take a few weeks after the application deadline, so we appreciate your patience during the process.

After reading the instructions below, if you still have questions about the admissions process, you can reach us by email at mba-admissions@andrew.cmu.edu or by phone of Monday through Friday, 9:00 a.m. to 5:00 p.m., EST, at +1 412.268.5687.

TIP Want to avoid any delays? Before you submit, double check your application with the following instructions to make sure everything is included and nothing is missing.
MBA Application

We use a self-managed application procedure that requires you to prepare and submit a number of application components online. Make sure you submit your application on time and in accordance with the following admissions guidelines:

Online Application Form

This is the standard information we ask you to provide and includes a bit of personal, professional and educational information about you. You can save the application to finish it later but once submitted, you cannot make any changes to your application (other than your contact information).

You can update your contact information using the online application system if it changes during the application process, but after your enrollment deposit is made, contact our office directly to ensure that we have your most up-to-date contact information.

TIP Use a personal email in lieu of your business email in case you wrap up work early and we need to contact you.

Current Resume

Your resume should be 1-2 pages highlighting the achievements you have made in your professional career and should use a standard (i.e. Times New Roman or Arial), 12-pt. font.

TIP It is important to include the month and year for starting and ending dates for each position held. If this information is not included, we will contact you for an updated resume which may delay your application.

Academic Work

Successful applicants will hold a four-year, bachelor’s degree from an accredited college or university in the U.S. or an equivalent degree from a foreign country.

Unofficial Transcripts

Unofficial transcripts are those that you upload directly into the application system. These may be copies of transcripts that you already have in your possession.

All candidates are required to upload legible, scanned/digitized copies of their unofficial transcripts and degree certificates which include the following:

| University Transcripts | All transcripts are copies of actual university transcripts (not web transcripts) - usually on watermarked paper with a seal, etc. |
| Degree Name | If you earned a degree, the name is on the transcript (i.e. - Bachelor of Science, Master of Arts, etc.) |
| Degree Conferral Date | If you earned a degree, the date the degree was awarded is on the transcript. |
| Degree Certificate | If you earned a degree and the degree name/conferral date are not on the transcript, you must upload a copy of your degree certificate which includes this information. |
| Grading Scale | Include for every university so we know what the grades mean. Often on the back of the transcript; otherwise, contact the university to obtain. |
| Official Translation | If the transcript is not in English, upload both the transcript in the original language and the official translated copy so that we can read it. |

If your uploaded transcript doesn't include all of the required information, you will be contacted to send the missing items and your application will be delayed.
OFFICIAL TRANSCRIPTS

Official transcripts (those sent directly by the degree granting institution) are not required during the application process. Should you be admitted, you will be required to submit official transcripts at a later date.

OFFICIAL TEST SCORES

You will need to take the GMAT or GRE before submitting your application. While we accept both tests, we prefer the GMAT as it includes an additional section (Integrated Reasoning) which provides information to the Admissions Committee that may benefit you. If you have not yet taken a test, we encourage you to take the GMAT. However, it is not necessary to take both tests.

**TIP** Scores are valid for five years and must be valid at the time you submit your application.

**TIP** If you have taken the GMAT/GRE more than once, report the highest score when completing the online application.

You must request that the official score be sent from the testing agency to our program in order for us to verify the score entered into the application. Request that the official score be sent to us using the following codes:

<table>
<thead>
<tr>
<th>Graduate Management Admissions Test (GMAT) Program Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time MBA: 69H-XH-99</td>
</tr>
<tr>
<td>Part-time On-Campus MBA: 69H-XH-02</td>
</tr>
<tr>
<td>Part-time Online Hybrid MBA: 69H-XH-01</td>
</tr>
</tbody>
</table>

**Graduate Record Examination Test (GRE) Program Code**

Carnegie Mellon Tepper School of Business: 4883

Additional information can be found at [www.GMAT.com](http://www.GMAT.com) and [www.ets.org/gre](http://www.ets.org/gre).

ENGLISH LANGUAGE PROFICIENCY EXAMS (TOEFL OR IELTS)

Candidates are required to demonstrate a level of competence in English to meet the admissions requirements of the University. If required, you will need to take the TOEFL or IELTS before submitting your application.

**TIP** Scores are valid for two years and must be valid at the time you submit your application.

You must request that the official score be sent from the testing agency to our program in order for us to verify the score entered into the application. Request that the official score be sent to us using the following codes:

<table>
<thead>
<tr>
<th>TOEFL Program Code</th>
<th>IELTS Program Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Code = 2074; Departmental Code = 02</td>
<td>Select Carnegie Mellon and the Tepper School of Business</td>
</tr>
</tbody>
</table>

You are required to take a TOEFL or IELTS exam unless:

- You attended an undergraduate institution, earning a bachelor’s degree, where the sole language of instruction was English.
- You earned a graduate degree where the sole language of instruction was English. (Although not required, we do recommend that you take the English Language Proficiency exam.)

**TIP** If you earned a degree from a non-U.S. institution, your academic documents should state that the sole language of instruction was English in order to be eligible for a TOEFL/IELTS waiver. If your academic documents don’t include this, you should upload an official letter from the University Registrar indicating English as the mode of instruction for the entirety of the degree.

Additional information on the TOEFL can be found at [www.ets.org/toefl](http://www.ets.org/toefl) or the IELTS at [www.ielts.org](http://www.ielts.org).
ESSAYS

There is one required essay for all Tepper MBA applicants. This essay should be double-spaced and use a standard (i.e. Times New Roman or Arial), 12-pt font.

You may also submit an optional essay 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.

PROFESSIONAL RECOMMENDATION

One Recommendation from a professional relationship is required. Choose a recommender who knows you well and is able to provide specific and relevant information about your professional relationship.

Prior to submitting your application, you will input your recommender’s contact information in the online system.

TIP While you will complete the recommendation section of the application prior to submitting, aim to have your recommender submit their recommendation within a week of the application deadline. This is important because your application will not be forwarded the Admissions Committee until the recommendation is received.

APPLICATION FEE

A $200 application fee is required of all applicants. This fee can be paid online using a credit card at the time of submission.

INTERVIEWS

Due to the large volume of interview requests, admissions interviews are granted at the discretion of the admissions committee after an initial review of your application. You will receive additional information about the interview process at the time of invitation.

SCHOLARSHIPS AND FINANCIAL AID

All applicants admitted to the Full-Time MBA program are automatically reviewed for a Tepper MBA merit scholarship. No additional application is required to qualify for the Tepper merit awards. Additional fellowship and scholarship opportunities are also available.

Visit the Tepper Financial Aid website for additional information about these and other types of financial aid including eligibility requirements and how to apply.

SUPPORTING DOCUMENTATION

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

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

TIP If you have submitted all of the application components, it isn’t necessary to send anything else to us at this point. Upon admission, you’ll need to send your official transcripts/academic documents.
CONSORTIUM APPLICANTS

The Tepper School of Business 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.

RE-APPLICANTS

If you have submitted an application for the Tepper MBA program within the last year, you will log into our online application system with the same email and password that you used last year. While some information will be saved, you will need to complete a new application with all relevant components in order to submit for this year. In addition, we will automatically waive your application fee for the new application.

Interviews will be granted only at the invitation of the admissions committee based on our review of your submitted MBA application. Note that interview invitations may be extended at any time after you submit your re-application, up until the date in which your admission decision is released.

Should you have any questions about the re-application process, contact: mba-admissions@andrew.cmu.edu.

INFORMATION FOR ADMITTED CANDIDATES

OFFICIAL TRANSCRIPTS

Admitted candidates will be required to submit one official transcript from each college or university attended, at both the graduate and undergraduate level, whether or not a degree was earned. Official transcripts must be sent directly to CMU from the degree granting institution in a sealed envelope. Mailing instructions will be provided upon 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 misrepresentation in the application, we will verify credentials for all admitted candidates. We believe that this verification process will support our efforts to ensure integrity throughout the program. Verification is one by a third-party and candidates will be required to submit a fee and verification release form at the time of deposit. Details will be provided upon admission.