

## 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.

- 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 using the online application system should it change during the application process, but before you make an enrollment deposit. After a deposit is made, contact our office directly to ensure that we have your most up-to-date contact information.
- Once submitted, you cannot make any other changes to your application (other than your contact information). Be sure to review your application materials prior to submission.
- We cannot guarantee an admission decision will be made until we receive all required materials listed in your application.

### □ Current Resume

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

- Use a standard (i.e. Times New Roman or Arial), 12-pt. font.
- Submit your resume with your online application.
- It is imperative that you include month and year for start and end dates for each position held.

### □ Essays

There are two short answer questions, three required essays, and an optional essay for all Tepper MBA applicants.

- Short answer questions should be a maximum of 250 words each, essay 1 should be a maximum of 500 words, and essays 2 and 3 should be a maximum of 300 words 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 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. The optional essay should be at a maximum of 500 words.
- 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 potential for success.

- Recommendations may submit the online recommendation form at any time after you save your recommender's contact information in the online application system.
- Ensure that your recommendations are submitted within one week of the applications deadline date. Your application will not be forwarded for review until both recommendations are received.
- 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.
- The admissions committee prefers at least one recommendation from a professional relationship.
- Recommendations from friends, family members or acquaintances are unacceptable.

### □ \$200 application fee

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

### □ Unofficial Transcripts of all 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. 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. *All international transcripts must be submitted with all components listed in the [World Education Service \(WES\) Required Documents](#) standards.* Applicants are NOT required to utilize the WES translation services, but rather, use their standards as a guideline to assure all required transcript components are uploaded and submitted with your application. *Only unofficial transcripts are required at the time of application. Should you be admitted, you are required to submit official transcripts at a later date.*

- 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, note that the filename must include the appropriate 3-letter extension.

### □ Official GMAT or GRE Score

The Graduate Management Admissions Test (GMAT) or the Graduate Record Examination (GRE) is required of all applicants. A candidate who has taken the GMAT or GRE more than once will self-report the highest score when completing the online application.

Test scores must be forwarded directly to Carnegie Mellon by Pearson VUE (GMAT) or ETS (GRE). When you take the exam, select the appropriate code as follows:

- GMAT Program Codes
  - Full-Time MBA - *69H-XH-99*
  - FlexTime MBA (Part-time, On Campus – Pittsburgh) - *69H-XH-02*
  - FlexMBA (Part-time, Online – Onsite) – *69H-XH-01*
- GRE Program Code
  - *4883* (Carnegie Mellon Tepper School of Business)

Scores are valid for five years and should be taken before submitting your application. Scores must be valid at the time you submit your application.

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

### □ 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](http://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, visit [www.ielts.org](http://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.*

## Additional MBA Application Information

### Application Deadline Dates

Round	Program	Deadline	Decision Notification
1	Full-Time	Oct 7, 2013	Dec 16, 2013
2*	Full-Time Part-Time (FlexTime & FlexMBA)	Jan 2, 2014	Mar 24, 2014
3	Full-Time Part-Time (FlexTime & FlexMBA)	Mar 15, 2014	May 15, 2014
4	Part-Time (FlexTime & FlexMBA)	May 5, 2014	Jun 10, 2014
5	Part-Time (FlexTime & FlexMBA)	Jun 1, 2014	Jun 27, 2014

\* Note: International students are encouraged to apply no later than Round 2 to ensure adequate time for the student visa process.

Round three is reserved for full-time MBA U.S. Citizens and Permanent Residents. Rounds four and five are reserved for FlexMBA and FlexTime applicants. Full-Time MBA candidates may apply after round three, but admissions decisions will be made on a rolling basis.

Note to FlexMBA and FlexTime applicants: We welcome your applications at any time. If you wish to apply prior to round 2, please do so. You will receive an admissions decision on the associated date for the round in which you applied.

### Interviews

Due to a 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.

### Contact Information

If you have questions about the admissions process, you can reach us by email at [mba-admissions@andrew.cmu.edu](mailto:mba-admissions@andrew.cmu.edu) or 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.

### Supporting Documentation

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

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.

### 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 this award.
- Additional fellowship and scholarship opportunities are available. Visit <http://tinyurl.com/TepperScholar> for additional information and requirements.
- Visit our website [www.tepper.cmu.edu/financialaid](http://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.

### Information for Re-Applicants

If you have submitted an application for the Tepper MBA program within the last year, you need to follow a specific process to submit a new application. Email [mba-admissions@andrew.cmu.edu](mailto:mba-admissions@andrew.cmu.edu) to notify us that you wish to reapply to the Tepper MBA program. Include "MBA Reapplication" in the subject line of your email.

- Once your request has been processed, you will receive instructions to log into the Tepper MBA application system to begin your application.
- Note, you will need to submit a new application and one (1) updated letter of recommendation; however, you will not need to submit an application fee when reactivating an application submitted within the past year.
- 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 reapplication, up until the date that your admission decision is released.
- Should you have any questions about the re-application process, contact [mba-admissions@andrew.cmu.edu](mailto:mba-admissions@andrew.cmu.edu).

### Information for Admitted Candidates

**Transcripts:** Admitted candidates will be required to submit an official transcript from each college or university attended, at both the undergraduate and graduate levels, whether or not the candidate has earned a degree. Transcripts must be submitted in sealed envelopes signed by the appropriate university official. Transcripts may also be sent directly from your university to the Tepper Masters Admissions Office. The official grading scale of the academic institution must also be submitted. Transcripts from institutions at which you studied abroad do not need to be sent separately provided that the study abroad courses and grades are reflected on your undergraduate transcript. **Note:** All international transcripts must be submitted with all components listed in the [World Education Service \(WES\) Required Documents](#) standards. Admitted candidates are NOT required to submit any documents or utilize WES translation services, but rather, use their standards as a guideline to assure all required transcript components are submitted.

**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 established 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.