RICE | BUSINESS
Jones Graduate School of Business

APPLICATION CHECKLIST
PROFESSIONAL MBA

If you're planning on applying to Rice Business, you're likely a high achiever. Want to highlight all your qualifications in the application? Let us know how we can help.

Below is a checklist for your application to help guide you through the process. Still have questions? Please feel free to reach out to 713-348-4918 or ricemba@rice.edu.

☐ **EDUCATION HISTORY**

Details
- Transcripts from all colleges or universities where you received a degree (or more than nine credit hours).

Tips You can submit unofficial transcript copies for your application. We will need official transcripts, sent directly to us by your institution, at enrollment.

☐ **TEST SCORES**

Details
- Valid GMAT, GRE or Executive Assessment scores from the last five years.
- We will consider your highest cumulative score.
- All exams must be taken on or before the deadline for the round applied.

Tips
- There is no minimum GMAT, GRE or Executive Assessment score and no preference between which test you take.
  See class profile for average test scores.
- You can submit unofficial copies of scores for your application. We will need official scores at enrollment.
- Allow 8-10 weeks for test preparation.
- Submit the GMAT Waiver Request form to see if you are eligible for a test waiver.

☐ LANGUAGE REQUIREMENTS

Details

- Foreign national applicants whose most recent degree was not primarily taught in English must demonstrate English language proficiency via the TOEFL or IELTS test.
- All exams must be taken on or before the deadline for the round applied.
- If you studied at least one semester in an English speaking country or worked at least for one year in an English speaking country, the language requirement will be waived.

Tips
- You can submit unofficial copies of scores for your application. We will need official scores at enrollment.
- Allow 8-10 weeks for test preparation

☐ RESUME

Details

- Your current professional resume or CV

Tips
- Follow a 70-10-20 rule. This means that about 70 percent of your resume should focus on your work experience, 10 percent should describe your education, and 20 percent can inform on everything else relevant to your profile as a Rice Business candidate.
- Focus on what you've actually accomplished rather than simply describing your role and quantify your achievements wherever you can.

☐ LETTERS OF RECOMMENDATIONS

Details

- One recommendation letter if it's from your current direct supervisor. Otherwise, please provide two professional recommendation letters.
- You may provide up to three recommendation letters.

Tips
- Use the GMAC Common Letter of Recommendation.
- Select recommenders who know you well professionally.
- Discuss with your recommender why you want to apply to Rice Business beforehand.
- Give recommenders advanced notice.

☐ 3 REQUIRED ESSAYS

Details

- Required essay #1: The Rice Business experience is designed to inspire our students to become future business leaders. How did your path, from both a professional and a personal perspective, guide you to where you are today, and how will Rice Business fit into where you would like to go next? **You can answer in essay form (500 word limit) OR video form (one to three minute time limit)**
- Required essay #2: Few in history have experienced a global event that has reached all corners of the world. During the impact of recent global activities, we have all been affected in different ways and have had to operate with ambiguity. What was the biggest lesson you learned during this moment in history and how will you carry this lesson forward as a future leader when having to make decisions with incomplete information?
You can answer in essay form (500 word limit)

- Required essay #3: Choose from the following topics
  - What movie, song, or book has most influenced your life and the way you view the world? Why?
  - A picture is worth a thousand words. Choose a picture from your life that you value and tell us the story of that picture - but only in 500 words or less. Feel free to share the photo!
  - Houston is one of the most diverse cities in the United States, and food is a large part of these cultures. If you had to design a 3-course menu to prepare for your future MBA core team, what would be on the menu that showcases more about who you are?

You can answer in essay form (500 word limit) OR video form (one to three minute time limit)

Please note that a total of one video can be submitted, so choose video for essay 1 or essay 3, but not for both

Tips
- Think you can get your point across better speaking? Required essay #1 also offers a three-minute video option.
- Make sure you stick to the word limit. Be clear and concise.
- Be authentic. We want to get to know you.
- Give yourself enough time to write, review and edit.

☐ OPTIONAL ESSAY

Details

- Answer **optional** essay prompt: If you have any additional information for the admissions committee or if you wish to clarify any aspect of your application (including breaks in employment, your choice of recommendation providers, your past academic performance, etc.), you may submit an additional, optional essay. **Answer in essay form (750 word limit).**

Tips
- See Required Essay Tips

☐ ONLINE APPLICATION

Details

- The online application requires you to input:
  - Personal Data (name, contact information, address, etc.)
  - Employment History (list employers, titles, salary, etc.)
  - Education History (list undergraduate and graduate degrees)
  - Student Club Interest (non-evaluative and used for outreach after admission)

Tips
- Help explain job transitions within the employment history section.
- Don't worry about repeating information that is on your resume.
- Complete online application while working on other aspects of the application. Use as a study break from the GMAT, GRE or Executive Assessment!

Please consult the [MBA Application Guide.](#) This checklist is entirely optional and a resource to help guide you with the Rice Business application only.