



### 1. LETTER OF RECOMMENDATION

- One professional recommendation is required. A letter from a current or former supervisor is preferred.
- We use the online standard GMAC Common Letter of Recommendation Form.
- **Your application will not be complete until we receive the Letter of Recommendation.**

### 2. TEST OPTIONS

- **A standardized test score is required for admission to the FTMBA program, but a test waiver is available.**
- You must provide a GMAT, GRE, or EA score. (Expired test scores are accepted if you have a copy of the score report)
- Candidates interested in a test waiver must have an active application for the current application cycle. The test waiver form can be found in the test section of the application. Results of your waiver request may take up to 10 business days to process.

### 3. RESUME

- Submit your current professional resume or CV.
- Your resume or CV should follow the 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 should be any personal interest and extracurriculars.
- Focus on quantifiable accomplishments rather than simply describing your role.

### 4. EDUCATION HISTORY

- Please upload unofficial copies of transcripts for each degree that you have earned.
- Transcripts must include the name of the degree awarded and the degree conferral date. If they do not, you will need to upload your diploma.

### 5. ESSAY REQUIREMENTS

- Two short answer responses discussing your short-term and long-term goals (100-word limit)
- One creative essay talking about a photo of your choosing. (500-word limit).

### 6. OPTIONAL ESSAY

- If there is any additional information you'd like to provide to 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. (500-word limit)