



☐ 1. LETTER OF RECOMMENDATION

- One professional recommendation is required, but you may choose up to two. A letter from a current or former supervisor is preferred.
- We use the online standard GMAC Common Letter of Recommendation Form.
- Please send the invite to your recommender as soon as you open your application.
- **Your application will be not be complete until we receive your Letter of Recommendation.** Please remind your recommender to complete it as soon as possible.

☐ 2. TEST OPTIONS

- You must provide a GMAT, GRE, or EA score. (Expired test scores are accepted if you have a copy of the score report)
- Professional MBA candidates may apply without a test score with sufficient reasoning.
- You must complete the optional essay explaining why you will not be submitting a test score.

☐ 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

- Submit transcripts from all colleges or universities where you earned a degree. You can apply with unofficial transcripts. Just make sure your transcripts have the conferral date on them. If they do not, you will need to upload your diploma.
- An unofficial transcript is any copy of your transcript that you have. It can be uploaded as a PDF or a photo.

☐ 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)
- **If you are not submitting test scores, you must provide sufficient reasoning in the optional essay.**