

# The Carlson MBA

## Full-Time Program – Application for Admission



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### SELECTION CRITERIA

Each year about 120 students enter the Carlson Full-Time MBA program. These students possess a wide variety of professional and academic experiences and a range of career aspirations. As part of its highly competitive selection process, the program looks at a variety of criteria that measure the candidate’s demonstrated or potential abilities as a student, manager, and leader:

- **Past academic performance**, including areas of academic strength and trends in performance, with greater weight given to more recent study.
- **General intellectual ability** as measured by scores on the Graduate Management Admission Test (GMAT). All three scores – Verbal, Quantitative, and Analytical Writing Assessment – are important.
- **Demonstrated ability to assume responsibility and achieve measurable results**, as principally measured by the type, level, and amount of work experience. We also take into account leadership and extracurricular activities while in school and military service.
- **Interpersonal and communication skills.**
- **Personal essays, including statements of goals, accomplishments, and experiences.**
- **Letters of recommendation.** We consider the comments made by others who can evaluate your accomplishments, your communication and interpersonal skills, and your leadership potential.

- **Admission Interviews.** Candidates who present strong credentials will be contacted and invited to interview with a member of the Admissions Committee. Interviews may take place on campus in Minneapolis, in various cities throughout the world in conjunction with MBA Fairs, or by telephone. We strongly encourage candidates who are interested in an admission interview to begin their applications early.

### PREREQUISITES

To apply, we require the following:

- A U.S. bachelor’s degree, in any major, from a regionally accredited college or

university, or a comparable foreign degree from a recognized college or university.

- GMAT results, preferably less than five years old.
- TOEFL or IELTS results, less than two years old, if English is not your native language.

### APPLICATION DATES

To be considered for admission, we must receive application forms and all supporting materials by the dates below. We will consider applications received after the final deadline only as space permits. Submission of electronic portions of an application on or before an application deadline does not constitute meeting that deadline unless all supporting materials are also received by the deadline date.

If you are accepted but do not enroll in your initial semester of admittance, you may request, in writing, a deferral for up to one year without submitting new application materials. A new application fee must accompany a deferral request. Your application will then be reviewed with the new applicant pool. **Readmittance is not guaranteed.**

Applicants who wish to be considered for scholarships based on academic merit are encouraged to apply by February 1.

| INTERNATIONAL DEADLINES |             |
|-------------------------|-------------|
| Deadline                | Response by |
| December 1              | February 15 |
| February 1              | April 15    |
| DOMESTIC DEADLINES      |             |
| Deadline                | Response by |
| December 1              | February 15 |
| February 1              | April 15    |
| April 1                 | May 15      |

*Deadlines that occur on a holiday or weekend will be extended through the next business day.*

### APPLICATION FORMS

A completed application consists of:

- MBA application for admission\*

- Official transcripts
- GMAT score
- Current resume
- Two letters of recommendation
- Personal essays
- Application fee
- TOEFL or IELTS score (if applicable)

\* Candidates are encouraged to complete our application online. A link to the online application may be found on our website at [carlsonschool.umn.edu/ftmba/apply](http://carlsonschool.umn.edu/ftmba/apply).

### TRANSCRIPTS

#### ■ U.S. INSTITUTIONS

We require a current official transcript from each college or university attended, including the school granting your bachelor’s degree. You are responsible for obtaining all transcripts, including those from the University of Minnesota. Official transcripts or credentials are those that bear the original signature of the registrar and the seal of the issuing institution.

Transcripts may be sent directly to the Full-Time MBA program or submitted with your application.

To obtain University of Minnesota official transcripts, go to [onestop.umn.edu/onestop/grades.html](http://onestop.umn.edu/onestop/grades.html). The OneStop office does not accept telephone requests and charges \$5 for each official transcript ordered. Allow at least two weeks for delivery.

#### ■ INSTITUTIONS OUTSIDE THE U.S.

In general, first degrees requiring less than four years of postsecondary education are not considered comparable to U.S. bachelor’s degrees, and holders of these degrees must complete an additional higher degree to be considered for admission. If you have questions as to whether your first degree qualifies for admission, please contact the MBA office.

All international applicants who have attended universities that issue official transcripts on request must submit such credentials. An official English translation should be attached if the transcript is not in English. **OFFICIAL** transcripts bear the original signature of the Registrar or other

appropriate university official, and the seal of the issuing university.

Applicants from **Bangladesh, India, Nepal, and Pakistan** should submit attested or certified mark sheets or examination reports showing the detailed results of all exams taken. An official English translation should be attached if the credentials are not in English.

Applicants from the former **USSR, Germany, and France** (and countries outside of North America that are on the French system) should submit official English translations of their credentials which should show the detailed results of all exams taken, and the award of all degrees received. A certified true copy of the credential, in the original language, should be attached.

Applicants from **Taiwan** should submit transcripts showing grades on the 0-100 scale. Applicants from the **People's Republic of China** should submit transcripts and degree statements in both English and Chinese; both versions must be official. If percentage grades are shown on the original Chinese transcript, they should not be changed to letter grades in the translation. International applicants who have attended institutions which do not issue transcripts, exam reports, or mark sheets, should submit an official statement from the Registrar or their adviser giving a detailed description of their program, a qualitative evaluation of their work, and the results of all exams taken.

All international applicants who submit credentials on which the award of the degree received is not recorded should submit certified copies of their diplomas; an official English translation should be attached if the diploma was not issued in English.

If the grading system used by the university is not shown on the credentials themselves, a separate statement from the university is required giving this information.

On **CERTIFIED or ATTESTED** credentials the certifying official should write "this is a true copy of the original" and should then sign and seal each document. **Applicants may not certify their own credentials.** If you are uncertain about the required documents, please call or email us well before the application deadline.

## GMAT

PearsonVUE administers the GMAT on behalf of the Graduate Management Admission Council (GMAC). Results normally arrive 2-3 weeks after the test. We must receive an official score report of your GMAT results directly from the testing service. Information about scheduling a GMAT appointment, and the locations of testing centers worldwide, can be found online at <http://www.mba.com>.

**PLEASE NOTE**—Scores sent to the University of Minnesota Full-Time

MBA program are available for five years.

If you submit your application before receiving your test results, please indicate on the application the month and year in which you will take, or took, the exam and request that a copy of your results be forwarded to the Full-Time MBA program (ACT/Pearson VUE code D2N-VJ-15). We need all supporting documentation—including GMAT scores—before we consider an application complete. If we receive GMAT results after the application deadline, we will consider the application only as space permits.

## LETTERS OF RECOMMENDATION

We require two letters of recommendation from part-time or full-time employers, colleagues, or clients. The completed letters are placed in sealed envelopes by the recommender and either returned to the applicant for inclusion with their application materials, or submitted directly to the Full-Time MBA program. Applicants are instructed not to open sealed recommendation letters in order to maintain confidentiality. Candidates using our online application may also request their recommendation letters online. The person writing the recommendation receives a secure link to the online recommendation form, which they may complete and submit electronically.

## APPLICATION FEE

- \$60 non-refundable fee for U.S. citizens
- \$90 for international applicants and U.S. residents with foreign credentials

Visa, Mastercard, and Novus Card payments are accepted. For other forms of payment: U.S. residents may pay by personal check or money order. Foreign applicants may pay by international money order or certified bank check. Make all checks payable to the University of Minnesota.

Your application fee will be waived if you have been on active duty in the U.S. military within three years of submitting your MBA application. Please indicate on your application (either paper or online) that you are paying by check and send us a note indicating your dates of active military service in place of the application fee payment.

## ENGLISH TESTING

If English is not your native language, you must submit scores from either the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) exam to prove your ability to communicate in English. The Full-Time MBA program accepts the results from either exam; it is not necessary to take both.

If you have completed the last two years of your baccalaureate degree or one year of graduate school in the United States, United

Kingdom, Ireland, Canada, Australia, or New Zealand, you are exempt from taking the TOEFL or IELTS. You are not exempt if the language of instruction is English in a non-English speaking country or if you have lived in an English-speaking country for several years.

**TOEFL** Competitive candidates to the Full-Time MBA program generally score between 90 and 105 on the Internet-based TOEFL examination, or between 600 and 650 on the paper-based TOEFL examination. These test results cannot be more than two years old at the time you apply. We must receive an official report of the scores directly from the Educational Testing Service (institution code 6874, department code 02). For further information on the TOEFL exam, write TOEFL, Box 899, Princeton, NJ 08540. Email: [toefl@ets.org](mailto:toefl@ets.org). Website: <http://www.toefl.org>.

**IELTS** To be considered for admission to the Full-Time MBA program, you must achieve a minimum overall band score of 7.0, with no section lower than 6.5, on the IELTS exam. These test results cannot be more than two years old at the time you apply. We must receive an official Test Report Form from the test center. Please specify that you wish to have this score report sent to the University of Minnesota MBA programs when you take the examination. For further information on the IELTS examination please visit the website at [www.ielts.org](http://www.ielts.org).

## INTERNATIONAL STUDENTS

International students must complete and return the Professional School Financial Certification Statement before visa forms will be issued. This form will be sent with an admission letter to all admitted candidates. You must demonstrate that you have sufficient funds available to meet all educational expenses for the duration of your stay at the University of Minnesota. **PLEASE NOTE** – This includes funds to cover tuition, fees, room and board, transportation, and other expenses.

International students enrolling in the Full-Time MBA program will be expected to hold a valid student (F-1 or J-1) visa. Exceptions can be made for certain dependent visa holders who are eligible to pursue full-time study while in the U.S., such as E-2, H-4, J-2, L-2, although these candidates should consider changing their visa status to an F-1 student visa if they wish to pursue internship positions, graduate assistantships, or other on-campus student employment during their MBA studies. Due to the nature of the Full-Time MBA program, and the time commitment it requires, holders of visas that permit only incidental study while in the U.S., such as H-1, must agree to transfer to a student visa if they are admitted.