

MBA APPLICATION PROCESS

The Tepper School's Admissions Team is committed to helping you navigate the admissions process. Monthly application workshop webinars are held from September through May and we encourage you to [register to attend](#) one of these instructive webinars.

If, after reading the instructions below, you still have questions, reach us by email at mba-admissions@andrew.cmu.edu or by phone Monday - Friday, 9:00 a.m. to 5:00 p.m., EST, at +1 412.268.5687.

MBA APPLICATION COMPONENTS

ONLINE APPLICATION FORM

This is the standard information we ask you to provide and includes a bit of personal, professional and educational information about you.

CURRENT RESUME

Your resume should be 1-2 pages highlighting the achievements you have made in your professional career and should use a standard (i.e. Times New Roman or Arial), 12-pt. font.

TIP You are **required to include month and year** for starting and ending dates for each position held. If this information is not included, we will contact you for an updated resume which may delay your application.

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.

UNOFFICIAL TRANSCRIPTS

Unofficial transcripts are those that you upload directly into the application system. These may be copies of transcripts that you already have in your possession. However, these cannot be web transcripts. A web transcript is anything obtained from an online student portal, downloaded from your student record or retrieved online. What makes a transcript 'unofficial' is that you have it in your possession instead of us receiving it in a sealed, stamped envelope directly from your university. [Click here for a sample \(unacceptable\) web transcript.](#)

All candidates are required to upload legible, scanned/digitized copies of their unofficial transcripts and degree certificates which include the following:

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|-------------------------------|---|
| University Transcripts | All transcripts are copies of actual university transcripts (not web transcripts) - usually on watermarked paper with a seal, etc. |
| Degree Name | If you earned a degree, the name is on the transcript (i.e. - Bachelor of Science, Master of Arts, etc.) |
| Degree Conferral Date | If you earned a degree, the date the degree was awarded is on the transcript. |
| Degree Certificate | If you earned a degree and the degree name/conferral date are not on the transcript, you must upload a copy of your degree certificate which includes this information. This cannot be a provisional certificate – it must be final. Still unsure what to submit? Click here for some sample degree certificates. |
| Grading Scale | Include for every university so we know what the grades mean. Often on the back of the transcript; otherwise, contact the university to obtain. Still unsure what to submit? Click here for some sample grading scales. |
| Official Translation | If the transcript is not in English, upload both the transcript in the original language and the official translated copy so that we can read it. |

TIP If your uploaded transcript doesn't include all the required information, you will be contacted to send the missing items and your application will be delayed.

TIP Official transcripts (those sent directly by the degree granting institution) are not required during the application process. Should you be admitted, you will be required to submit official transcripts at a later date.

OFFICIAL TEST SCORES

You will need to take the GMAT or GRE before submitting your application. You must request that the official score be sent from the testing agency to our program in order for us to verify the score entered into the application. **Your application will not be reviewed using an unofficial score report that you uploaded. Official test scores take approximately 10 business days to be sent to the institutions you selected, so be sure to time your test so that we receive your official score report by the application deadline.**

TIP Scores are valid for five years and must be valid at the time you submit your application.

TIP If you have taken the GMAT/GRE more than once, report the highest score when completing the online application.

Request that the official score be sent to us using the following codes:

Graduate Management Admissions Test (GMAT) Program Codes

Full-Time MBA: 69H-XH-99

Part-time On-Campus MBA: 69H-XH-02

Part-time Online Hybrid MBA: 69H-XH-01

Graduate Record Examination Test (GRE) Program Code

Carnegie Mellon Tepper School of Business: 4883

Additional information can be found at www.GMAT.com and www.ets.org/gre.

ENGLISH LANGUAGE PROFICIENCY EXAMS (TOEFL OR IELTS)

Candidates are required to demonstrate a level of competence in English to meet the admissions requirements of the University. If required, you will need to take the TOEFL or IELTS before submitting your application.

TIP Scores are valid for two years and must be valid at the time you submit your application.

You must request that the official score be sent from the testing agency to our program in order for us to verify the score entered into the application. Request that the official score be sent to us using the following codes:

TOEFL Program Code: Institutional Code = 2074; Departmental Code = 02

IELTS Program Code: Select Carnegie Mellon and the Tepper School of Business

You are required to take a TOEFL or IELTS exam unless:

- You attended an undergraduate institution, earning a bachelor's degree, where the sole language of instruction was English.
- You earned a graduate degree where the sole language of instruction was English. (Although not required, we do recommend that you take the English Language Proficiency exam.)

TIP If you earned a degree from a non-U.S. institution, your academic documents should state that the sole language of instruction was English in order to be eligible for a TOEFL/IELTS waiver. If your academic documents don't include this, you should upload an official letter from the University Registrar indicating English as the mode of instruction for the entirety of the degree.

Additional information on the TOEFL can be found at www.ets.org/toefl or the IELTS at www.ielts.org.

ESSAYS

There is one required essay for all Tepper MBA applicants. This essay should be double-spaced and use 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.

PROFESSIONAL RECOMMENDATION

One Recommendation from a professional relationship is required. Choose a recommender who knows you well and is able to provide specific and relevant information about your professional relationship.

Prior to submitting your application, you will input your recommender's contact information in the online system.

TIP While you will complete the recommendation section of the application prior to submitting, aim to have your recommender submit their recommendation within a week of the application deadline. This is important because your application will not be forwarded the Admissions Committee until the recommendation is received.

APPLICATION FEE

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

SUPPORTING DOCUMENTATION

Once you have completed your online application, if you have any supporting documents they should be uploaded directly to your application via your application status page in the application portal.

If you have submitted all of the application components, it isn't necessary to send anything else to us at this point. Upon admission, you'll need to send your official transcripts/academic documents.