



APPLYING TO BUSINESS SCHOOL

Undergraduate Resource Series

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IS BUSINESS SCHOOL RIGHT FOR YOU?

Graduates of MBA programs can be found in almost any type of organization. Business school will prepare you to create or lead an organization, manage resources, develop effective operational strategies, and more. Once admitted, required coursework typically includes: organizational behavior, marketing, accounting, finance, strategy, leadership and operations management. This is followed by elective coursework that allows you to customize your experience. Most students do not enter directly into an MBA program after completing their bachelor's degree, but instead work for a few years first. This period of employment will give you time to think about your long-term goals and help you determine if an MBA is appropriate.

Informational meetings

Talking with people (with or without MBAs) currently working in fields that interest you can be extremely helpful as you consider your future career options.

Be sure to ask:

- How is an MBA viewed by the industry?
- Will an MBA improve my chances of being hired and moving ahead?
- If that person has an MBA, ask about their experience in the program they attended.
- What was most helpful as they prepared their application?

Your conversation can help you put into context how applicable the program will be to your career goals. Also, speak with current students or those who have recently completed their MBA. Ask about their experience in the program and how it has impacted their careers.

How should you prepare for business school?

There's no magic formula for the ideal undergraduate concentration, set of academic achievements, pre-MBA work experience, extracurricular accomplishments, essays, interviews, or recommendations. Nor is there a common career goal or industry in which you can aspire to work. What MBAs have in common is they find opportunities to take initiative, are motivated, have a strong awareness of themselves, and have a desire to learn and grow

Business schools look for leaders. In what ways have you demonstrated initiative or translated a vision into a reality? Bear in mind that it's not about the size of your accomplishment, but the passion with which you invest in and pursue your goals.

Business schools tend to focus on impact more than scale. Make sure that the academic and extracurricular choices you make truly reflect your interests, demonstrate initiative, and give you opportunities to play a leadership role in an organization. A strong undergraduate academic record and GMAT (or possibly GRE) score are also important parts of your application to business school. Many schools allow you to sit in on a class to gain insight into what a typical course looks like. Take advantage of this opportunity!

What can you do during the summer?

Summers provide you with opportunities to enhance your work skills, explore various industry options, and build your professional network. Anything you do in the summer that adds to your

credibility as a leader or demonstrates a strong sense of initiative—anything from starting a swimming program to teaching ESL—will be useful to your candidacy for business school.

WHEN TO APPLY?

Regular admissions

Undergraduates typically work for at least two years after graduation before applying to an MBA program. Many decide to apply only after knowing:

1. That they have had enough career experience and insight to set practical goals, and
2. How their MBA investment will pay off personally and professionally.

Business schools do not favor one industry over another for work experience, so look for opportunities in an area that most interests you, and where you can demonstrate accomplishment and leadership in that field.

Deferred admissions

Many top business schools have deferred or early admission programs. Though each program is unique, they generally allow you to apply for admission in the spring of your final year of undergraduate study. You then work full-time for a minimum of two years before matriculating to business school. Business schools with deferred admissions include (but are not limited to):

- Harvard Business School 2+2 Program
- Stanford GSB Deferred Enrollment
- MIT Sloan MBA Early Admission
- Wharton MBA Advance Access Program
- Columbia Business School Deferred Enrollment Program
- Chicago Booth Scholars
- Northwestern Kellogg Future Leaders
- UVA Darden Future Year Scholars
- Yale SOM Silver Scholars Program (allows you to begin your MBA directly from undergrad)

TIP: CONSULT THE OFFICIAL GMAT® WEB SITE at www.mba.com, which offers excellent advice about everything from evaluating business school as an option to your overall application strategy.

Joint-degree programs

A joint or dual degree program is a full-time MBA program that is combined with another full-time graduate program of study, such as:

- law
- medicine
- healthcare administration
- engineering
- technology
- international studies
- public policy

You will typically apply separately for each program. While both programs are usually at the same school, some cooperative relationships between schools do exist. The second program determines total program length, but joint degrees generally take three to four years to complete.

Advantages

- Joint degree programs are most attractive if you want to work at the intersection of both professions. For example, an aspiring healthcare entrepreneur may seek a joint degree for a career developing new healthcare resources or managing a healthcare organization.
- The joint or dual degree option allows you to earn two degrees faster than if you pursued the degrees separately, because some courses will fulfill requirements in both programs.

Limitations

- Joint degrees require an extensive absence from the job market—usually three or more years. Therefore, this may not be the best choice if you plan to continue along a career path and need to maintain current job skills and professional knowledge.
- Prospective employers may not have a clear understanding of why you chose to pursue either or both disciplines.

WHAT IS THE APPLICATION PROCESS?

Timeline

Most US business schools have three rounds of admissions deadlines:

- fall (September/October)
- winter (January/February)
- spring (March/April)

Check each school's admissions schedule as deadlines vary year to year. When a deadline arrives, the admissions committee reviews all completed applications submitted by the deadline. All subsequent applications are typically held until the next deadline, or "round."

Researching programs and schools

There are over 1900 business schools offering more than 5000 programs worldwide. Try these resources to help narrow the field:

- www.mba.com/program-finder Use this program finder to search for programs that fit the criteria you are looking for including type of program, length and location.
- www.usnews.com/best-graduate-schools U.S. News and World Report annual ranking of MBA programs.

School rankings

Over the years, the media and MBA program brochures have elevated the significance of business school rankings as one of the most important benchmarks for choosing a school to attend. However, school rankings sometimes depend on information that is subjective and may include results that aren't checked for accuracy. Most importantly, rankings do not take into account the unique elements of certain programs and how these attributes might meet your individual needs.

Admissions testing

Most MBA programs require at least one graduate admissions test score.

- Graduate Management Admissions Test (GMAT®): www.mba.com
- Graduate Record Examinations (GRE): www.ets.org

Consult the individual school website for requirements. Many graduating seniors complete their graduate school admissions test during their senior year when they are most comfortable with testing and have the flexibility to adequately prepare. Most applicants prepare on their own using one of the test-preparation publications available at most bookstores or on the test website. At the time of publication, both the GMAT and the GRE have “at home” testing available, as well as some locations offering in-person testing. Be sure to check the requirements of each school you are applying to.

Essays and personal statements

Most business schools require one or more essays in their application. Essay prompts may include a range of subjects such as leadership, long-term career goals, professional accomplishments, and community engagement. When preparing your essays, *make sure that together they tell one story*. You, as the candidate, are the story. Your essays should reflect different aspects of your character, accomplishments and aspirations that will allow the admissions committee to know you better.

- ***Write to express, not impress.*** Admissions professionals can tell when you're just writing what you think they want to read. If you've done your homework, you know why you want an MBA degree and how that fits into your overall career game plan.
- ***What will you bring to the classroom?*** Being part of a business school community is a give-and-take proposition. More than just what you can gain from business school, it's also about what you're willing to share. Candidates are often judged by what value they can bring to the classroom and the community experience, in addition to how well they match entrance requirements.
- ***Why this school?*** Much like applying for a job, know why you want to pursue an MBA at a particular school or program. Show that you are familiar with the given school and why you are a good fit.
- ***Reality check: Is this the right time for you?*** You're going to business school to advance your career, right? Your job success as an MBA graduate may rely to a large extent on what you did beforehand. Find out what MBA employers look for in candidates by talking to students, alumni and the school's career services office. If you don't have enough experience right now to benefit fully from an MBA, further define your goals and apply later.

Recommendations

An important part of your application will be your recommendations. Each business school has different requirements for how many recommenders you can have, who are the strongest recommenders and what information they will be asked to provide. Some schools will ask for a letter of recommendation, while others may require answers to specific questions. It is important that you review each school's website for requirements. Your recommendations need to:

1. Support how well you can manage the academic demands of the MBA program and your potential to succeed in your chosen career.
2. Validate or expand on your credentials, strengths, and aspirations.
3. Help the admissions office to get an overall sense of you as a candidate.

Choose a good cross-section of people who can attest to your dependability and who know about your plans for MBA study, such as employers, colleagues, and in some cases faculty. Check with each school you are applying to before you select your recommenders. *Don't exceed the required number of recommenders without prior agreement from the admissions staff.* Recommendations are valuable only if they reflect relevant professional skills. Avoid getting recommendations from people with important-sounding job titles who do not know you or your work.

Resume

There is not a special format for your resume when applying to business school. Use the [Mignone Center for Career Success resume templates](#) as your guideline. Make sure to emphasize your leadership experience as well as your analytical and quantitative abilities.

Interviews

Many schools conduct admissions interviews and most offer advice about how to prepare on their admissions website. Each program varies in format and location of the interview. Generally, an admissions interview provides an opportunity for you to review your accomplishments relative to your interest in the program.

Financial aid

You can find information about determining the "real cost" of your MBA as well as financial aid resources at the official GMAT website at www.mba.com. In general, financial aid may be available to you through grants and scholarships, loans, and Federal Work Study. In some cases, pre-MBA employers may offer to re-pay all or a portion of the cost of your program once you return to work for them. The total cost of an MBA from a top-ranked business school in the U.S. can exceed \$200,000, so it is important to understand the investment that you are making, your goals for attending, and your options for financial aid and scholarships.

PRE-MBA CHECKLIST

Learn on the job

- ☐ Ask yourself if you would genuinely enjoy working in a management-related role in that industry.
- ☐ During your summer internship(s), take time to talk with senior managers and ask about their backgrounds.
- ☐ Identify mentors who have completed an MBA program and ask how their program influenced their career.

Learn about yourself

- ☐ Read the *Wall Street Journal*, *Business Week*, *Harvard Business Review*, or other industry-specific publications regularly to assess your level of interest.
- ☐ Connect with people in the industry or career field you hope to pursue as a way of gaining knowledge about the field and learning more about post-graduate options.
- ☐ Assess how your day-to-day activities are different on the job compared to school to help you decide which lifestyle you prefer for the next few years.

Visit and evaluate schools

- ☐ Visit some of the business programs you are considering—just like when you were applying to college. In some cases, programs also offer the opportunity to sit in on a class. Many MBA programs offer virtual information sessions to learn more if you are not able to visit in-person.
- ☐ Talk to students who are currently in the program as well as the school's career services office to find out what they do for their graduates.
- ☐ Learn about what differentiates programs. Some may feature a specific teaching style or put greater emphasis on one aspect of the curriculum such as finance, management, or entrepreneurship.

Test preparation and scheduling

Most students report that they prepare for graduate school tests on their own. We suggest that you:

- ☐ Give yourself time to adequately prepare and, if necessary, freshen up your math skills.
- ☐ Download the free GMATPrep® or GRE test preparation software available on their respective websites.
- ☐ Purchase a test prep book or online guide, review the questions you will be asked and complete multiple practice tests.

Application preparation

- ☐ Your application essays enable the admissions committee to fully understand your strengths as a candidate as well as your career strategy for pursuing an MBA.
- ☐ Ask your mentors and professional advisors to read them to assess how clearly you present your candidacy once you complete a draft for each essay.
- ☐ Have your resume reviewed, including your most up-to-date information.

It's important to bear in mind that you are a "prospective customer" as well as an applicant. Don't be afraid to ask questions to ensure that you make an informed decision about which program you ultimately choose according to your academic, career, and educational community needs!