

## MS in Project Management Application Checklist

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### Required Application Materials Checklist

#### All Applicants

- Submitted Application
- Resume
- Personal Statement
- Official transcripts from all domestic universities attended, except for University of New Mexico or official transcript evaluation for all non-US universities attended

#### Additional Materials for International Applicants

- English Proficiency Exam or Waiver, [policy here](#)
- Copy of Passport

## Rubrics and Instructions

### Resume

The Anderson School of Management accepts both Resumes and CV's. In either document, please highlight the following:

1. **Years of full- or part-time work experience**
2. **Management experience.** This could be managing teams, budgets, projects, or processes.
3. **Awards, certificates, and honors earned**
4. **Community involvement,** including volunteer, board, or student organization service

### Personal Statement

Your personal statement should be approximately 500 words and addressed to the "Admissions Committee". In your personal statement, please address the following areas:

1. **Why you want to attend the program.** Please mention the program by name and specifics about the program that appeal to you, whether that is curriculum, faculty, or career outcomes.
2. **Your professional goals.** Share what you have done in your career or education so far and your future goals. Express how the program will help you achieve your career goals.
3. **Why you are a good candidate for the program.** Please share why the admission committee should consider you, such as your drive to complete the program, work or class performance, your current experience in the field, strengths, and any other reasons.
4. **If your GPA is lower than 3.0,** please address this in your personal statement. Talk about what was going on at the time, how you have changed as a student, and your strategies for maintaining a 3.0 GPA in your graduate degree.
5. **Add anything else you want to share about who you are!** Help the admissions committee get to know you.

For assistance on your personal statement, you can use the [UNM Center for Teaching and Learning](#).

### Official Transcripts

The University of New Mexico is required to hold a copy of official transcripts for any university or college that you have attended, even if you did not earn your degree from that institution. You can order your transcripts through the BusinessCAS application (preferred method) or online through the following services:

- [Parchment](#)
- [National Student Clearinghouse](#)

You can also visit your school's registrar's office to order from your school for online or mail. Online transcripts can be mailed to [andersonapplication@unm.edu](mailto:andersonapplication@unm.edu) if done directly through your school. If you are unable to order online transcripts, you can mail your transcripts to:

The UNM Office of Admissions  
PO Box 4895  
Albuquerque, NM 87196-4895\*

\* If you choose to mail transcripts, please email [andersonapplication@unm.edu](mailto:andersonapplication@unm.edu) to let us know that your transcripts will be coming in by mail to the UNM Office of Admissions. This will help us locate your transcripts.

**Non-US (Foreign) Transcripts** must include an official transcript evaluation

- The basic evaluation alone is required to evaluate your GPA.
- [WES](#) and [ECE](#) evaluations can be ordered directly through your online application with evaluations sent to BusinessCAS.
- [SpanTran](#) and other [NACES partners](#) are also accepted evaluators. Request to be sent electronically to [andersonapplication@unm.edu](mailto:andersonapplication@unm.edu)
- If electronic delivery is not available, send foreign evaluations to UNM Anderson Graduate Admissions, MSC05 3090, 1 University of New Mexico, Albuquerque, NM 87131-0001.

## Application Deadline Dates

For an application to be considered complete, all application materials must be submitted on or before the posted deadline. Applications with missing items after the deadline are not guaranteed a decision by the posted decision date.

### International Deadlines

Semester	Application Submission Deadline	Post-Offer Materials Due
Fall	March 1	June 1
Spring	May 1	September 1

### Domestic Deadlines

Semester	Scholarship Best Consideration	Application Deadline	Decision
<b>Fall 1H</b> (Weeks 1-8)	April 1	June 1, 9:59 pm MST	July 1, 5:00 pm MST
<b>Fall 2H</b> (Weeks 9-16)		September 1, 9:59 pm	October 1, 5:00 pm
<b>Spring 1H</b> (Weeks 1-8)	October 1	November 1, 9:59 pm MST	December 1, 5:00 pm MST
<b>Spring 2H</b> (Weeks 9-16)		February 1, 9:59 pm MST	March 1, 5:00 pm MST
<b>Summer</b>		April 1, 9:59 pm MST	May 1, 5:00 pm MST

## Questions?

Contact [andersongrad@unm.edu](mailto:andersongrad@unm.edu)