

## Online MBA 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
- Entrance Exam or Waiver

#### Additional Materials for International Applicants

- English Proficiency Exam or Waiver
- 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

- o The basic evaluation alone is required to evaluate your GPA.
- o [WES](#) and [ECE](#) evaluations can be ordered directly through your online application with evaluations sent to BusinessCAS.
- o [SpanTran](#) and other [NACES partners](#) are also accepted evaluators. Request to be sent electronically to [andersonapplication@unm.edu](mailto:andersonapplication@unm.edu)
- o 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.

### Entrance Exam or Waiver

The GMAT or GRE exam is required for admission to the MBA and Online MBA unless you qualify for a waiver, with no preference given to either test. GMAT and GRE test scores are good for 5 years.

### Exam Score Requirements

Exam Type	Minimum Score Percentile	Minimum Score (Approximate)
GMAT Exam (10 <sup>th</sup> Edition)	50%	580
GMAT Exam (Focus Edition)	50%	555
GRE	50%, use mean score	306 (verbal and quantitative reasoning sections only)

### Exam Registration

Register for the GMAT at [MBA.com](http://MBA.com)

Register for the GRE at [ETS.org](http://ETS.org). UNM's institution code is **4845**.

### Entrance Exam Waiver Information

UNM Anderson MBA applicants can waive the entrance exam application requirement by submitting verification of one of the following:

- An earned BBA from an [AACSB-accredited institution](#) with a 3.5 cumulative GPA at graduation
- An earned MS, PhD, or MD degree in a STEM or Business discipline from a regionally accredited Research I or Research II institution or equivalent international institution.
- Completion of the UNM Anderson [MBA Prep Course](#). Cost of the course will be reimbursed via scholarship after becoming a student at the Anderson School of Management.
- Additional waivers described below (require proof of quantitative ability)

\*\* The following waiver options must also provide proof of quantitative ability:

- Ten years of managerial level post undergraduate work experience\*\*
- Five years of leadership experience as a military officer with rank\*\*
- Five years of leadership experience as a government official\*\*
- Five years of work experience at a corporate partner (PNM Resources or Bank of America)\*\*

\*\* Proof of quantitative ability can include:

- Earned undergraduate degree in a STEM or Business field
- Earned grade of B or better in a college level calculus or statistics course within the last 5 years
- Taking and passing a 20-item quantitative skills test administered by Anderson. You will have two opportunities to pass the test. If you are not successful, you must submit GMAT or GRE scores or another waiver option, such as the MBA Prep Course.

[Entrance Exam Waiver Application](#)

## 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.

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

\* applications may be accepted on a rolling basis after the deadline has passed

## Questions?

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