Graduate Application

Check-off List

1. Submit at least the on-line M.B.A. or M.S. application portion at www.business.shu.edu.
   After you write the one-page essay ahead of time, it’ll only take 30 minutes to complete the application portion on-line, so hit the “submit” button on-line before this Sunday night. It will look good to the Graduate Admissions Committee if we receive just the on-line application well before the deadline!

   □ On-line M.B.A. or M.S. application (will only take 30 minutes after the essay is written)
   □ Application fee (enter credit card information on-line to pay the $75 application fee)
   □ Resume (attach as a Word document)
   □ Two-paragraph essay (attach as a Word document)

2. Have transcripts and one recommendation form mailed.

   □ All official transcripts from all universities attended (International transcripts will not be accepted. We must receive a WES evaluation directly from WES for all international coursework. Visit www.wes.org.)
   □ ONE Recommendation form (Three forms are needed for the M.B.A. in Sport Management.)

3. Register for a GMAT date today.

   There are only four New Jersey test centers – Atlantic City, Somerset, Trenton, and Lyndhurst. Ideal test dates are very hard to get!
   Register for your date today and leave at least one month after that in case you need to retake it.
   □ At www.mba.com, schedule your GMAT date today to get the location you want, and start by taking five actual GMAT exams at www.800score.com for only $20!