Instructions for submitting the MBA+ Application packet

1. **Application:** Please fill out the application form online at ipfw.edu/mba, save the completed form for your own records on your computer, then print and mail it to the following address: IPFW, MBA Program, NF 360D, 2101 E. Coliseum Blvd., Fort Wayne, IN, 46805-1499.

2. **$55.00 Application Fee:** Submit with application $55 USD non-refundable application Fee (payments are accepted by money order or U.S. bank check only made payable to “IPFW”)

3. **Transcripts:** Applicants must request official transcripts to be sent directly to the MBA office from “ALL” university/colleges you have attended bearing the official university seal. Unofficial records or transcripts issued to applicants will not be accepted. You may wish to use the College Transcript Request form provided.

4. **GMAT:** All applicants are required to take the Graduate Management Admission Test (GMAT). Score reports must be received in the MBA office on or before application deadlines. GMAT score reports are valid for up to five (5) years. To schedule your GMAT contact: www.mba.com/mba/TaketheGMAT or 1-800-717-4628. (It takes 10–20 days for the MBA office to receive official GMAT score reports) Minimum acceptable score is 450.

5. **Educational Objective Statement (Essay):** In the box provided in the application: write an essay of 400-500 words or more indicating your experiences and achievements which reflect management, leadership, organizational, creativity, maturity, initiative, and administrative skills. Also specify your educational and job related goals as you contemplate beginning your studies for your MBA degree.

6. **Recommendations:** Submit two (2) recommendations from individuals who are qualified to evaluate your academic or on-the-job performance who can attest to your ability to pursue a graduate degree such as, your college professors and/or supervisors from place of employment.

   a. Two recommendation forms are provided.
   b. Fill out the first two sections of both recommendation forms
   c. Save both recommendation forms to your computer.
   d. You can print and mail the recommendation forms to your recommenders.

      i. Write your name and address on two blank envelopes.
      ii. Give each recommender one Recommendation form and one envelope with instructions that your recommender:
         - Complete and sign the recommendation form.
         - Seal it in the envelope.
         - Sign across the seal of the envelope.
         - Mail the completed recommendations back to you.

**International Applicants** must submit Original and Certified copies of all secondary and post-secondary (college/university) academic records and degree certificates. **ALL documents** must be submitted in both English and in the original language. All Foreign transcripts must be evaluated by WES or ECE on a course by course and degree basis. Official evaluation report is required.

**All Candidates** must hold a four-year undergraduate degree or equivalent in any discipline from a recognized institution.
7. **Pre-Admission Interview**: A Pre-Admission Interview may be scheduled when the MBA office receives all application documents. International applicants located outside of the United States will be scheduled for a telephone interview (please, make sure the telephone number on your application is correct).

8. **All international applicants must also submit the following items to be considered for admission:**

   a. **Proof of English proficiency**, which includes one of the following:
      
      i. TOEFL scores needed:
         - 79 or above Internet based test
         - 213 computer based test
         - 550 paper based test
      
      ii. Michigan Test score needed:
         - 80 or higher
      
      iii. IELTS score needed:
         - 6.5 or higher

   Applicants who have completed a minimum of 48 semester hours at an accredited college or university in the United States are not required to submit an English proficiency exam score.

   b. **Proof of financial support** (an official letter and financial statement from a bank, company, or government sponsor indicating the availability of sufficient funds to pay for your tuition and living expenses.)

   To avoid any complications or delays with the admission process, please complete this application with information that matches your educational records and personal passport.

   Applications and recommendation forms received without signatures and application fee cannot be processed.