

A summary of items necessary to complete your application file is listed below. If you have questions regarding the application process or your admission status, please contact Brandelle Slater, MBA-PM Admissions Assistant, at brandelle-slater@uiowa.edu, 319-335-3731, or 1-800-622-4692.

UNIVERSITY ADMISSIONS DOCUMENTS: Submit items 1, 2, and 3 to The University of Iowa Office of Admissions (107 Calvin Hall; Iowa City, IA 52242-1396). Once all three items are received, they will be sent to the MBA-PM office for further processing.

1) _____ Application for Admission

- Apply online (www.uiowa.edu/admissions/graduate/programs/program-details/mba-pm.html). View application deadlines at tippie.uiowa.edu/mbapm/prospective/apply.cfm.

2) _____ Application Fee

- The nonrefundable application fee is \$60 (\$100 for international students) and is subject to change.
- If you are submitting your application online, you may also submit your payment online. If you would like to pay the fee by check, select the "fee waiver" box on the online application. Make checks payable to "The University of Iowa" and send it to the Office of Admissions at the address listed above. Paying by check will delay processing of the application.

3) _____ Official Academic Records/Transcripts

- You must submit transcripts from every institution you have attended regardless of the duration of study, type of enrollment (i.e., extension, correspondence), or whether you earned a diploma or degree. (Unofficial copies sent as part of a PreMBA process will not suffice.)
- Students who attended The University of Iowa (UI) need not request UI transcripts or other transcripts previously submitted to the University.

ADDITIONAL MATERIALS—Submit to the MBA-PM Office: E-mail to mbapm@uiowa.edu or mail to Tippie School of Management MBA-PM, The University of Iowa, 108 John Pappajohn Business Building Suite W160, Iowa City, IA 52242-1994.

4) _____ Résumé

- Your résumé should describe items you believe would be of particular interest to the Admissions Committee, including an employment summary (comprising job titles, a detailed description of the position's responsibilities, company names, and employment dates with months and years included), education including graduation dates (month/year), and extracurricular and/or community activities.

5) _____ Three Recommendation Forms (see tippie.uiowa.edu/mbapm/prospective/apply.cfm)

6) _____ Personal Essays

- You may electronically submit the essays as part of the online application or e-mail them to mbapm@uiowa.edu. It is recommended that each essay be ½ to 1 page in length.
 - a) **REQUIRED:** Discuss your specific career objectives and how the Tippie MBA will contribute to the accomplishment of your objectives.
 - b) **REQUIRED:** Give an example of a situation or an action that demonstrates your ability to be successful in a professional environment.
 - c) **OPTIONAL:** You may submit a third essay to inform the Admissions Committee about any adverse conditions that may impact your application packet (college grade-point average or GMAT score). You may discuss the factors contributing to the challenge or share any accomplishments since earning your degree that you believe reflects your ability to perform competently in the MBA-PM Program more accurately than your GMAT score and GPA indicate.

SCORE REPORTS:

7) _____ Official GMAT Test Score Report

- Request to have your score report sent to University of Iowa MBA for Professionals and Managers Program, code "4RL-2J-61."
- Visit www.mba.com for official GMAT information (testing times/locations, requesting a score report) and obtaining free study materials.

8) _____ Official TOEFL Score Report (for non-native speakers of English)

- Use the Institution Code "6681" in order to have your score report sent to The University of Iowa.
- Applicants who have not completed the TOEFL may not be required to take the assessment unless requested by the Admissions Committee.
- Visit www.ets.org/toefl for official TOEFL information (testing times/locations and requesting a score report).