

Master of Business Administration - MBA

Required Documentation for All Degree Seeking Applicants

Start a Graduate (Master's Level) application via the application portal: <https://connect.msudenver.edu/apply/>

Submit and complete your MBA application. Complete applications are due by the following priority deadlines:

- **Fall 2021:** Domestic applications due **June 7, 2021** | International due **May 1, 2021**
- **Spring 2022:** Domestic applications due **October 4, 2021** | International due **September 1, 2021**

Submit Official Transcripts from all previous colleges or universities attended

- Applicants should send official, electronic transcripts to gradtranscripts@msudenver.edu from the issuing institution. Scanned copies, PDFs or photos sent by the applicant or any third party are not accepted.
- Your transcripts **MUST** show when your degree was awarded or conferred.
- Hardcopies can be mailed from the issuing institution—mailing address included on page 2 of this document.
- MSU Denver official transcripts and transcripts submitted previously to the university do not need to be requested. The application system will acknowledge MSU Denver records and/or previously submitted transcripts 8-10 business days after the application is submitted.
- International applicants: All foreign transcripts must have an official English translation done by a certified translator and a professional course-by-course evaluation showing equivalency to a U.S. bachelor's degree. Applicants can view a full list of acceptable evaluation provider at www.NACES.org. The evaluation company should send the official evaluation to gradtranscripts@msudenver.edu at the applicant's request.

Submit one of the following Required Application Materials

1. Your official **GMAT score** report sent directly from GMAC.
 - Applicants can register for the GMAT at <https://www.mba.com/exams/gmat>.
2. Proof of a previously earned **graduate degree** (master's or doctorate)
 - Send the official graduate transcripts to gradtranscripts@msudenver.edu
3. A **professional portfolio** documenting at least five (5) years of significant and progressive experience; include the following information in your portfolio:
 - A brief narrative statement describing your professional experience, emphasizing skills and knowledge gained and include 3-5 supporting items that provide evidence of your experience.
 - This could include work projects/products you created (e.g., marketing plan, presentation to an executive team, process document, spreadsheets), correspondence that shows your engagement in a project, and/or synopses of projects and initiatives in which you participated.
 - Applicants are encouraged to use PowerPoint slides, e-portfolios, and/or a well-organized cache of documents as their portfolio. A professional portfolio that **only** includes three letters of recommendation and no other evidence of professional experience will not earn the applicant admission to the program.
 - Send your portfolio to MBA@msudenver.edu in order to include it as part of your application.

Submit both Required Supplemental Documents

- Resume
- Personal Statement / Essay
 - The personal statement / essay is a critical part of your admission application and will be the basis for evaluation of your writing skills, capacity for self-awareness, and personal growth. Average length is between 2-5 pages, double spaced, 12 point font, serif font (e.g. Times New Roman).

Updating Your Application after Submitting Materials

Applicants to the MBA program can add or update application materials including the resume, personal essay, and/or professional portfolio any time prior to the application deadline. Admission personnel will update your application form to confirm that your professional portfolio is on file 3-5 business days after receiving the complete portfolio at MBA@msudenver.edu.

The Review Process

Applicants to the MBA program undergo a holistic review that evaluates work experience, previous academic performance, writing, organization and communication skills, and a variety of additional factors showcased by the application materials.

Timeline for Admission Decisions

The MBA Committee intends to provide admission decisions to applicants 2-3 weeks after the priority deadline. Each applicant should receive an email to the address provided in their application.

Document Submission Details

- All items must be submitted by the end of day (e.g. 11:59 pm) on the application priority deadline.
- Applications will not be reviewed until **all** required materials have been submitted.
- **Email is the preferred method of delivery for transcripts and GMAT. Please include as many items as possible in one email.**

Item	Method of Delivery
Graduate Admissions application	https://connect.msudenver.edu/apply/
Official transcripts and/or evaluations of all universities or colleges attended. If you previously submitted transcripts, we do not need them again.	Email to: gradtranscripts@msudenver.edu OR Servicers can send hard copies to the following address: Metropolitan State University of Denver Academic Affairs/Office of Graduate Studies 1201 5th Street, Campus Box 48 Denver, CO 80217 OR Fax: 720-778-5845
If applying using Official GMAT score report	Enter MSU Denver's school code of S51-6H-79 when taking the exam and we'll receive scores automatically; OR Mailed from GMAC to the following address: Metropolitan State University of Denver College of Business Graduate Programs Campus Box 13A, PO Box 173362 Denver, CO 80217
If applying using earned graduate degree	See above for details on submitting official transcripts
If applying using professional portfolio	Email via PDF to MBA@msudenver.edu
Resume & Personal Statement / Essay	Upload to your online application