

UofLMBA ADMISSIONS CHECKLIST

*Tomorrow
you'll wish you
started today.*

Applicants are more than their paperwork – which is why qualified candidates are invited for in-person interviews after all materials are received. Below is a checklist intended to help with the admissions process. It is recommended that your application be submitted within 30 days of creating your account, thereby providing you sufficient time to focus on the Graduate Management Admission Test (GMAT). Contact the UofL MBA Office with any questions via telephone 502-852-7257 or email mba@louisville.edu.

Create application account
Visit UofLMBA.com and click “APPLY NOW.”

Two letters of recommendation
Within the application, submit names and email addresses of your recommenders. They will receive an email invitation on your behalf. Your recommenders should speak to your character, academic aptitude, etc.

Professional resume
Within the application, upload your resume.

Personal statement
Within the application, attach a 1-2 page Word document describing your interest in the UofL MBA program, why you selected UofL, your short and long term goals and any additional information you feel is relevant.

Submit and pay application fee

Graduate Management Admission Test (GMAT)
The admissions application includes a field in which you can provide your GMAT test date and/or scores. If you have not scheduled the GMAT, please visit www.mba.com for details. Once registered, notify the UofL MBA office by sending an email to mba@louisville.edu with Subject Line: GMAT Test Date. We recommend allocating 6-8 weeks of preparatory time and encourage you to attend the Free GMAT workshops offered monthly at the College of Business. Note: We will accept the GRE in lieu of the GMAT.

Academic Records
A complete academic record includes all official transcripts of courses of study completed, and degrees and certificates earned at the secondary or collegiate level. If you studied outside of the United States, you are required to submit your academic records to World Educational Services (WES) or Educational Credential Evaluators (ECE) for a formal evaluation. If you order from WES (preferred), please order the [WES ICAP Course-by-Course Evaluation](#). Their websites are www.wes.org or www.ece.org.

English Proficiency
All applicants for whom English is a second language need to show evidence of sufficient proficiency in the English language. We will accept the following:

TOEFL – Score of 79 and higher on the internet-based test required; scores must be 2 years old or less at the time of application

IETLS – Score of 6.5 or higher on the computer based test required; scores must be 2 years old or less at the time of application

Financial Statement
You will be asked to demonstrate that you have adequate financial resources to support your educational and living expenses for the duration of your studies in the U.S. Every applicant must submit appropriate official financial documents. If you are submitting proof of personal funds, please attach an original dated official bank letter verifying that you or your family has the total necessary funds on deposit. For government, agency or employer financial support, please provide an original letter from the sponsor stating the amount and duration of the scholarship and validity for attendance at the University of Louisville. If you will have a U.S. sponsor, they should complete the Affidavit of Support I-134 form and provide the necessary documents. This can be obtained from the immigration website at www.uscis.gov. Submit proof of financials and copy of passport biographical page to the International Center, intcent@louisville.edu. If you receive a graduate research assistantship from the University of Louisville College of Business that covers your cost of study, you will not need to submit any additional financial documents.