

# 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](mailto:mba@louisville.edu).

## Create application account

Visit [UofLMBA.com](http://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

## Official college transcript(s)

Order an official college transcript from all colleges attended, including the degree granting institution.

Mail transcripts to:  
College of Business, MBA Office  
University of Louisville  
Louisville, KY 40292

E-Transcripts will be accepted from the institution only. Have these sent to [mba@louisville.edu](mailto:mba@louisville.edu).

## 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](http://www.mba.com) for details. Once registered, notify the UofL MBA office by sending an email to [mba@louisville.edu](mailto: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.

**International Applicants** - We welcome all international applicants. Please be aware there are documents required in addition to the above list. Visit [business.louisville.edu/graduate-programs/grad-admissions/](http://business.louisville.edu/graduate-programs/grad-admissions/) and open the International Applicant Checklist.

UNIVERSITY OF  
**LOUISVILLE**  
COLLEGE OF BUSINESS

**UofLMBA.com**