Below is a checklist intended to help with the admissions process. We encourage you to complete the application and submit as soon as possible. If the GMAT is required*, please notify our office of your test date. Questions about the admissions process? Contact the Graduate Programs office at 502-852-7257 or send an email to mba@louisville.edu.

- **Create application account**
  
  Visit UofLMAC.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.

- **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.

**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/ and open the International Applicant Checklist.

*The requirement to submit GMAT test scores will be waived for students graduating from AACSB accredited institutions with an overall grade point average of 3.5 or higher (on a 4.0 scale).