

The University of Texas at Austin and McCombs School of Business

Texas MBA for Professionals (Austin-Evening, Dallas, and Houston) Online Application:

The Texas MBA online application allows you to submit the majority of your application package electronically. We will only be accepting the online application for Fall 2010 because it allows us to receive your application and process it most efficiently. We enroll a new class each fall semester only.

Application Checklist:

Please review the following checklist carefully before proceeding with the online application. Please **do not** send materials both online and via mail as the duplication will increase processing time. It is extremely important to use the same version/format/spelling of your official name on all application materials submitted.

Online Checklist:

1. **Texas MBA Application***:** This online application allows you to complete all required information and includes information required by the University of Texas at Austin, as well as specific information required for MBA applicants.

2. **Texas MBA Application Essays:** You may preview essay questions at:

Texas Evening MBA (Austin): <http://www.mcombs.utexas.edu/temba/admiss/proced.asp>

Texas MBA at Dallas: <http://www.mcombs.utexas.edu/dfwmba/application.asp>

Texas MBA at Houston: <http://www.mcombs.utexas.edu/houstonmba/application.asp>

You may upload your essays as part of the online application OR you may email them to the Texas MBA for Professionals Program Office. *** If you do not have your essays finished at the time you fill out the Online Application, please go ahead and submit the application and send in your essays via email on a later date, once you have completed them. Immediate submittal of your Online Application is important as it allows speedy processing and enables the admissions team to keep in regular contact with you. Please email your essays to the address below. Please include your name, email address and date of birth on each page of your essay.

Length: Essays can be either 2 pages double-spaced or 900 words.

Application-texasmba@mcombs.utexas.edu

3. **A current Professional Resume:** You will upload your resume online as part of the online application (suggested two-page maximum length). We can also accept hardcopy or emailed resumes.

4. **Two (2) Letters of Recommendation:** **As part of the online application, you will be asked to submit the names and email addresses of two references. We prefer the references be professional in nature from individuals knowledgeable of your professional experience. Please gather email addresses of your recommenders before completing your application. We recommend you launch notification to your recommenders as soon as you begin the online application. Follow the instructions in the application. Consider contacting your recommenders once you submit your application to alert them of the email coming from the University of Texas at Austin. *Occasionally these emails land in spam or junk email folders.*

**** Note- this is a new electronic system as of 10/30/09. If you have already requested that your references submit the hardcopy recommendation forms found on our website before 10/30/09, you do not have to do anything else. Please leave their emails BLANK in the online application, to avoid them being prompted to send their recommendations in again.**

5. **Certification of Financial Responsibility:** International Students Only - Preliminary information will be completed online within the application. Complete Financial Responsibility forms will be mailed to you once you have submitted the application.

6. **Application Processing Fee:** Payment of all required fees may be submitted electronically, or mailed in your Mailed Items packet. There is an additional transcript processing fee charged to all previous UT Austin students.

Additional Required Items:

1. **GMAT test scores:** Official scores must be sent by Pearson VUE. You can self report your score as part of the online application. *GMAT scores more than five years old will not be accepted.* The Texas MBA GMAT Code is **396-44-40**.
2. **TOEFL score reports** (International Students Only): Official scores must be sent by ETS. You can self report your score as part of the online application. The TOEFL is required for all non-native English speakers unless a TOEFL waiver has been granted. If you hold bachelor's degrees from a U.S. institution or from an institution in another *English-only* speaking country, you will receive a waiver of the TOEFL. We are also able to possibly waive the TOEFL based on English-speaking skills as assessed in an in-person interview- contact our office after you apply to discuss. TOEFL scores more than two years old will not be accepted. Texas TOEFL Code: **6882**
3. **Official Transcripts:** All transcripts (and translations of foreign language transcripts) must be official. Official is defined as original documents or photocopies stamped or attested by the issuing college or university. Do not list or include transcripts from community colleges, professional development programs, certificate programs, language programs, or workshops that you have attended.

You can speed the processing of your application by having your transcript(s) sent electronically to UT AUSTIN. Institutions that are on the Texas Electronic Transcript Network or which use the national ANSI ASC X12 transcript format (SPEEDE) can provide electronic transcripts. GIAC prefers to receive electronic transcripts because they can be processed much faster than paper transcripts. Check with the registrar of your institution to find out if transcripts can be sent electronically.

NOTE: If your transcripts arrived before you started your application and this item is showing as incomplete in your online status check at least two weeks after the date you submitted your application, please contact GIAC directly at (512) 475-7390 or www.utexas.edu/student/giac to follow up.

International Transcripts and Degree Certificate Requirement: If original international transcript and degree certificate documents are not available, we will accept copies of original documents, but they must be certified as true copies on every page by one of the following: 1) Any U.S. college or university which the student is currently attending 2) A government office such as the Ministry of Education or Dept of Foreign Affairs, etc. 3) Any foreign Consulate or Embassy. All pages must be certified as true copies not just the first and/or last page. We do not accept photocopies of original documents that are attested by public notaries.

If you have original foreign language transcripts and are unable to get them certified by any of the agencies listed above, and do not wish to mail in your originals, please contact the Texas MBA for Professionals Program Office at the # at the bottom of this sheet and we can provide instructions on how to submit your documents through one of our admissions centers.

We request translations of all foreign transcripts, although GIAC can translate documents in Spanish. For applicants with Spanish transcripts, providing an official translation will speed up the processing time.

Additional Items:

The following items may be mailed if necessary to complete the application.

1. **Copy of U.S. Permanent Resident Green Card** (if applicable). Note: Applicants who have applied for U.S. Permanent Residency but who do not yet have the Green Card in hand must apply as international students; should the Green Card arrive thereafter, the applicant may notify GIAC and the status will be changed to domestic applicant.
2. **Document Matching Form:** Please include this form with any materials submitted via mail (e.g. hard copy transcript or resident documents). When filled out, it assists in matching the mailed items with the electronic portion of your application. You may download the Document Matching Form from the program websites listed in the "Contact" section below.

If you want to know when your documents arrive, choose a shipping option with tracking. Otherwise the status check will reflect items received (please allow two weeks). We are unable to verify receipt of documents via phone or email.

Mailing Address:

If you need to mail any pieces of your application, please send directly to the Texas MBA for Working Professionals Program Office at the address below:

Mailing Address

The University of Texas at Austin
McCombs School of Business
Texas MBA for Professionals
PO Box 7337
Austin, TX 78713-7337

Physical Address (for UPS, FedEx deliveries)

The University of Texas at Austin
McComb's School of Business
Texas MBA for Professionals
1900 University Ave L078
Austin, Texas 78705
(512) 471-5893

Interview Policy:

McCombs utilizes an **invitation-only** interview system. This means that the Admissions Committee will review applications and invite selected candidates to interview. The Program Office will contact applicants via email to set up the interview.

In order to determine whether or not an interview will be scheduled, the Texas MBA for Working Professionals Program Office must be in receipt of at least the following application items:**

1. Online Application
2. Resume
3. Transcripts (a photocopy will suffice for interview scheduling, although the official copy will need to be received in order for an admissions decision to be made). Please email or fax unofficial transcript directly to the Texas MBA for Professionals Program office (see "Contacts" section below).
4. GMAT Score (a photocopy of the unofficial GMAT score can suffice for interview scheduling, although the official copy will need to be received in order for an admissions decision to be made). Please email or fax unofficial score directly to the Texas MBA for Professionals Program office (see "Contacts" section below).

****Essays and recommendation letters can be sent on a later date, upon completion. Please note, only fully completed files, including all of the required items listed in this document, will be reviewed for admissions decision.**

Status Check:**CHECK APPLICATION MATERIALS (GIAC) <http://utdirect.utexas.edu/nr/appstat.html>**

Use this link to monitor receipt of test scores, transcripts, essays and letters of recommendation. You can also manage your online recommendation requests (change recommenders, edit email addresses, resend requests). This status check also indicates when your application is forwarded to the graduate department (McCombs) for review. ***Please allow at least two weeks for items to show up as received. You will also receive communications from the Texas MBA program office regarding the status of your application pieces.***

All applications to the Texas MBA program undergo a two-part process. The Graduate and International Admissions Center (GIAC) handles the initial processing, and the Texas MBA for Professionals Admissions Committee conducts the application review and administers a decision.

NOTE: If your transcripts arrived before you started your application and this item is showing as incomplete in your online status check at least two weeks after the date you submitted your application, please contact GIAC directly at (512) 475-7390 or www.utexas.edu/student/giac to follow up.

Contact Information:**GIAC:**

The Graduate and International Admissions Center is the main admissions office for graduate studies for UT-Austin. They primarily ensure that each application is complete and meets our graduate eligibility requirements. GIAC does not make admission decisions for the MBA program. GIAC is responsible for the online application form so if you have any questions about submitting your online application, please contact GIAC:

<http://www.utexas.edu/ogs/about/personnel/contact.html>

Texas MBA for Working Professionals Program Office:

If you have any questions during the application process, you may also call the Texas MBA for Professionals Program Office and ask to speak with an admissions coordinator. Please contact our office if you have any questions on admissions decisions.

P: (512) 471-5893

F: (512) 471-0853

Emails:

Texas Evening MBA (Austin): texaseveningmba@mcombs.utexas.edu

Texas MBA at Dallas/Fort Worth: texasmbadfw@mcombs.utexas.edu

Texas MBA at Houston: texasmbahouston@mcombs.utexas.edu

Essays Submitted by Email:

Application-texasmba@mcombs.utexas.edu

*** If you do not have your essays finished at the time you fill out the Online Application, please go ahead and submit the application and send in your essays via email on a later date, once you have completed them. Immediate submittal of your Online Application is important as it allows speedy processing and enables the admissions team to keep in regular contact with you. Please email your essays to the address above. Please include your name, email address and date of birth on each page of your essay.

Program Websites:

Please monitor the program website for any admissions procedures updates, application deadlines and to download the Document Matching Form for any mailed items:

Texas Evening MBA (Austin): <http://www.mcombs.utexas.edu/temba/admiss/proced.asp>

Texas MBA at Dallas/Fort Worth: <http://www.mcombs.utexas.edu/dfwmba/application.asp>

Texas MBA at Houston: <http://www.mcombs.utexas.edu/houstonmba/application.asp>

Information Sessions:

The Texas MBA for Professionals Admissions Committee highly suggests that all applicants attend an information session. We hold these sessions monthly. To register, please visit:

Texas Evening MBA (Austin): <http://www.mcombs.utexas.edu/temba/infosess.asp>

Texas MBA at Dallas/Fort Worth: <http://www.mcombs.utexas.edu/dfwmba/infosessions.asp>

Texas MBA at Houston: <http://www.mcombs.utexas.edu/houstonmba/info.asp>