# Texas MBA Full-Time Application - McCombs School of Business - Fall 2013

Application to the Texas MBA program requires applicants to manage two separate but equally important departments – McCombs and the Graduate and International Admissions Center (GIAC). Failure to complete all of the steps below may result in your application being denied.

# **Application Deadlines - Fall 2013**

	Application Deadline	Decision Notification	Response Deadline
ROUND 1	Tuesday, October 16, 2012	Friday, December 14, 2012	Thursday, February 14, 2013
ROUND 2 (Priority deadline			
for scholarship consideration)	Tuesday, December 04, 2012	Friday, February 15, 2013	Thursday, April 18, 2013
ROUND 3 (Final deadline for international applicants)	Wednesday, January 23, 2013	Friday, March 29, 2013	Thursday, April 18, 2013
ROUND 4 (Final deadline for domestic applicants)	Tuesday, March 26, 2013	Friday, May 10, 2013	Friday, May 31, 2013

<u>Steps</u>	<u>McCombs</u>	GIAC
STEP 1: Pre Application	✓ Connect with McCombs	✓ Submit Official Test Scores  ○ GMAT: 396-44-45  ○ GRE: 6882  ○ TOEFL: 6882  ○ IELTS: mail to GIAC  ○ PTE: not accepted
STEP 2: Application	<ul> <li>✓ Complete Texas MBA <u>Online</u>         Application         ○ All sections must be completed.     </li> </ul>	✓ Monitor Status of Uploaded  Documents and Test Scores
STEP 3: After Application	✓ Pay Application Fee	<ul> <li>✓ Upload Transcripts</li> <li>✓ Monitor Status of Uploaded         <ul> <li>Documents and Test Scores</li> </ul> </li> <li>✓ (For US permanent residents only)         <ul> <li>Upload Copy of Green Card</li> </ul> </li> </ul>
STEP 4: Application Review	<ul> <li>✓ Monitor Email</li> <li>✓ Monitor Status of Application</li> <li>Decision</li> </ul>	✓ Monitor Status of Uploaded  Documents and Test Scores
STEP 5: After Admission	<ul> <li>✓ Texas MBA Welcome Packet (mailed to your current address)</li> <li>✓ Class of 2015 Website</li> <li>✓ Accept Offer &amp; Pay Enrollment Deposit</li> </ul>	<ul> <li>✓ Complete the Texas Residency         <ul> <li>Form – Required from all who accept offer</li> <li>✓ Submit Official Transcripts –</li></ul></li></ul>

# **CONSORTIUM APPLICANTS:**

The McCombs School is a 27-year member of the <u>Consortium for Graduate Study in Management (CGSM)</u> — a seventeen university alliance that seeks to increase the number of minorities in MBA programs and managerial positions in business. If you are planning to apply through the Consortium, your application process will be different than the McCombs application process outlined on this page. Please visit our <u>Diversity page</u> to learn more about that process or visit the <u>Consortium for Graduate Study in Management</u> website directly for more information.

## **REAPPLICANTS:**

Official test scores are kept for one calendar year. If you have submitted an application beyond one year in the past, you may be required to re-submit certain credentials. For more information on reusing components of a prior application click <a href="here">here</a>.

#### **Test Scores:**

- Official test scores must be submitted directly to the University of Texas at Austin and self-reported in the online Texas MBA application.
- Do not submit your application until you are satisfied with your scores.
- Test Score Codes: Submit official test scores to The University of Texas at Austin using the following codes:

o GMAT Code: 396-44-45

GRE Code: 6882TOEFL Code: 6882

- IELTS: scores are sent by hard-copy mail upon your request to GIAC, The University of Texas at Austin, P.O. Box 7608, Austin, TX 78713-7608
- o PTE: Not accepted at McCombs
- GMAT and GRE test scores expire five years from the test date, and TOEFL/IELTS test scores expire two years from the test date.
- The date your official scores are sent to the University of Texas should be no later than your Round Deadline. McCombs requires either the GRE or the GMAT, and for international applicants, the TOEFL or IELTS.
- Permanent residents are not required to submit a TOEFL or IELTS score. We do not accept or substitute any exams in lieu of those listed above.
- **Test Retakes**: It is recommended that you submit your application only after you are satisfied with your test scores. However, if you retake any exam and wish to have your new score included with your application, please send the new score report to the Texas MBA via <a href="mailto:email.">email</a>.
- TOEFL or IELTS Waivers (Pertains only to international applicants who have submitted applications): U.S. citizens and Permanent Residents do not need to submit a TOEFL or IELTS score. A waiver of the TOEFL or IELTS is automatically granted (no request needed) if you are an international applicant and have earned an undergraduate degree in a country where the official language is English (not just an English-speaking institution or a country where English is spoken) (see country list here).
  - o In order to request a TOEFL or IELTS waiver you must have submitted a Texas MBA application AND meet one of the following conditions:
    - 1. You have lived and worked fulltime in the U.S. or in a country where English is the official language for at least two of the past four years (see country list here).
    - **2.** You hold a masters degree from a college or university located in the U.S. or from a country where English is the official language (see country list here).
    - 3. You were educated solely in English for your undergraduate and/or prior graduate degree.
  - If you do not meet any of these conditions, you are required to submit the TOEFL or IELTS exam without exception.
     If you meet the conditions above, please check the appropriate box requesting the waiver in the test score section of your application. You will receive a confirmation of your waiver decision within two weeks of submitting your application.

## **Education History:**

- You will be allowed to upload only one PDF for each transcript entry on the pull down menu at the upload web site.
- Instructions for Uploading Transcripts
  - 1. You must satisfy the application fee before you can upload transcripts.
  - 2. Only PDF documents may be uploaded. Be sure to create your PDFs before you visit the web site.
  - **3.** You should redact (mark out) the Social Security Number (SSN) anywhere it appears on your transcript before creating the PDF and uploading it.
  - **4.** You should create and upload a PDF of the official paper transcript issued to you by the registrar at your institution. If the transcript is issued to you in a sealed envelope, it is acceptable for you to open it for the purpose of uploading.
  - 5. We will not accept grade reports or unofficial transcripts. The transcript (mark sheet) should contain a complete record of studies to date at the institution from which it is issued (i.e., the subjects taken and grades [marks] earned in each subject). If documents are written in a language other than English, complete and official English translations must be provided together with the original language records. For international transcripts, include any legend as part of the PDF.
  - **6.** Make one PDF for each institution listed on the upload site even if it includes multiple pages, translations, a legend, degree certificate, or diploma. Please keep your transcript pages in order.
  - 7. Preview your PDF for image quality to ensure that the document is complete and readable prior to uploading.
  - 8. Please do not upload your syllabus or any extraneous documents with your transcript PDF.

- **9.** Do not try to upload your transcript as a "miscellaneous admissions document." If you upload your transcript as a "miscellaneous admissions document," your file will not be reviewed.
- 10. Do not mark or alter your transcript other than redacting the SSN. If you receive an offer of admission, you will be required to submit an official paper copy of your transcript. The official transcript will be compared to the document you uploaded. Any alterations or omission of information on the transcripts submitted to The University of Texas at Austin could be grounds for cancellation of your application and/or the withdrawal of the offer of admission.

### • Upload Transcripts to GIAC:

- After you have submitted your application and paid the application fee, you will receive an email that contains a link to the GIAC document upload website where you will be able to upload transcripts. The uploaded transcript is considered to be unofficial but will be used to process your application for admission. Please do not mail official transcripts or paper copies of your transcripts before you are offered admission. Sending paper copies of documents you have uploaded will significantly delay the processing of your application. Former University of Texas at Austin students do not need to upload UT Austin transcripts.
  - Note to Former University of Texas at Austin students: You are required to pay an additional \$10 fee for transcripts if you are a former student of UT- Austin. This amount will be billed to you through "What I Owe" and may or may not be invoiced at the same time as the application fee. You must pay this fee at the time it is billed. This will satisfy any future requirement for submitting official transcripts from your UT- Austin coursework.
- See important general information on transcripts. See instructions for uploading the PDF of your transcript to GIAC.

### **Letters of Recommendation:**

- We require two professional recommendations from people who have supervised your work and/or who have assessed your performance during your career so far.
- We only accept recommendations submitted via our online admissions system.
- Emails to your recommenders will be launched as soon as you save this section of the application. The email message to your recommenders provides a link to the online recommendation form that is preferred by the McCombs Admissions Committee and linked directly to your application.
- If your recommenders do not receive the email, please ask them to check their spam or junk email box.
- You can monitor the status of your recommendations during and after submitting your application; and you can resend notifications if necessary.

#### **Application Fee:**

- Payment of the application fee is required in order for your application to be evaluated and a decision rendered.
- Within two business days of submission of your application, log onto the UT payment website "What I Owe".
- Your fee status should reflect "Paid" within two business days of payment.
- If you apply to more than one Texas MBA program or to an MBA and MSTC, you are required to pay the fulltime Texas MBA application fee and the other application fee will be waived. Please contact us **AFTER** you have submitted both applications.
- Dual Degree candidates may or may not be required to pay an application fee for information please see <u>Admission to Dual Degree programs</u>.

## **Admissions Interview Policy:**

- Interviews are by invitation only.
- The Admissions Committee will review completed applications and invite selected candidates to interview.
- Interview invitations are sent via email and can arrive at anytime during the application round.
- Applicants who are invited to interview are requested to log in and schedule an interview within a week of receiving an invitation. Interviews can be conducted on campus or with alumni in locations around the world.

# **Additional Documents and/or Supplemental Materials:**

- McCombs does not accept additional documents after you submit your application.
- Be sure to verify that you included and completed all components of your application before you submit your application. Incomplete sections and outstanding application fees will cause delays in processing.
- Once you submit your application, nothing can be altered or changed.

#### For US Permanent Residents Only:

Upload a copy of you Green Card (Permanent Residents Only) to GIAC.

- If you are a permanent resident, upload a copy of front and back of your Green Card to The University of Texas at Austin Graduate and International Admission Center (GIAC) after paying your application fee: https://utdirect.utexas.edu/apps/adm/mystatus/
- Note: This link is only available after you have paid your application fee in full.
- 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.