Texas Executive MBA at Mexico City Application - McCombs School of Business

THE BASICS

The Executive MBA at Mexico City employs a rolling admissions process – therefore completed applications are reviewed in chronological order and not grouped in rounds. Applicants can expect decisions 4-6 weeks after submittal of a complete application file.

Deadline	Date
DEADLINE 1:	✓ November 30, 2011
DEADLINE 2:	✓ February 1, 2013
DEADLINE 3:	✓ April 12, 2013
DEADLINE 4: FINAL DEADLINE	✓ May 17, 2013

Texas MBA admission is a shared process at the University of Texas at Austin between McCombs and the Graduate and International Admission Center (GIAC). Below are key steps for completing your application to the MBA program.

Steps	McCombs	GIAC
STEP 1: Get Started	✓ Connect with McCombs ✓ Start Online Application	
STEP 2: Application	✓ Complete Online Application	✓ Submit Official Test Scores
STEP 3: After Application	✓ Pay Application Fee Monitor Status of Application Decision	✓ Upload Unofficial Transcripts ✓ Upload Copy of Green Card Monitor Status of Uploaded Documents and Test Scores
STEP 4: After Admission	✓ Accept Offer (Online and submit required forms) ✓ Pay Enrollment Deposit ✓ Review MBA Resource Guide	✓ Texas Residency Form – Required from all who accept offer ✓ Official Transcripts – Required from all who accept offer

Note to re-applicants: Application materials are kept for one calendar year only. Applicants reapplying must submit a new online application form, application fee, and may choose to submit a new resume and essays. Additional letters of recommendation and test scores are not required, but may be submitted. Transcripts must be re-submitted only if additional coursework has been taken since the last application.

STEP 1 – GET STARTED

Connect with McCombs: When deciding whether or not the Texas MBA is right for you, we strongly recommend scheduling an **Information Session** **or** **Class Visit.** Attending one or both of these can help you get a feel for what it would be like to be an Executive MBA student as you interact with current students, faculty and staff.

Start Your Application: We encourage applicants to get started by creating a UT EID (or connecting to your existing UT EID) and starting the Executive MBA online application. Click here to create (or connect to) your UT EID. **The admissions committee recommends that you go ahead and start filling out the online application even if you have not taken the necessary tests (GMAT or PAEP) and (TOEFL or TOEIC) or finished your essays. This enables you to get into our system so that we may contact you with admissions updates. You can enter the test score once you take it and then submit the online form at that time (or you can go ahead and submit the application without the test score/essay and send those in to us on a later date via email).**

STEP 2 – APPLICATION

Complete Online Application:
We advise you to request an interview with our program director once you have decided to enter the application process. Please contact a member of our Program Office staff to schedule this interview. **Important Note: You may submit the online application without essays and letters of recommendation to be considered for an interview.**

- Biographical Information and Personal Information – **It is extremely important to use the same version/format/spelling of your official name throughout the application process.**
- Education History
- Test Scores
- Employment History
- Visa Information
- Essays
- Letters of Recommendation – Enter contact information of recommenders (system will send an email immediately to prompt them to fill out online recommendation form)
- Certification of Information
- Supporting application documents should be delivered to EGADE per instructions below

Deliver the following application documents to:

Tecnológico de Monterrey, Campus Santa Fe
EGADE
Carlos Lazo No. 100
Aulas 3 Nivel 0
Delegación Álvaro Obregón
Santa Fe
CP 01389
Telephone: 52 (55) 5483-2266
Email: emba.csf@servicios.itesm.mx

- Tecnológico de Monterrey, Campus Santa Fe Application Form
- Two official transcripts of your undergraduate coursework from each university attended.
  - Transcripts are required for each college or university you have attended. Foreign transcripts must be submitted in their original language, an English translation is not necessary. (Do not list or include transcripts from community colleges, professional development programs, certificate programs, language programs or workshops that you have attended)
- Two notary-certified copies of your Titulo or Award of Licenciatura
- Letter of Commitment
  - One letter from your employer acknowledging that your class attendance is required
- Birth Certificate
  - One notary-certified copy
- Pictures
  - Four "passport style" pictures

Admissions Interview Policy: For the Texas Executive MBA Program in Mexico City, we advise you to request an interview with our program director once you have decided to enter the application process. Please contact a member of our Program Office staff to schedule this interview.

The following details are provided for further clarification.

Education History: This section includes your educational background and asks you to supply your high school and college attendance dates and information. **One (1) official Transcript is required** for each college or university you have attended. Transcripts are not required from junior colleges and community colleges unless you received an associate degree. Do not list or include transcripts from professional development programs, certificate programs, language programs, or workshops that you have attended..Foreign transcripts must be submitted in their original language along with

an English translation. Photocopies (even notarized ones) are NOT considered official. To speed the processing of your file, please upload a scanned copy of your transcripts with your online application.

You can speed the processing of your application by having your transcript(s) sent electronically through the domestic transcript network. 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.

Essay: You may preview the essay question at http://www.mccombs.utexas.edu/mba/mba-mexico/admissions/apply
The essay can either be uploaded or typed within the text editor tool in the essay section of the online application. Please remember, if you do not have the essays finished at the time you start your application, you can "save" and return later to submit.

Employment History: In this section, you will be asked to provide information about your professional background and upload your **current professional resume**. Once you submit your application, you will not be able to edit your resume or any other uploaded documents. McCombs does not accept revised documents after submission. Please remember, if you do not have the resume finished at the time you start your application, you can "save" and return later to submit.

Letters of Recommendation: In the recommendation section of the online application, you will be instructed to submit the names and email addresses of two references. Emails to your recommenders will be launched as soon as you save this section of the application. Please remember, if you do not have names/contact info of your references available at the time you start your application, you can "save" and return later to submit.

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. Recommenders complete and submit the online recommendation form. You will be able to monitor the status of your recommendations and resend notifications if necessary.

Certification of Financial Responsibility: (International Admitted Students Only) If you are admitted, additional information regarding your immigration status is required. If you are, or will be, in F-1 or J-1 status, evidence of adequate financial support is required for issuance of an immigration document (Form I-20 or Form DS-2019). Completion of the Certification of Financial Responsibility form is required once you've been admitted. You can find the form and instructions for uploading it directly to the University of Texas Graduate and International Admission Center here: http://world.utexas.edu/isss/ IMPORTANT: This information is NOT required for consideration of your application for admission. You will not be able to upload any documents at this website until you have paid your application fee in full.

Test Scores:
Submit official test scores to The University of Texas at Austin using the following codes:
PAEP: Contact program administrator emba.csf@servicios.itesm.mx for PAEP submission to UT-Austin.
GMAT Code: 396-44-40
GRE Code: 6882
TOEFL Code: 6882
To register for the PAEP, contact the program administrator at: emba.csf@servicios.itesm.mx

The TOEFL is required for all non-native English speakers unless a TOEFL waiver has been granted. The TOEFL is automatically waived if you hold a bachelor's degrees from a U.S. institution or from an institution in a country where English is the only national language (CIA World Factbook). A master's degree from a U.S. institution will NOT automatically waive the TOEFL requirement. Anyone can request a TOEFL waiver.

Please note, UT-McCombs School of Business offers a GMAT Prep Course. For more information about course dates, format and location call: 1.800.409.3932 or access www.mccombs.utexas.edu/execed/gmat.

Additionally, Tecnológico de Monterrey offers a free workshop prior to every PAEP Exam.
Register at: http://www.sistema.itesm.mx/va/pe/paep/prueba/prueba.html

A waiver of the TOEFL 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).

Essays:

Essay	Essay Question
ESSAY #1 (**Required** – One-Page Max)	✓ A one-page essay discussing your goals in pursuing a graduate business education.
OPTIONAL – ESSAY #3 - 900 Words Max (only for individuals applying to more than one Texas MBA program)	✓ Please write a response detailing why you are applying to two McCombs MBA programs and explain how each can fulfill your graduate school objectives as described in your earlier essay.
OPTIONAL – ESSAY #4 - 350 Words Max	✓ Please provide any additional information to the Admissions Committee that you believe is important and/or will address any areas of concern that will be beneficial to the committee in considering your application.

Letters of Recommendation: References should come from individuals who have a superior working knowledge of the applicant, be professional in nature and should speak to the applicant's professional work, qualities, career potential and potential to succeed in the classroom. Emails to your recommenders will be launched as soon as you save this section of the application. If your recommenders do not receive the email, please ask them to check their spam or junk email box. The email message to your recommenders provides a link to the online recommendation form that is preferred by the Texas MBA Program Office and linked directly to your application. You can monitor the status of your recommendations during and after submitting your application, and you can resend notifications if necessary.

STEP 3 - AFTER APPLICATION

Pay Application Fee (non-refundable): Payment of the $125 application fee is required in order for your application to be accepted and evaluated. Within two business days of submission of your application you will receive an email with instructions on submitting payment of your application fee in the UT payment website “What I Owe.” Your application fee status should reflect “Paid” within five business days of submission.

Former UT Austin students will also be prompted to pay an additional $10 transcript processing fee for your UT Austin transcripts to be pulled from the Registrar. 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.

If you apply to more than one Texas MBA program or to an MBA and MSTC, you are required to pay the full-time Texas MBA application fee and the other application fee will be waived. Please contact us **AFTER** you have submitted both applications.

STEP 4 - AFTER ADMISSION

Accept our Offer and Pay your Enrollment Deposit: When ready, accept our offer online here. Additionally, submit your $2,000 non-refundable enrollment deposit and other admissions forms included on your MBA Resource Guide which will be mailed to you a few weeks after the date of admission.

Official U.S. Transcripts: If you are offered admission, you will be required to submit official transcripts BEFORE you will be allowed to enroll.

CONTACT INFORMATION

Connect with Executive MBA at Mexico City Staff to guide you through completing your application or with questions about the program.

UT Application
Marshall Chavez
(512) 232-6720

TEC Application
Loli Zavala
(52-55) 91-77-80-46

UT EMBA Questions
Mackenzie Snyder
(512) 232-7664