Texas MBA for Working Professionals and Executives 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
ROUND 1	Friday, October 19, 2012	Friday, December 21, 2012
ROUND 2	Friday, November 30, 2012	Friday, February 01, 2013
ROUND 3	Friday, February 01, 2013	Friday, April 12, 2013
ROUND 4	Friday, April 12, 2013	Friday, May 31, 2013
FINAL ROUND	Friday, May 17, 2013	Saturday, July 6, 2013

Steps	McCombs	GIAC
STEP 1: Pre Application	✓ Connect with McCombs ✓ TXMBA @ Houston ✓ TXMBA @ Dallas ✓ TX Evening MBA @ Austin ✓ TX Executive MBA @ Austin ○ On-campus ○ Off-campus ○ Online	✓ Submit Official Test Scores ○ GMAT: ○ Dallas, Houston and TEMBA: 396-44-40 ○ EMBA: 396-44-75 ○ GRE: 6882 ○ TOEFL: 6882 ○ IELTS: mail to GIAC ○ PTE: not accepted
STEP 2: Application	✓ Complete Texas MBA **Online** Application ○ All sections must be completed.	✓ Monitor Status of Uploaded Documents and Test Scores
STEP 3: After Application	✓ Pay Application Fee	✓ Upload Transcripts ✓ Monitor Status of Uploaded Documents and Test Scores ✓ (*For US permanent residents only*) Upload Copy of Green Card
STEP 4: Application Review	✓ Monitor Email ✓ Monitor Status of Application Decision	✓ Monitor Status of Uploaded Documents and Test Scores
STEP 5: After Admission	✓ Texas MBA Welcome Packet (mailed to your current address) ✓ MBA Welcome Website ✓ Accept Offer & Pay Enrollment Deposit	✓ Complete the Texas Residency Form – Required from all who accept offer ✓ Submit Official Transcripts – Required from all who accept offer

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. If you'd like to reuse components of a prior application contact Application-TexasMBA@mccombs.utexas.edu

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.

- **Test Score Codes:** Submit official test scores to The University of Texas at Austin using the following codes:
    - GMAT Code: 396-44-40
        - Dallas, Houston and TEMBA: 396-44-40
        - EMBA: 396-44-75
    - GRE Code: 6882
    - TOEFL 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
    - PTE: Not accepted at McCombs
- GMAT and GRE test scores expire five years from the test date, and TOEFL and IELSTS test scores expire two years from the test date.
- 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**: 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 email.
- **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).
    - 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:

- Upload unofficial transcripts to McCombs in this section. **Be sure you have blocked out any social security numbers on these documents BEFORE uploading**.
- You will also perform a separate upload of unofficial transcripts to GIAC after submitting your application and paying the fee.
- If documents are written in a language other than English, complete and official English translations must be sent together with the original language records.
- Each transcript (mark sheet) should contain a complete record of studies at the institution from which it is issued (i.e., the subjects taken and grades [marks] earned in each subject.
- **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 accept recommendations submitted via our online admissions system and emailed to Application-TexasMBA@mccombs.utexas.edu
- 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 higher of the two application fees and the other application fee will be waived. Please contact us **AFTER** you have submitted both applications.

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 in some extreme cases via Skype or a similar tool.

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, in order to update or change your application you'll need to contact Application-TexasMBA@mccombs.utexas.edu.

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.