

## W. P. CAREY MBA PRE-APPLICATION CHECKLIST

As you prepare your application for admission to the W. P. Carey MBA Program, please use the following pre-application checklist to ensure you have all necessary documentation to begin the online application available at <http://www.asu.edu/gradapp>. You may begin an application and return at any time to complete it.

### STEP 1 OF 2: ONLINE APPLICATION - GENERAL INFORMATION

Application Section	Data Required
Personal Information	Personal information such as name and address
Institution Information and Academic History	Dates of attendance and degrees conferred from all higher education institutions and respective GPAs
Names of Recommenders (2)	Please provide the names, affiliations, and email addresses for each recommender you wish us to contact. For more information please visit our <a href="#">website</a> .
GMAT	Test scores and percentiles for completed GMAT tests; if the GMAT has not been taken, leave the corresponding spaces blank; GMAT is not required for Executive MBA applicants
TOEFL/ English Proficiency	<a href="#">International applicants</a> should review details online to determine if a TOEFL or IELTS score must be submitted
Employment History	Current employer name and address
Application Fee	\$70 for domestic applicants, \$90 for international applicants payable by credit card or personal check

### STEP 2 OF 2: ONLINE APPLICATION - DEGREE SECTION AND DOCUMENT UPLOADS

Where appropriate, documents should be prepared in advance in MS Word or PDF format to upload during the online application process. All items are required for your application to be considered complete and for an admissions decision to be rendered.

Application Section	Data Required
Degree Selection	Locate the desired W. P. Carey MBA degree and planned year of enrollment
Professional Resume	Resume detailing previous work experience and accomplishments; salary history requested
Employment History	Add details online regarding your current employment
Recommendation Letters	Please submit the names, affiliations, and email addresses of <b>two individuals</b> who can answer questions about your personal qualities, professional success, career aspirations, and ability to perform in an MBA program.
MBA Application Essays #1, 2, and 3	Essay questions may vary by the W. P. Carey MBA program for which you are applying; review the essay questions on our website to begin preparation in advance; submit each essay as a separate document

SUPPLEMENTAL DOCUMENTS

Additional documents are required as part of the application process, and must be submitted by mail to the Arizona State University Graduate College for processing.

	Educational Transcripts	Official transcripts from all educational institutions attended are required; <a href="#">international applicants</a> should review additional information online regarding submission of transcripts
	Proof of Visa (Non-U.S. citizens residing in U.S.)	If you are not a U.S. citizen and live in the U.S., we will require a copy of your current visa. This can be faxed to 480.965.5158 or emailed to <a href="mailto:wpcareymba@asu.edu">wpcareymba@asu.edu</a>

You can request your transcript be sent directly from each prior institution or you may collect them in sealed envelopes and forward to ASU at one time. Please inquire if your previous institutions can include your Document Reference Number on each transcript. This information is used for authentication and matching purposes only.

Applications are considered complete when the online application has been submitted, the application fee has been paid and all supplemental documents have been processed by the ASU Graduate College. Application deadlines and decision dates are provided for your reference. Applications will continue to be accepted after the last deadline with decisions rendered according to space availability on a rolling admissions basis.

You may check the status of your W. P. Carey MBA application online at [my.asu.edu](http://my.asu.edu).

Should you have additional questions, please contact our Admissions staff at 480.965.3332 or email [wpcareymba@asu.edu](mailto:wpcareymba@asu.edu). The W. P. Carey MBA Admissions Office will gladly provide individual assistance throughout the application process.