

# Gonzaga University Graduate School of Business

## Application Guide & Checklist

### Application & Essay Questions > Complete online

- Go to [www.gonzaga.edu/mba](http://www.gonzaga.edu/mba), or [www.gonzaga.edu/macc](http://www.gonzaga.edu/macc), click on “Prospective Students” link and then “Apply Now!”
- Applicants must include a \$50 non-refundable application fee—this is waived for GU undergraduates, alumni and those who attend an information meeting.
- Submit answers to the three essay questions in 150 words or less per question with your online application.
  1. What matters most to you and why?
  2. What are your short-term and long-term career objectives?
  3. Why Gonzaga?

### GMAT > The GMAT exam is required for admission (We do not accept GRE scores)

- 1-800-GMATNOW or [www.mba.com](http://www.mba.com) for information.
- On the day of the test, request that your scores be sent to the corresponding Gonzaga MBA or MAcc program to which you wish to apply:

MBA full-time (BMM3147), MBA part-time (BMM3173), MAcc (BMM3182)
- It is recommended that you schedule the exam at least one month in advance to allow for registration and exam prep.

### Confidential Recommendations > Request two letters of recommendation

- Confidential recommendation forms are available online with application materials. NOTE: The letter of recommendation form is a fillable PDF form.
- Recommendation forms must be mailed directly to the Graduate School of Business in a sealed envelope from your recommender, or emailed from a professional email address directly to [chatman@gonzaga.edu](mailto:chatman@gonzaga.edu).
- The recommender may write a letter instead of filling out the form, or do both.
- Letters are to come from professors, supervisors, managers, etc. Character references are not accepted (i.e. letters from family members, friends of family, neighbors, etc).

### Transcripts > Request and Submit Transcripts

- One copy of official transcripts from all colleges and universities attended.
- On your application please list all colleges attended even if you took only one course.
- If you are a GU undergraduate, you do not need to request your transcripts.

### Professional Resume > Update your resume

- Update your resume so that all information is accurate.
- Your resume can be submitted electronically to [chatman@gonzaga.edu](mailto:chatman@gonzaga.edu).

### When to Apply > You can apply for Fall, Spring or either Summer Semester

- Students may be admitted to the program prior to the start of any semester.
- We do not specify deadlines for admission, however, we recommend that you complete your application three months prior to the semester you wish to start.

### Questions? Contact Us.

**PHONE:** 509-313-4622 or 800-986-9585 ext. 4622

**FAX:** 509-313-5811

**EMAIL:** [chatman@gonzaga.edu](mailto:chatman@gonzaga.edu)

**WEBSITE:** [www.gonzaga.edu/mba](http://www.gonzaga.edu/mba) or [www.gonzaga.edu/macc](http://www.gonzaga.edu/macc)

Graduate School of Business

Gonzaga University

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