

Gonzaga University Graduate School of Business

Application Guide & Checklist for International Applicants

Application > Fill out online or paper version

- Go to www.gonzaga.edu/mba, click on “Prospective Students” link and then “International Student Information.”
- A Signature Form and a Financial Declaration must be completed and mailed to us for all online applications. There are links to these documents on the website.
- Applicants must include a \$50 (US Currency) non-refundable application fee.

GMAT > Schedule at least one month in advance for registration and study time

- 1-800-GMATNOW or 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.

TOEFL > Required if you did not earn an undergraduate degree from an English speaking University

- Minimum scores~ IBT: 89, CBT: 230, PBT: 573
*Scores in the range of 213-230 CBT will be reviewed on a case by case basis.
- A personal phone interview with the Director of Graduate Business Programs may also be required.

Confidential Recommendations > Request two letters of recommendation

- Confidential recommendation forms are available online with application materials as well as included in paper applications.
- Recommendation forms must be mailed directly to the Graduate School of Business in a sealed envelope from your recommender.
- 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

- Official international transcripts must be evaluated by one of the following two evaluation services, Educational Credentials Services (www.ece.org) or World Education Services (www.wes.org).
- Students must request to have ECE or WES send the official course-by-course report to Gonzaga’s Graduate School of Business.

Professional Resume & Essay Questions > Update your resume and answer three short essays

- Update your resume so that all information is accurate.
- Submit answers to the three essay questions in 150 words or less per question.
 1. What matters most to you and why?
 2. What are your short-term and long-term career objectives?
 3. Why Gonzaga?

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: 509-313-7044 or 800-986-9585 ext. 7044

EMAIL: mbamaccws@gonzaga.edu

ONLINE: www.gonzaga.edu/mba or www.gonzaga.edu/macc

Graduate School of Business

Gonzaga University

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