

Application Guide and Checklist International Applicants

Gonzaga University Graduate School of Business

When to Apply > You can apply for Fall, Spring, Summer I or Summer II 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 four months prior to the semester you wish to start.
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Application & Essay Questions > Complete online

- Go to www.gonzaga.edu/mba, click on "Prospective Students" link and then "International Student Information."
- Applicants must submit a \$50 (US Currency) non-refundable application fee.
- Copy of passport
- A Financial Declaration and supporting bank statement must be completed and mailed to us for all online applications. There are links to this document on the website.

Short Essay Questions

- As part of your online application, you will be required to submit answers to three essay questions.
 1. What matters most to you and why?
 2. What are your short-term and long-term career objectives?
 3. Why Gonzaga?

Confidential Recommendations > Two online recommendations are required

- Recommendations are to come from professors, supervisors, managers, etc. Character references (i.e. letters from family members, friends of family, neighbors, etc.) are not accepted.
- You will need the names and contact information of your recommenders to submit with your online application.

Professional Resume > Update your resume

- Update your resume so that all information is accurate.
 - Your resume must be submitted electronically with your online application.
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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.
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TOEFL or IELTS > Required for applicants whose native language is not English.

- Minimum scores ~ IBT: 88-89, CBT: 230
*Scores in the range of 213-230 CBT will be reviewed on a case by case basis.
 - Minimum IELTS overall band score ~ 6.5
 - An in-person or Skype interview with the Director of the respective program is required.
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GMAT or GRE > Schedule at least one month in advance for registration and study time

- The MBA program accepts GMAT or GRE scores; the MAcc and MSTax programs only accept GMAT scores
 - GMAT: 1-800-GMATNOW or www.mba.com for information and registration.
 - GRE: 1-866-473-4373 or www.ets.org/gre for information and registration.
 - On the day of the test, request that your scores be sent to the corresponding Gonzaga MBA, MAcc or MSTax program to which you wish to apply:
 - GMAT: MBA full-time (BMM3147), MBA part-time (BMM3173), MAcc (BMM3182), MSTax (BMM3104)
 - GRE: MBA (3617)
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Application Questions? Contact Haley at:

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FAX: 509-313-5811
EMAIL: topliff@gonzaga.edu
WEBSITE: www.gonzaga.edu/mba

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