MBA and MAcc Application Guide and Checklist
Gonzaga University Graduate School of Business

Application & Essay Questions > Complete online
• Go to www.gonzaga.edu/mba, click on “Prospective Students” and then “Apply Now!”
• Applicants must submit 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
• 1-800-GMATNOW or www.mba.com for information and registration.
• On the day of the test, request that your scores be sent to the Gonzaga MBA program to which you wish to apply: MBA full-time (BMM3147) or 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 online recommendations
• Online recommendations are from speakers, supervisors, managers, etc. Character references are not accepted (i.e. recommendations from family members, friends of family, neighbors, etc.).
• Email the names, titles, organizations, and email addresses of your recommenders to Stacey Chatman, Assistant Director for Admissions (chatman@gonzaga.edu). Stacey will then email the online recommendation link directly to your recommenders.

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 or alumna, you do not need to request your transcripts.
• Transcripts available via eScript-Safe or Clearing House can be sent to chatman@gonzaga.edu.

Professional Resume > Update your resume
• Update your resume so that all information is accurate.
• Your resume can be submitted electronically to chatman@gonzaga.edu.

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 three months prior to the semester you wish to start.

Application Questions? Contact Stacey at:
PHONE: 509-313-4622 or 800-986-9585 ext. 4622
FAX: 509-313-5811
EMAIL: chatman@gonzaga.edu
WEBSITE: www.gonzaga.edu/MBA or www.gonzaga.edu/MAcc

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