Domestic Student Application Packet
For Professional MBA, One Year MBA and MS degrees
MBA and MS Admissions Information

The college selection process is one of the most important decisions you will make. At the CU Denver Business School, our goal is to offer a personalized approach and help you locate essential information so that you can decide what's best for you.

From the time you first submit your application packet to the date you learn about the application decision, seasoned professionals with years of higher education experience guide you.

Graduate programs at the University of Colorado Denver Business School are designed to provide a rigorous learning atmosphere to students who are serious about furthering their business education and careers. The following qualifications help determine whether applicants will likely succeed in the school's programs.

*Note: If you are applying for the Executive MBA or the Executive MBA in Health Administration, please refer to their application requirements.*

Application Deadlines

<table>
<thead>
<tr>
<th>Semester</th>
<th>Domestic</th>
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<tbody>
<tr>
<td></td>
<td>Priority*</td>
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<tr>
<td>Fall</td>
<td>April 15*</td>
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<tr>
<td>Spring</td>
<td>October 15*</td>
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<tr>
<td>Summer**</td>
<td>February 15*</td>
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<tr>
<td>Business Analytics (Fall Admission ONLY)</td>
<td>April 15*</td>
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<tr>
<td>One Year MBA (Fall Admission ONLY)</td>
<td>June 15</td>
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<tr>
<td>Global Energy Management</td>
<td>June 1 (Fall), December 1 (Spring)</td>
</tr>
<tr>
<td>Health Administration Programs (MBA/MS)</td>
<td>Limited seats available. May be full prior to the application deadline.</td>
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**IMPORTANT:** Plan to submit materials early to expedite processing. Deadlines apply to all required documents.

*To be eligible for scholarships you must apply by the deadlines listed above.* Please note that if you apply by the final deadlines you will not be eligible for scholarships and many classes may be full.

**Course offerings are limited for summer.**

***Health Administration programs - It is in your best interest to apply well in advance to the application deadline to allow for your complete application to still be reviewed.***

List of Application Materials

This application packet is for students who are US Citizens or Permanent Residents.

Please submit the following complete materials for application to the MBA or MS programs:

1. Application Fee
2. Online Application for Graduate Admission
3. In-State Tuition Classification Form (if-applicable)
4. Essay Question Responses
5. Resume
6. GMAT Test Scores
7. Transcripts
8. Letters of Recommendation (Required for Health Administration, One Year MBA and GEM)
Description of Application Materials

1. **Non-Refundable Application Fee** — For Single MBA or MS applicants = $50.00
   For Dual Degree MBA or MS applicants = $50.00
   Please Note: Once you submit your application email us at bschool.admissions@ucdenver.edu to let us know that you applied for a dual degree program (you will only be able to select one program in the online application).

2. **Online Application for Graduate Admission** - [https://application.admissions.ucdenver.edu/apply](https://application.admissions.ucdenver.edu/apply)

3. **In-State Tuition Classification Form** — If you are claiming Colorado residency for tuition classification purposes, you **must** complete the In-State Tuition Classification Form.
   If you are a current resident in one of the following states: Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, and Commonwealth of the Northern Mariana Islands (CNMI); you are eligible to receive in-state tuition if you are applying to one of the following programs: Professional MBA, MS Accounting, MS Business Analytics, Health Administration (MBA & MS), MS Finance & Risk Management, MS Information Systems or MS Taxation.
   Please submit the WRGP Verification Form which is included in the online application.

4. **Essay Question Responses** — Please submit your responses to the questions below through the online application. Try to limit each of your responses to approximately 200 words.
   1. How will the MBA/MS degree enhance your career plans? Project the kinds of positions you anticipate having five years after earning the degree. What experiences have you had that form the foundation of your goals?
   2. Give a candid appraisal of yourself. Include some discussion of your strengths and weaknesses.
   3. Discuss three of your achievements or accomplishments.
   4. Describe your level of commitment to education and the ways in which you might make a special contribution to the learning experience of others.

5. **Resume** — Your resume should outline current and previous work experience. Relevant work experience and a history of increasing responsibility are viewed positively, but are not required for admission.

6. **GMAT Scores** — The average GMAT score for those who are admitted is 580. The Professional MBA program requires a minimum total GMAT score of 500 to be considered for admission. The One Year MBA program requires a minimum total GMAT score of 550 to be considered for admission. The average score for those who are admitted to the One Year MBA program is 600. As our admission decisions are based on a combination of all required materials, test results are required for all applicants.

   If you already hold an advanced degree from a US institution, this requirement may be waived for certain programs. The admissions committee will examine your graduate transcripts to determine if you have successfully demonstrated both verbal and quantitative ability. If these abilities are not evident, you will be asked to complete the GMAT exam. We recommend you apply well before the application deadline if you are applying without the GMAT in the event that you will be asked to submit GMAT scores. Please email the graduate admissions office at bschool.admissions@ucdenver.edu to request the GMAT waiver.

For the MS Global Energy Management (GEM) program ONLY, the GMAT will be required on a case by case basis based upon work experience in the Energy sector. For questions about the GEM program, please contact GEM at gem@ucdenver.edu.
If you are currently a CU Denver undergraduate student with an Accounting or Information Systems emphasis, or are a recent graduate of one of these programs, and are applying to a master's degree in the same field as your undergraduate emphasis, you may be able to bypass the GMAT admission test requirement. For more information:

- Accounting
  [http://www.ucdenver.edu/academics/colleges/business/degrees/ms/accounting/Pages/Accounting.aspx](http://www.ucdenver.edu/academics/colleges/business/degrees/ms/accounting/Pages/Accounting.aspx)
- Information Systems

The GMAT exam is administered by computer. To find out more about the GMAT, including how to register at a test center closest to you, visit the web at [www.mba.com](http://www.mba.com). Below are the GMAT codes for our programs:

- MBA MPB-0G-78
- One Year MBA MPB-0G-65
- MS Programs MPB-0G-75

**Please note that test scores are valid for five years.**

7. **Transcripts** — Arrange to have official transcripts mailed directly to the address provided from each college or university attended. We must receive transcripts from **all** colleges and universities attended, even if transfer credit was applied elsewhere with grades posted on another transcript. Undergraduate degrees do not have to be in business, but they must be from regionally accredited colleges or universities.

   Applications missing transcripts will not be processed. Unofficial transcripts, photocopies or transcripts stamped “Issued To Student” are not acceptable. Please take into consideration that transcripts may take two to three weeks to reach our office, transcripts from international institutions may take longer, so order these as early as possible. Any missing transcripts will delay application processing.

   If you have international transcripts and they are not in English, they must be translated by a certified translator. The translation must be literal and no conversion of grades should be attempted by the translator.

8. **Letters of Recommendation** — Health Administration, One Year MBA and GEM applicants are required to submit two letters of recommendation. Letters of recommendation are optional, but recommended for all other applicants. Please use the format that is provided on the online application. Online you will list the recommender's name and email and the online system will send the recommender a form to submit.

Please Note: An interview may be required for students applying to the One Year MBA program and health administration programs. Applicants will be contacted by the admission committee to schedule the interview.

**Mailing Address**

**By US Mail:**

University of Colorado Denver, Business School
Campus Box 165,
P.O. Box 173364,
Denver, CO 80217-3364, USA

**By Courier:**

University of Colorado Denver, Business School
1475 Lawrence St., Room 4206
Denver, CO 80202, USA

If you have any questions, please call us Monday-Friday, 8:00am to 5:00pm (MST) at 303-315-8200 or email us at bschool.admissions@ucdenver.edu.

October 10, 2017