International Student Application Packet

For Professional MBA, One Year MBA and MS degrees

Business School
UNIVERSITY OF COLORADO DENVER
MBA and MS International 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 qualifications mentioned in this application packet will help us 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.

International Application Deadlines

<table>
<thead>
<tr>
<th>Semester</th>
<th>International Priority*</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>March 15*</td>
<td>May 15</td>
</tr>
<tr>
<td>Spring</td>
<td>September 15*</td>
<td>October 15</td>
</tr>
<tr>
<td>Summer **</td>
<td>January 15*</td>
<td>March 15</td>
</tr>
<tr>
<td>Business Analytics (Fall Admissions ONLY)</td>
<td>March 15*</td>
<td>May 15</td>
</tr>
<tr>
<td>One Year MBA (Fall Admission ONLY)</td>
<td>May 15</td>
<td>Contact One Year MBA</td>
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<tr>
<td>Global Energy Management</td>
<td>June 1 (Fall), December 1 (Spring)</td>
<td>Contact GEM</td>
</tr>
<tr>
<td>Health Administration Programs (MBA/MS)</td>
<td>Limited seats available. May be full prior to the application deadline.</td>
<td>January 15*** (Summer and Fall) September 15*** (Spring)</td>
</tr>
</tbody>
</table>

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 priority deadlines listed above. Please note that if you apply by the final deadlines 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.

International students currently residing in the US with a valid immigration status that allows academic study may use the domestic deadline for admission but must notify the Business School this is their intent.

List of International Application Materials

This application packet is for students who are not 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 (Please do not submit Statement of Purpose but answer the four required essay questions)
5. Resume
6. GMAT Test Scores
7. English Language Proficiency (TOEFL or IELTS)
8. Transcripts
9. Letters of Recommendation (Required for Health Administration, One Year MBA and GEM)

Description of International Application Materials

1. Non-Refundable Application Fee — For Single MBA or MS applicants = $75.00
   For Dual Degree MBA or MS applicants = $75.00
   Please Note: Once you submit your application email 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

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.

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. Please do not submit Statement of Purpose but answer the four required essay questions.
   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.)

   If you already hold a master’s 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 those 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 Business School Admissions department at bschool.admissions@ucdenver.edu to request the GMAT waiver.

   If you already hold a master’s degree from a non-US institution, you can still request to waive the GMAT for certain programs. However, your international transcript needs be evaluated first to see if the master’s degree is equivalent to a US master’s degree. When you receive the email from the Business School Admissions department that your transcript evaluation is complete, please email bschool.admissions@ucdenver.edu to request a GMAT waiver.

December 21, 2017
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. **English Language Proficiency (ELP) Requirement**

Applicants will be considered to have the required English language proficiency if they meet one of the following criteria:

1. The applicant submits a TOEFL score that meets the minimum requirements: MBA = 83 (IBT) or 560 (PBT), One Year MBA = 90 (IBT) or 575 (PBT), all other programs = 75 (IBT) or 537 (PBT). TOEFL school code: 4875.

   Including obtaining the following minimum sub scores:
   - Reading: Minimum score of 15 (IBT)
   - Listening: Minimum score of 15 (IBT)
   - Speaking: Minimum score of 18 (IBT)
   - Writing: Minimum score of 17 (IBT)

2. The applicant submits an IELTS score that meets the minimum requirement of 6.5.

   Including obtaining the following minimum sub scores:
   - Reading: Minimum score of 5.5
   - Listening: Minimum score of 5.5
   - Speaking: Minimum score of 5.5
   - Writing: Minimum score of 5.5

3. The applicant has graduated from the University of Colorado Denver’s ESL Academy and submits a copy of the completion certificate.

4. The applicant has graduated from a US/UK accredited school abroad with English as the medium of instruction.

5. The applicant has earned an associate’s or bachelor’s degree in the US or has successfully completed a minimum of two semesters of full-time study in a master’s program at an accredited institution in the US.

6. The applicant is a citizen of a country whose official language is English. These countries include Australia, Belize, Botswana, Canada (except Quebec), Commonwealth Caribbean, Ghana, United Kingdom, Ireland, Kenya, New Zealand, Singapore, South Africa, and Zimbabwe.

More information about taking the TOEFL can be obtained by visiting the TOEFL Web site ([http://www.toefl.org/](http://www.toefl.org/)).

More Information on taking the IELTS can be obtained by visiting the IELTS website ([http://www.ielts.org/](http://www.ielts.org/)).

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

December 21, 2017
8. **Transcripts** — Arrange to have official transcripts from each college or university attended mailed directly to the address provided below. Official transcripts are those that arrive at our office in an envelope sealed by the institution or local ministry of education. All documents must be accompanied by a certified English translation.

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.

9. **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 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 Admissions
Campus Box 165
P.O. Box 173364
Denver, CO 80217-3364, USA

**By Fed Ex, DHL, or UPS:**
University of Colorado Denver
Business School Admissions
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 bschool.admissions@ucdenver.edu.