

Katz Immersion MBA, Greensburg Campus

Please read and follow these instructions carefully to complete your application and to avoid processing delays.

The Joseph M. Katz Graduate School of Business uses an application procedure that is managed by the applicant. Therefore, it is the responsibility of the applicant to ensure that the application is complete and submitted in accordance with the following guidelines:

- 1. The application form must be completed in full.**
- 2. Enclose a copy of your unofficial GMAT score report.** Official Graduate Management Admission Test (**GMAT**) scores must be forwarded directly to the University of Pittsburgh, Katz Graduate School of Business, MBA Admissions Office from Pearson VUE. Our GMAT® Program Code is **DPZ-M5-66** for the part-time MBA program. The GMAT test should be taken at least four weeks prior to the July 31 deadline.
- 3. Enclose a copy of your unofficial TOEFL score report.** The Test of English as a Foreign Language (TOEFL) is required if English not the **ONLY** officially recognized language of the applicant's country of citizenship, even if English has been the medium of instruction. Official TOEFL scores must be forwarded directly to the University of Pittsburgh, Katz Graduate School of Business, MBA Admissions from the Educational Testing Service, **ETS Code Number 2927-02**. *Please be advised that there are several admissions offices within Katz and MBA admissions will not receive the score report if any other code is used.* The TOEFL test must be taken at least four weeks prior to the deadline for which you are applying. A minimum total score of 600 is expected on the paper-based test, and a minimum total score of 100 is expected on the iBT TOEFL test.
- 4. Official Transcripts/Academic Documents.** The envelopes containing your **official** transcripts/academic records must be sealed and signed across the envelope flap by the institution's Registrar and arrive in our office unopened. Please submit documents for all university level undergraduate (post secondary) and graduate academic work.

5. **Certified copy of graduation diploma/certificate** is required if the degree received is from a university/post-secondary institute outside the United States.
6. **Essay Responses.** Essay Responses should each be between 750 – 1,000 words in length.
7. **Two (2) Professional Recommendations.** You must indicate your choice to either waive your access or not to the completed recommendation form, and you must enter your signature on the line provided on the Recommendation Evaluation Form *before* giving it to your recommender to complete. The envelope containing the completed Recommendation Evaluation Forms must be sealed and signed across the envelope flap by the recommenders and arrive in our office unopened. A postcard will be mailed to each recommender to acknowledge our receipt of the recommendation.
8. A photocopy of your Permanent Resident Card (green card) if you are a US Immigrant/US Permanent Resident
9. **Current Resume.** Submit a current resume in MONTH/YEAR format. Please include all positions held and indicate if the positions were full-time or part-time. Please also submit a brief description of job responsibilities.

NOTE: When you have received all transcripts/academic records and both recommendation evaluation forms, enclose the documents in a large envelope, along with your check or money order payable to the University of Pittsburgh, and mail to:

MBA Admissions
Joseph M. Katz Graduate School of Business
301 Mervis Hall
University of Pittsburgh
Pittsburgh, PA 15260
Attention: Katz Immersion MBA at Greensburg

Receipt Notification: Receipt of your application packet will be acknowledged by email within three weeks of receipt. **All documents submitted to the University of Pittsburgh and the Katz Graduate**

School of Business become the property of the University of Pittsburgh and cannot be returned to the applicant. Questions: If you have any questions about these procedures, you may contact the Oakland MBA Admissions Office by phone at 412-648-1700; by fax at 412-648-1659; or by e-mail at MBA@katz.pitt.edu.