

# Katz MBA Program - Application Instructions

Thank you for applying to The Joseph M. Katz Graduate School of Business MBA Program at the University of Pittsburgh. These instructions outline the information applicants need to submit their application to our business school and the program's decision-making process. We use a self-managed application process where it is incumbent upon the applicant to follow the directions carefully to complete the application and to avoid processing delays. You will apply online and submit, in one envelope, all remaining application components.

Please send the self-managed envelope to:

*Katz Graduate School of Business  
MBA Admissions  
301 Mervis Hall  
Pittsburgh, PA 15260*

## APPLICATION COMPONENTS

The Admissions Committee considers the entire application when making an admission decision. Therefore, it is necessary for you to submit all application components to allow the Admissions Committee to make an informed decision about your application. These components are:

- Application Form (online\*)
- Application Fee (online\*)
- Personal Essays (online\*)
- Recommendation Forms (online\*)
- Current Resume (online\*)
- Official Transcripts/Academic Documents (submit in self-managed envelope)
- **GMAT Score** (have the official score sent to us using the Pearson Vue **GMAT® Program Code: DPZ-M5-46** for the **Full-time MBA** program and **DPZ-M5-66** for the **Part-time MBA** program)
- **TOEFL Score** (have the official score sent to us using **ETS Code Number: 2927-02**). If a code other than 2927-02 is used, your score will not arrive in the MBA Admissions Office.

**PLEASE NOTE:** No substitutions to the above will be accepted. Additionally, we will *not* review any additional information submitted by an applicant other than what is requested above. All information submitted will become the property of the University of Pittsburgh and the Joseph M. Katz Graduate School of Business and cannot be returned to the applicant. Additional information received that we have not requested will be discarded.

Detailed information for each application component can be found on the following pages of this document.

\* The URL for our online application is: <http://www.business.pitt.edu/katz/apply/> - please follow the online application link.

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## APPLICATION DEADLINES

The Admissions Committee reviews applications for the **Full-time MBA program** in four rounds between October and April. The deadline date and an associated date by which we will advise you of the committee's admission decision define each round. To be guaranteed consideration for a given entry, **we must receive your application and all component parts (including official test scores) by the following deadline dates in order to be considered for that date.** The dates are:

<b>One-Year MBA, Two-Year MBA and Dual Degree Programs Program Start – August 2010</b>	
Full-time Application Deadlines	Decision Notification
October 15 <sup>th</sup>	December 1 <sup>st</sup>
December 1 <sup>st</sup>	February 1 <sup>st</sup>
February 1 <sup>st</sup> <b>(Scholarship Deadline)</b> <ul style="list-style-type: none"> <li>• Recommended deadline for international students due to the time required to process visa documents.</li> </ul>	April 1 <sup>st</sup>
April 1 <sup>st</sup> <b>(For Domestic Applications Only)</b> <ul style="list-style-type: none"> <li>• Following the April 1 deadline, we will accept domestic applications on a space-available basis.</li> </ul>	May 14 <sup>th</sup>

The Admissions Committee reviews applications for the **Part-time MBA program** on a rolling basis, with three entry points during the year. To be guaranteed consideration for a given entry, we must receive your application and all component parts by the following deadline dates. The dates are:

<b>Part-time MBA and Dual Degree Programs</b>	
Part-time Application Deadlines	Decision Notification
July 1 <sup>st</sup> (for Aug entry)	Completed applications will be reviewed by the Admissions Committee beginning on the deadline date.  Decisions will be sent out within 3 weeks of the completion of your application.
November 1 <sup>st</sup> (for Jan entry)	Completed applications will be reviewed by the Admissions Committee beginning on the deadline date.  Decisions will be sent out within 3 weeks of the completion of your application.
March 1 <sup>st</sup> (for Apr entry)	Completed applications will be reviewed by the Admissions Committee beginning on the deadline date.  Decisions will be sent out within 3 weeks of the completion of your application.

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## MEETING THE DEADLINE

Submission of electronic portions of an application on or before a deadline does not constitute meeting the deadline ***unless all component parts of your application are also received by the deadline date***. We will consider applications received after the deadline only as space permits. *Deadlines that occur on a holiday or weekend will be extended through the next business day.*

## MBA PROGRAM START DATES

Full-time MBA program options: The One-Year MBA, Two-year MBA and Dual Degree MBA programs start in mid-August.

Part-time MBA Program: There are three (3) entry points for the part-time program: August, January and April.

## NOTIFICATION OF RECEIPT

You will receive an email indicating that your online application data form has been submitted. Receipt of the self-managed envelope will be acknowledged via email once the submitted documents are inventoried. The inventory process is done in chronological order based on our receipt of the self-managed envelope. Following the inventory process, you will receive an email notification advising if your application is complete or incomplete.

**You can expect to receive this email within three (3) weeks of the deadline that you meet. Due to the large volume of applications received in our office, we will be unable to acknowledge receipt of your materials before this three-week timeframe.**

All documents submitted to the University of Pittsburgh and the Joseph M. Katz Graduate School of Business become the property of the University of Pittsburgh and cannot be returned to the applicant.

## EVALUATIVE INTERVIEW

Full-time MBA program options: While not a strict requirement of every prospective candidate, evaluative interviews are conducted regularly prior to the first application deadline. After the first application deadline, interviews are arranged by invitation from the Katz School

Evaluative interviews may also be conducted off-site at select locations if scheduled in advance, as well as during our on-site MBA for a Day program. (See the Admissions Office travel schedule at: <http://www.business.pitt.edu/katz/mba-admissions/repsontheroad.html> as well as our MBA for a Day schedule at: <http://www.business.pitt.edu/katz/mba-admissions/full-time.html>).

Part-time MBA Program: Interviews are arranged by invitation and are subsequent to an initial application review by the Admission Committee.

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## **SELECTION CRITERIA**

The Admissions Committee will assess your application materials as well as feedback from any additional interactions with you to make their selection for our program. As part of this highly competitive selection process, we consider a variety of criteria that measure your demonstrated skills and assess your potential as a Katz MBA student and future business leader and alum. We assess you in three different areas. They are:

**Previous academic performance and analytical skill** -- Through course work and the GMAT exam, we will assess your ability to conduct quantitative analysis, acumen for business and overall intellectual ability.

**Demonstrated leadership skills and successful record of accomplishment** – Your resume will reflect your work experience to this point. In addition to your resume, during your interview, you will have an opportunity to articulate examples of your ability to assume responsibility and use your leadership skills to achieve measurable results. Recommendation forms will also give us insight into your potential in this area as well as your interpersonal and communication skills.

**Goals and Objectives** -- You have the opportunity through your essays and during your interview to convey your plan for your career. How will you connect your experiences and future aspirations?

## **DECISION NOTIFICATION**

Admission decisions are not released over the phone. Candidates are sent an unofficial notification of the Admission Committee's decision by email on the notification date by 5:00 PM EST. If the notification date falls on a weekend or holiday, decisions will be sent by 5:00 PM EST the following business day. It is critical that you ensure the Admissions Office has a valid email address. Official notification of the Admission Committee's decision is sent by mail. If you are admitted, the official notification will contain specific information for completing the admissions process in order to matriculate at the Katz School. You are responsible for carefully reading the entire admissions packet sent as the official notification and taking action as is appropriate.

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## DETAILS OF APPLICATION COMPONENTS

Following are details of each application component. If you have any questions about this information, contact our office well in advance of the application deadline. You may contact the MBA Admissions Office by phone at 412-648-1700; by fax at 412-648-1659; or by e-mail at [mba@katz.pitt.edu](mailto:mba@katz.pitt.edu).

**Application Data Form:** The online application form includes general data as well as recommendations and essays.

**Application Fee:** Each applicant is required to submit a \$50 non-refundable application fee. Please follow the instructions for payment, which are included in the online application.

**Personal Essays:** Submit responses to questions for all three required essays in the online application form. Please use double spacing and limit your essay to between 750 – 1,000 words in length. A fourth, optional essay is available for you to communicate something to the Admissions Committee that you feel is not otherwise addressed in your application.

**Recommendations:** We require two (2) recommendation forms from a professional relationship. The online application provides a mechanism for obtaining these electronically as well as the ability to print a form and have the recommender complete the form in writing. If you choose the latter option, make sure to include the completed forms in your self-managed packet once you collect the forms. The recommender should place the completed form in an envelope and write their signature across the sealed flap of the envelope. Notification will be sent to each recommender to acknowledge our receipt of their recommendation.

**Current Resume:** Submit a current resume in month/year format in two (2) sections. The first section should list all full-time positions held. Include the name and location of employer (including military service), your title and the dates you began and ended employment. Please also present a brief description of your job responsibilities for each entry. In the second section, please list the same information for all part-time and internship positions.

**Official Transcripts/Academic Documents from U.S. Institutions:** We require current official transcripts from each college or university attended. Please submit documents from all academic work, undergraduate and graduate. You are responsible for obtaining all transcripts, **including those from the University of Pittsburgh.** Official transcripts or credentials are those that bear the original signature of the registrar and the seal of the issuing institution.

The envelopes containing your official transcripts must be sealed and signed across the envelope flap by the institution's Registrar and arrive in our office unopened.

**Official Transcripts/Academic Documents from non-U.S. Institutions:** We require current official transcripts from each college or university attended. Please submit documents from all academic work, undergraduate and graduate.

All academic documents must be official. Official documents are defined as original academic records issued by the institution attended that bear the actual—not photocopied—signature of the registrar or appropriate official and the seal/stamp of the issuing institution.

Academic documents - These documents must be for each year of university-level study, must list the course names, and must list the grades received.

Records issued only once by institutions should be photocopied and certified as official copies by either school officials or legal authorities. Do not send originals of academic documents that cannot be replaced. You must obtain properly certified copies. If admitted, you will be required to bring the original academic documents with you for verification.

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Diploma/Certificate of Graduation - **A certified copy of the original diploma/certificate of graduation and the official grading scale/system from each university or college attended must also be submitted.**

If your university or college issues the academic documents and diploma/certificate of graduation in a language other than English, you must submit a certified copy of the original document in the original language plus a certified English translation. Do not submit a translation only. All translations must be complete and literal translations of the original records.

Please note that documents submitted to the University of Pittsburgh become the property of the University and cannot be returned to the applicant under any circumstances. We will **not** review any additional information submitted by an applicant other than what is requested above. Additional information received that we have not requested will be discarded.

**Permanent Resident Card:** A photocopy of your Permanent Resident Card (green card) if you are a U.S. Immigrant/U.S. Permanent Residents must be submitted.

**GMAT Score:** Official Graduate Management Admission Test (GMAT) scores must be forwarded directly to the University of Pittsburgh, Katz Graduate School of Business, from Pearson VUE. Our GMAT® Program Code is **DPZ-M5-46** for the **Full-time MBA program**, and **DPZ-M5-66** for the **Part-time MBA program**. The GMAT test scores **must** be received by the MBA Admissions office prior to the deadline date in order for your application to be considered as having met the deadline.

**TOEFL/IELTS Score:** Official TOEFL or IELTS scores must be forwarded directly to the University of Pittsburgh, Katz Graduate School of Business, from the Educational Testing Service, **ETS Code Number 2927-02**. If a score other than 2927-02 is used, your score will not arrive in the MBA Admissions Office. The official scores **must** be received by the MBA Admissions office prior to the deadline date in order for your application to be considered as having met the deadline.

The Test of English as a Foreign Language (TOEFL) and the International English Language Testing System (IELTS) are required if the applicant is a citizen of a country where the official language is not English, **even if English has been the medium of instruction**. Exemption from this test may be permitted only when the applicant has received a degree from an accredited U.S. institution.

**TOEFL/IELTS Score (continued):** The admission committee requires a minimum total score of 600 on the non-computer-adaptive (paper-based) TOEFL test, a minimum total score of 250 on the computer-adaptive TOEFL test, or a minimum total score of 100 on the internet-based TOEFL. A minimum band score of a 6.5 is required by the admissions committee on the IELTS.

If you took the tests more than two years ago, you are required to retake them.

## **Financial Certification for International**

**Students:** If admitted, you will be emailed a copy of our financial certification forms. For immigration purposes, you will be required to show documentation of financial resources in the amount of the current academic year's tuition, fees and living expenses.