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# MBA APPLICATION GUIDE



If you want to make it big in the world of business, a degree in MBA or Masters in Business Administration is what you want. The reason why it is the most popular graduate degree in the United States is that it is a versatile degree that is applicable to almost any kind of field of interest. This degree is recognized worldwide so it is very handy if you want to have a great career abroad. Getting into a business school that offer an MBA program is not a walk in the park though. This guide will equip you with all the information you need to know for an MBA application.

When you have the proper knowledge, your application for an MBA degree will be a lot easier.

## HOW CAN I GET INTO A MBA PROGRAM?

Before we discuss the components for applying into an MBA program, let us have a look at the process an applicant has to go through.

### 1. Candidate Profile

You may be asked to complete an optional candidate profile form online. Once you have filled up this form and send it to the institution, you will receive a personalized feedback on your profile from the school's admissions team. This will provide the institution information about you and at the same time guide you in thinking over it if you are fit for an MBA degree.

### 2. MBA Application Process

There are different deadlines for an application depending on the calendar of the school you want to attend. Be sure to send your requirements so that your application may be considered. There are schools that require you fill up application forms and send them by mail and there are also those who require you to complete a form online. If a school provides a checklist, make sure you have everything before you send your application.

### 3. Pre-Selection Jury

Business schools have admission committees that gather and conduct a pre-selection jury where they examine applications in detail. Everything will be considered including your educational background, working experience, international exposure, and your essays and letter of recommendation.

### 4. Interview

If your application was considered, you may be then invited by an interview (or two depending on the school's regulation). The interviews will check if you really have what it takes to go through an MBA program. In interviews, your communication skills, potential for leadership, ability to effectively contribute to a discussion, and your personality's compatibility with the program. Interviews are often held 1 week before the admission date so make yourself available during that period so that your MBA application will not be wasted.

## 5. Admission

After the interviews are done, the admission committee will meet and discuss on which application to consider and accepted. They will again review every aspect of an applicant's application including essays, recommendations and reviews of performances. There are only three outcomes after this phase of your application:

- You are accepted.
- You are not accepted.
- You are placed on an official waiting list.

## MBA APPLICATION REQUIREMENTS

- ✓ **Completed application form** - Depending on the institution, you may be asked to send an application form by mail or complete an online form.
- ✓ **A Bachelor's degree** - It is not required to have a business related degree to get into an MBA program. All accredited undergraduate degree is accepted but a business related one has some advantages.
- ✓ **Official/Unofficial Transcript** - Some programs require separate official or unofficial transcripts from every college or university that an applicant has attended.
- ✓ **Self-reported GMAT or GRE scores** - All applicants must take the GMAT, although the GRE is also considered on a personal case basis.
- ✓ **Resume** - Usually, a program requires a one-page resume and is presented like it would be sent to an employer.
- ✓ **Comprehensive Work History** - This is needed for the assessment of your career progression.
- ✓ **Essays** - [MBA admission essay](#) can give a university an insight on your skills, abilities and personality. Effective MBA personal statement tips will be provided later in this guide.
- ✓ **Letters of Recommendation** - The usual letters of recommendations that are widely accepted are those from former managers and clients as long as they give meaningful information about the applicant.

The advertisement features a woman in a white shirt and black vest holding a red folder. The background is a blue and orange gradient. The text reads: 'Our writers know how to make your MBA personal statement stand out'. Below this are three bullet points: 'We always tailor the draft to the chosen MBA school', 'We meet MBA application requirements in full', and 'Low GMAT is not a challenge for us'. At the bottom, it says 'Be ready to discuss your draft with the writer!' and 'ORDER >'.

Our writers know how to make  
your **MBA personal statement** stand out

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Be ready to discuss your draft with the writer!

**ORDER >**



writing. Be original and write experiences that are really your own. Never copy [MBA personal statement examples](#) from the internet.

### MBA PERSONAL STATEMENT SAMPLE

*After graduating from college and entering the workforce at IT International, I began to notice the need our company had for more well-rounded and well-versed business professionals with a true understanding of international relations. It was at that moment that I realized my undergraduate studies had not provided me with the type of educational experience I needed to help my company and my team thrive. It was at that moment I realized that with the educational experience provided in an elite MBA program; I would have the skills and experiences necessary to help my company grow.*

*I have been with IT International for the past two years gaining experiences that will help me be a more engaged and attentive MBA student. I have spent this time preparing myself for the next step in my professional journey and learning what areas I will need to focus on in my MBA studies so that I can best fulfill the needs of businesses in today's market. I quickly realized that not only did I spend four years in undergraduate studies preparing for life in the working world, but that now I was spending my time in the working world preparing for school.*

*For the past two years I have enjoyed a working experience that has been both educational and inspiring. I have not only learned the ropes but found out what a company in today's market needs to be successful and I have come to understand the importance of strong leadership in today's working world. These past few years I have spent my time preparing myself to not only be a better business professional but to be a better MBA student, once I find the proper MBA program.*

VIEW MORE [MBA PERSONAL STATEMENT SAMPLES](#)

#### **Tip No. 4: Organize your personal statement.**

Your statement should have the proper structure. These are the three main parts of a good personal statement that you should always keep in mind:

- **Introduction.** You need to capture and hold an admission officer's attention from the start. Feel free to use anecdotes, quotes or even a short story as long as they are relevant to the theme of your personal statement. Be creative and make your introduction as interesting as possible. If an application officer can finish the whole introductory paragraph, chances are they will read the whole statement.
- **Content or Body.** Remember to keep your entries concise but meaningful. Make sure that you stay in focus and do not deviate from the theme of your personal statement. Avoid babbling. You must brainstorm before you write so that you can select the best entries that you would like to include in your personal statement. Use proper language

and avoid sounding arrogant. Show that qualities that makes you a perfect candidate for an MBA program.

- **Closing.** Make sure that the closing segment of your personal statement jives with the whole essay. The purpose of your closing segment is to wrap everything up, summarize the message you want to convey and create a lasting impression of you to the admission officer's mind.

**Tip No. 5: review, edit and revise your draft.**

One of the most important MBA application guide tip for writing your personal statement is to review your work once you are done writing. No matter how good you are as a writer, there is always a chance that you have an error or two in your personal statement. After writing our application statement, take a step back and take a break. Take an hour, day or even a week far from your personal statement depending on the time you have. Stepping back from your personal statement will clear your mind so that you can review your work better once you are back. Start with the basic and check for grammatical and spelling error. Then start to remove redundant or irrelevant information. If you think that you need to do everything over, do not be afraid and just do it. Remember that you cannot change your personal statement once you already sent it to the school that you want to attend. Another great strategy in editing your work is to let other people read it. They may detect errors that you have missed the first time you reviewed your statement.

WANT TO GET A PROFESSIONALLY WRITTEN MBA APPLICATION DOCUMENTS?

HIRE PROFESSIONALS WITH 20% DISCOUNT AT [WWW.MBAPERSONALSTATEMENT.ORG](http://WWW.MBAPERSONALSTATEMENT.ORG)

A promotional banner with a blue background and a white border. At the top, the text 'Apply To Your Dream MBA Program With Us!' is written in a bold, white, sans-serif font. Below this, there are four yellow stars arranged in a 2x2 grid. The top-left star is followed by the text 'Affordable Prices'. The top-right star is followed by 'Professional Writers Team'. The bottom-left star is followed by 'Unique Personal Statements'. The bottom-right star is followed by '100% Satisfaction Guarantee & Privacy Policy'. At the bottom of the banner, the text 'ORDER NOW' is written in a bold, white, sans-serif font on an orange background.