

## Graduate Application

### Check-off List

#### 1. Submit at least the on-line M.B.A. or M.S. application portion at [www.business.shu.edu](http://www.business.shu.edu).

After you write the one-page essay ahead of time, it'll only take **30 minutes** to complete the application portion on-line, so hit the "submit" button on-line before this Sunday night. It will look good to the Graduate Admissions Committee if we receive just the on-line application well before the deadline!

- On-line M.B.A. or M.S. application (will only take 30 minutes after the essay is written)
- Application fee (enter credit card information on-line to pay the \$75 application fee)
- Resume (attach as a Word document)
- Two-paragraph essay (attach as a Word document)

#### 2. Have transcripts and one recommendation form mailed.

- All official transcripts from all universities attended (International transcripts will not be accepted. We must receive a WES evaluation directly from WES for all international coursework. Visit [www.wes.org](http://www.wes.org).)
- ONE Recommendation form (Three forms are needed for the M.B.A. in Sport Management.)

#### 3. Register for a GMAT date today.

There are only four New Jersey test centers – Atlantic City, Somerset, Trenton, and Lyndhurst.

Ideal test dates are very hard to get!

Register for your date **today** and leave at least one month after that in case you need to retake it.

- At [www.mba.com](http://www.mba.com), schedule your GMAT date today to get the location you want, and start by taking five actual GMAT exams at [www.800score.com](http://www.800score.com) for only \$20!