

APPLICATION PROCEDURES: *for International Applicants* Online MBA Program

This program offers a rolling admissions deadline, and applicants may apply at anytime.

**Send application items to the Office of Graduate Business Programs, Clarkson University,
PO Box 5770 (UPS/FedEx use 8 Clarkson Avenue), Potsdam, NY USA 13699-5770**

- Full-time applicants from the U.S. and Canada are required to pay a \$25 application fee. This fee will be waived for those who apply before December 30th for the fall semester or June 30th for the spring semester. You are encouraged to apply on-line at <http://www.applyweb.com/apply/clarksng/index.html> (click on the “apply online” button). Should you qualify for an application fee waiver, you may request one online at the time of applying.
 - Ask three references who can evaluate your work and overall motivation to pursue your degree. When completing the on-line program application mentioned above, you will be prompted for the name and contact information of three references. Once this information is filled in and the program application is submitted, an automatic email will be generated and sent to each of your references requesting they complete our letter of reference form on your behalf. If your recommenders have difficulty completing their letters of reference on-line, or if they prefer to complete their letters of reference using a hard copy of our reference form, one can be obtained at http://www.clarkson.edu/business/mba/documents/Reference_Form.pdf.
 - Submit a detailed Resume.
 - Submit written essays for the following two topics (one page in length each, double-spaced):
 - A. Describe your career progress to date and your future short-term and long-term career goals. How do you expect an MBA from Clarkson University to help you achieve these goals?
 - B. Describe a personal characteristic or something in your background that will help the Graduate Admission Committee to know you better.
- OPTIONAL: If you feel there are extenuating circumstances of which the Committee should be aware, please explain them here (i.e. gaps in work experience, academic performance, choice of references, significant strengths or weaknesses to your application, etc.)
- Send official transcripts of all college coursework and course syllabi directly to the Office of Graduate Business Programs.
 - Applicants must submit an official score report from either the Graduate Management Admissions Test (GMAT) or the Graduate Record Examination (GRE). The test score may be submitted directly with the application or forwarded by the appropriate testing service. For the GMAT, you may request your score from the Graduate Management Admissions Council at www.mba.com. Clarkson’s GMAT school code is V1G-53-52. For the GRE, you may request your score from the Educational Testing Service at www.gre.org. Clarkson’s GRE school code is 2084. **NOTE:** Applicants that have completed a Master’s or Doctoral degree program **may** have their standardized test waived from the application.
 - Test of English as a First Language (TOEFL) scores are required (minimum 550 PBT, 213 CBT, or 80 iBT) for all international applicants whose native language is not English. A TSE (Test of Spoken English) exam is required for international applicants unless the TOEFL iBT test was taken with a score of 80 or better. Otherwise, the TSE may be waived with a telephone interview by calling the Office of Graduate Business Programs at 1-315-268-6613 (Clarkson’s TOEFL code is 2084, and information can be found at www.toefl.org).

NOTE: International applicants may submit an IELTS exam in lieu of the TOEFL (minimum 6.5 score is required). Information for this exam can be found at www.ielts.org.

Your application will be reviewed when your file is complete. A complete file includes the application, three letters of reference, all college transcripts, resume, essays and all required test scores.