

APPLICATION PROCEDURES

Graduate Business Programs

Master of Business Administration (MBA)

We offer a rolling admission deadline for our program. The One-Year MBA program begins in the fall semester only. Students who have not met all the prerequisite requirements may enroll in the spring or the summer Business Concepts Program prior to entering the One-Year MBA in the fall.

- Complete and return the application to the Office of Graduate Business Programs, Clarkson University, PO Box 5770 (UPS or FedEx use 8 Clarkson Avenue), Potsdam, NY 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. There is no application fee for part-time applicants or applicants who have completed/will be completing their undergraduate degree at Clarkson University. You are encouraged to apply on-line at <http://www.applyweb.com/apply/clarksng/index.html>. Should you qualify for an application fee waiver, you may request one on-line at the time of applying.
 - 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 and why now?
 - 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.)
 - Ask three references who can evaluate your work (academically and/or professionally) and overall motivation to pursue your degree. You must register your referees on-line at <http://www.applyweb.com/apply/clarksng/index.html>. From there, your referees will complete their letters of recommendation electronically (unless otherwise requested).
 - Send official transcripts of all college coursework 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.ets.org. Clarkson's GRE school code is 2084.
 - Your application will be reviewed when the file is complete. A complete file includes the application, three letters of reference, all college transcripts, resume, essays and all required test scores.
 - Merit scholarships are considered during evaluation. There is no separate application for a scholarship or a Graduate Assistant position. To be considered for a 50% tuition waiver, completed applications need to be received by December 30th for the first round of evaluations or by March 15th for the second round.
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For more information about the One-Year MBA, please contact the Office of Graduate Business Programs, Clarkson University, PO Box 5770 (for UPS or FedEx use 8 Clarkson Avenue), Potsdam, NY 13699-5770; phone 315-268-6613; toll free number 866-333-6613; fax 315-268-3810; email busgrad@clarkson.edu