



MBA Application Instructions

Welcome to the UF MBA programs and the Gator Nation!

We want to thank you for applying to the program and congratulate you on taking this important step towards enhancing your career.

Application Deadlines and Important Dates

Please visit our website for current information on our [application deadlines](#) for each program option.

The rolling admissions process means that applications are accepted and reviewed year-round. It is to your advantage to submit a completed application as early as possible to ensure available space in the incoming class. If there is space available in a class after the deadline, applications will continue to be accepted.

International students who will require a student visa to study in the United States must apply at least two months prior to the deadline to ensure adequate time to process an I-20.

The Application Process

How long the application process takes is up to you. Some applicants take several months to complete their application, while others complete finish it in a few weeks. The order that you send and submit materials to us does not matter, as we will create a file for your materials. Your application will not be reviewed until it is complete. Once complete we will try to review the application quickly, normally within a few weeks, as we do rolling admissions.

If after reviewing the [Frequently Asked Questions \(FAQs\)](#) and other sections of the [Admissions](#) area of the website you have questions, please contact the admissions staff. You can email floridamba@warrington.ufl.edu or call 1-877-435-2622.

The steps you should follow are:

1. Complete MBA Application. Candidates are encouraged to [apply online](#). You can begin the on-line application, save it and then finish it at a later date. If applying on-line, be sure to print out all supplemental forms prior to submitting the application. It is also recommended that you print a copy of the application for your records. If submitting a [paper application](#), please send two copies of all forms

2. Complete Supplemental Admission Information and Pay Application Fee. Candidates will submit information required by the University of Florida Graduate School Admissions at the [Office of Admissions](#) website. You will need to apply as a new applicant and create a new user name and password. This is in addition to the user name and password that you created for the MBA application. The Supplemental Application is required because you are applying to the UF MBA Program and to the UF Graduate School. Here you will fill out residency and conduct documentation, previous academic institutions attended, and other information required by the university to build your profile in the Graduate Office of Admission system. You will also pay the non-refundable \$30 application fee.

3. Take Test(s). If you have not taken a test when you apply, please include the planned test date on the application.

- **GMAT.** As a member of the Graduate Management Admission Council (GMAC), the University of Florida requires that all applicants take the GMAT. For information and registration materials, go to www.mba.com/mba. You may report your score to any of the options listed under the UF MBA as they all go through the same process at UF. There are only three situations in which the GMAT can be waived for an applicant: A graduate degree and a solid GRE, a MD or a PhD in a technical field. These advanced degrees have to be from a US school. The waiver will not be granted until after the committee reviews the applicant's transcripts.
- **TOEFL.** Applicants who have not completed a year of study at an English language institution must also take the Test of English as a Foreign Language (TOEFL) prior to submitting the application. Please request that official TOEFL scores (from a test taken within two years prior to the start of the program) be sent directly to the University of Florida (institution code 5812, department code 02). For information and registration materials, contact the Educational Testing Service at www.toefl.org/toefl.

4. Submit Supplemental Mail-in Materials.

- **A current resume or curriculum vitae.** Please note that this is a separate requirement from the employment history.
- [Letters of recommendation](#).



Two recommendations are required to better evaluate prior performance within an organization, appropriateness of the MBA degree and potential for future business leadership. Current and former supervisors provide the best evaluations. Recommendations from faculty, friends, family members and professional acquaintances are inappropriate. Be sure to complete the top portion of the forms before forwarding them to your recommenders. Completed evaluations should be returned to you in sealed envelopes, with the recommender's signature across the seal to ensure authenticity. Include the unopened envelopes with the rest of your materials.

- **Official transcripts.** One transcript is required from every college, university or professional school attended, whether a degree or not was earned. You can have the transcript sent directly to the MBA office or sent directly to you and then forwarded to us in a sealed envelope with the rest of your materials. Current and former students of UF do not need to send a UF transcript as they can be retrieved from the school records.
- **(International students only) Signed Certificate of Financial Responsibility.** All international students who require a student visa to study in the United States must complete this form to indicate the source of funds available for study. The University needs this information to issue the required forms for the visa application; all information on this document will be kept strictly confidential. Please remember to have this document notarized before mailing it. Send the original document and one photocopy.

Please send materials in to*:

UF MBA Program Admissions
University of Florida
310 Hough Hall; P.O. Box 117152
Gainesville, FL 32611-7152

*If sending application via courier, please leave off the PO Box.

Note to International Applicants: All application materials must be completed in English. Required documentation, such as transcripts, certificates, degree statements and examination results, must be submitted in the original language and accompanied by certified English translations. Failure to send complete documentation will result in delays processing your student visa.

5. Interview. Upon receipt of all materials, the Admissions Committee will review the application and may invite the candidate to schedule an interview. Interviews are available only by invitation; please do not request an interview. Interviews are done either in-person or over the phone.

6. Receive Decision. In the interest of confidentiality, no admissions decisions will be given over the phone when you call us. The time required to receive a decision varies by program and the time of year. The admissions committee tries to meet every week and go over applications. When travel and other commitments interfere, there might be an additional delay in making a decision on your application and notifying you of the results.

7. Submit Deposit. Submit your deposit by the required deadline. Admissions offers automatically lapse without notice in the event we do not receive a deposit by the due date. All deposit checks should be made payable to University of Florida/DOCE.

Students joining the *Traditional Program* must pay a one-time, non-refundable fee of \$500.

Students joining the *Executive* or one the *Professionals Programs* are required to pay a one-time, non-refundable deposit of \$1,500 that will be credited toward the last term's payment.

Students joining the *Internet MBA Program* are required to pay a one-time, non-refundable deposit of \$2,700 to cover various costs, including a pre-configured laptop.

Admission Criteria

Admission to the UF MBA Programs is very selective. In reviewing applications, the Admissions Committee looks for evidence of academic ability, managerial promise and interpersonal and communication skills. Motivation, maturity, career focus and leadership potential are other important qualities in prospective students.



Academic Ability. Applicants must have a four-year bachelor's degree from an accredited U.S. college or university, or its international equivalent. In reviewing the academic record, the Admissions Committee considers the caliber of the institution attended, rigor of the curriculum, performance in quantitative courses and record of scholastic achievement. Official scores from the Graduate Management Admission Test (GMAT), taken within the last five years, are required and provide an important indicator of the candidate's ability to succeed academically.

Managerial Promise. Applicants are required to have at least two years of significant, post-baccalaureate, full-time work experience prior to enrollment. Executive MBA candidates should have at least eight years of experience, including some people or project management responsibility. For all applicants, the Admissions Committee is especially interested in work-related responsibilities and accomplishments, career advancement and potential, managerial experience, leadership skills, and future career goals. While two years of experience is a minimum requirement, the average for the class is much higher, and the quality of work experience is an important factor in the admissions decision. Meeting minimum requirements does not guarantee admission.

Interpersonal and Communication Skills. The Admissions Committee is also interested in the applicant's ability to work well in a team environment and communicate effectively. The essays and interview (if applicable) allow candidates to address these skills as well as to describe important attributes that may not be apparent from other parts of the application. Interviews are available by invitation only.

Admission Policies. The Admissions Committee closely adheres to the following policies in order to protect the integrity and fairness of the evaluation and selection process. Questions regarding these policies should be addressed to the Director of Admissions for the UF MBA Programs.

Confidentiality of Student Records. The University of Florida assures the confidentiality of student educational records in accordance with the State University System rules, state statutes, and the Family Educational Rights and Privacy Act of 1974 (known as the Buckley Amendment). In general, a present or former student has the right to personally review his or her own educational records for information and to ascertain the accuracy of these records.

Joint Degree Programs. Students applying for any joint or dual degree program must meet all of the requirements of the MBA program. There are no waivers of any MBA admissions requirements for joint degree applicants.

Subsequent Applications. The UF MBA Programs will retain a candidate's original application for one year. Denied applicants who wish to reapply within that time may do so by sending an updated application and resume. The Admissions Committee expects that supplemental materials, such as enhanced test scores, updated letters of recommendation, and revised essays will be submitted to strengthen the application. International applicants are also required to submit a new Certificate of Financial Responsibility.

Transfer Credit. The University of Florida does not accept transfer credits from other programs or waive required courses. Students should be prepared to complete the full course of study.

Non-discrimination. The University of Florida does not discriminate on the basis of age, race, color, national or ethnic origin, religious preference, marital status, disability, or gender, in administration of education policies, admission policies, financial aid, employment, or any other university program or activity.

To request any reasonable accommodation for a disability, please contact the Admissions Office by phone at 877-435-2622 option 2 or by e-mail <mailto:floridamba@warrington.ufl.edu>.