



Your application to the UC Davis GSM demonstrates your interest in participating in a rich tradition of innovation and a commitment to leadership and engagement. Davis is a place where intense relationships are built as creative individuals develop perspective and skills to grow in challenging business environments.

You can apply to the UC Davis MBA Program using either the online or paper application. While your admissions decision is not affected by the option you choose, applying on line will facilitate faster review of your application, and we highly recommend you use this option. UC Davis MBA Admissions uses a self-managed application process where you collect materials, including recommendations and transcripts and submit them directly to UC Davis MBA Admissions.

If you apply using our on-line application, mail sealed transcripts and any paper recommendations together in one envelope. If you apply using the paper application, submit all of your materials in one envelope.

Admissions Application Deadlines

Full-Time & Part-Time MBA Programs

Round 1	Round 2	Round 3	Round 4
November 7	January 9	March 6	May 15

Application Checklist

A complete application includes:

In the interest of time, we recommend that you immediately distribute the recommendation forms and request transcripts and test score reports.

- Application Form
- Current Résumé
- List of outside activities, awards and honors
- Personal Essays (3)
- Official Transcripts in sealed envelope (with English translation if needed)
- Recommendations (2) in sealed envelopes or submitted online
- Official GMAT or GRE Test score report
- Official TOEFL, PTE, or IELTS (international applicants) report
- US\$125 Application Fee

Mailing Address

Graduate School of Management Admissions
One Shields Avenue
Davis, CA 95616

Application Materials

1. APPLICATION

Complete all data fields on the application form. Your signature verifies the accuracy of your entire application. If applying online, your electronic signature serves as verification.

Applicants who have already completed an MBA degree are not eligible for admission to the UC Davis MBA Program.

2. CURRENT RÉSUMÉ

Include a copy of your current professional résumé. It should include your work history, including each employer's name and location; your title and dates of employment (month and year); a summary of your accomplishments and responsibilities. List full-time positions, military assignments, and significant part-time or summer work experience. Please account for all time that has elapsed since you started working, including gaps. It should also list your educational history, including schools attended, credentials earned and subjects studied.

3. OUTSIDE ACTIVITIES, AWARDS AND HONORS

List honors, awards and recognitions that you have received. Please list significant extracurricular activities during college. List other significant activities or organizations that you have joined since college. List any distinctive achievements. Include dates of participation, offices held and average hours spent per month.

4. ESSAYS

Answer the three essay questions on the application. Your essays provide an opportunity for you to share perspectives and experiences that you believe will be most informative as the Admissions Committee evaluates your candidacy.



5. TRANSCRIPTS

Submit your transcript from each college or university you have attended, including all University of California campuses, whether or not you earned a degree to UC Davis MBA Admissions at the address below. You must hold a four-year U.S. bachelor's degree or its equivalent from an accredited college or university to be considered for admission.

**Graduate School of Management
Admissions**
One Shields Avenue
Davis, CA 95616

Transcripts From Schools Outside the United States

If your school retains the only official copy of your transcript, a copy certified by an officer of the university is acceptable. If you cannot obtain a transcript directly from the school, and you possess an original transcript, you may submit an attested copy from the embassy or consulate of the country where the school is located. If the transcript is not in English, you must obtain a certified English translation from an accredited professional and submit it with a copy of the original transcript.

6. PROFESSIONAL RECOMMENDATIONS

Submit two recommendations from individuals who can comment objectively about your professional qualifications, ideally from current or recent managers. If you are applying to either part time MBA program, one recommendation should be from your current direct manager. Recommendations from family, friends, and acquaintances are not appropriate and may detract from your overall application. **If you are applying online, each recommender can submit either an online recommendation or a paper recommendation.** Directions can be found in the online application instructions. If you are applying with a paper application, provide each recommender with a blank UC Davis MBA Recommendation form, have them complete and return it to you in a sealed envelope, and then submit it unopened to UC Davis MBA Admissions.

**Application
Materials**
*(Continued)***7. GRADUATE MANAGEMENT
ADMISSION TEST (GMAT) OR
GRADUATE RECORD EXAMINATIONS (GRE)**

Test scores are valid for five years.

You may register for the GMAT test by contacting the Graduate Management Admissions Council directly:

Graduate Management Admissions Council

<http://mba.com/mba/TaketheGMAT>

You must request that your official scores are sent directly to UC Davis MBA Admissions using the following codes:

Daytime MBA Program in Davis
B1S-VF-91

Part-time MBA Program
in Sacramento
B1S-VF-79

Part-time MBA Program
in the San Francisco Bay Area
B1S-VF-25

You may register for the GRE test by contacting Educational Testing Services directly:

Educational Testing Services

<http://ets.org/gre>

You must request that ETS send your official scores directly to UC Davis MBA Admissions using the Designated Institution (DI) code: **7887**

**8. TEST OF ENGLISH AS A FOREIGN LANGUAGE
(TOEFL), PEARSON TEST OF ENGLISH (PTE) OR
INTERNATIONAL ENGLISH LANGUAGE TESTING
SYSTEM RESULTS (IELTS)**

If your native language is not English, you must also submit TOEFL, PTE or IELTS scores. Scores are valid for two years. (If you completed a four-year undergraduate degree in an English-speaking country, the TOEFL, PTE or IELTS is not required.)

You may register for the TOEFL by contacting the Educational Testing Service (ETS) directly:

Educational Testing Service – TOEFL
609-771-7100 or 877-863-3546
toefl@ets.org
<http://ets.org/toefl>

You must request that ETS send your official scores directly to UC Davis MBA Admissions using ETS code: 4834.

You may register for the PTE by contacting the Pearson Test of English Academic (PTE) directly:

PTE Academic
1-800-901-0229
(952) 681-3872
<http://pearsonpte.com>

You must request that the testing center send your official scores directly to UC Davis GSM.

You may register for the IELTS by contacting IELTS International directly:

IELTS International
323-255-2771
ielts@ieltsintl.org
<http://ielts.org>

You must request that the testing center send your official scores directly to UC Davis GSM. No code is required.

9. APPLICATION FEE

If you are applying with a paper application, you must submit a check or money order (payable to UC Regents) in the amount of U.S. \$125. The fee covers the cost of processing the application and is not refundable or transferable to other University of California campuses or programs. Applicants from disadvantaged backgrounds may request a waiver of the application fee by contacting UC Davis MBA Admissions at admissions@gsm.ucdavis.edu.

Mail application materials not submitted online to:

UC Davis MBA Admissions
GRADUATE SCHOOL OF MANAGEMENT
University of California, Davis
One Shields Avenue
Davis, CA 95616-8609

APPLICATION STATUS

Typically, we mail decisions 6-10 weeks after the deadline if your application is complete at that time. If we need additional information from you, we will contact you by e-mail.