

Katz MBA Program – Application Instructions

Thank you for applying to the MBA Program at The Joseph M. Katz Graduate School of Business, at the University of Pittsburgh. These instructions outline the documents that applicants are required to submit in order to apply to our business school. We use a self-managed on-line application process where it is incumbent upon the applicant to follow the directions carefully to complete the application and to avoid processing delays. We do not have paper applications. You will apply online (the URL for our online application is <http://www.business.pitt.edu/katz/apply/>). Please follow the online application link and submit, in one envelope, all remaining application components to

*Katz Graduate School of Business
MBA Admissions
301 Mervis Hall
Pittsburgh, PA 15260*

If you have any questions about this information, please contact the MBA Admissions Office by phone at 412-648-1700; by fax at 412-648-1659; or by email at mba@katz.pitt.edu

REAPPLICATION/PROGRAM CHANGE – Candidates who have applied to the Katz School in the past and would like to **reapply**, or candidates who have already applied but would like a **program change**, please contact the MBA Admissions Office by phone at 412-648-1700 or by email at mba@katz.pitt.edu for instructions specific to you.

APPLICATION COMPONENTS - The components include the application form, application fee, personal essays, two recommendations, current resume, official GMAT score report, official university educational documents, official TOEFL or IELTS score report (if applicable) and copy of permanent resident card (if applicable)

✓ **Application Data Form:**

- The online application form includes general data as well as recommender information and essays. When completing the on-line application, please be sure to enter your legal name (if you are an international applicant, please enter your name exactly as it appears on your passport). Also, please include your maiden name, if applicable, in the space provided. We also ask for any nickname or other name you may use in the space provided to ensure that we are able to match all correspondence and credentials with your application. Please indicate your date of birth in month/day/year format. For example, if your birthday is February 7, 1981, then enter your birth date as 02/07/1981
- You may edit your application at any time **prior** to its submission. Once it is submitted, it can no longer be changed online. This also includes recommender information. Please contact our MBA Admissions Office if you wish to change the content of your submitted application or if you wish to change your recommenders after your application has been submitted. The new

Katz MBA Program – Application Instructions

recommender must obtain a recommendation form from you, and then send the completed form directly to our office via postal mail. Please see the instructions below pertaining to recommendations.

- Within a few minutes after submitting your application form, you will receive an automated email indicating that your online application data form has been successfully submitted. Please contact the MBA admissions office if you do not receive that email to avoid any delays in the processing of your application.

✓ **Application Fee:**

- Each applicant is required to submit a \$50 non-refundable application fee. You are permitted to pay by bank check drawn on a U.S. bank or by credit card. If paying by check, please make the check payable to the University of Pittsburgh. If paying by credit card, please follow the instructions for payment which are included in the online application.

✓ **Personal Essays :**

- Submit responses to questions for the two required essays in the online application form. Please use double spacing. A third, optional essay is available for you to communicate something to the Admissions Committee that you feel is not otherwise addressed in your application. These essays may be composed directly on your application. You may save and edit your essays any time prior to the submission of your application. The required essays are listed below:
 - Essay #1
In 250 words or less, sell yourself to a recruiter. Be sure to discuss your short-term career goal, your key professional accomplishments thus far (do not simply list your job functions), and your skills (the things you are really good at that will add value to an employer).
 - Essay #2
In 500 words or less, describe a situation where you worked on a project or assignment that you did not enjoy (perhaps due to the work assigned, the team members with whom you were assigned to work or any other related circumstance). Describe the general situation, your specific role, your actions and the outcome.

Katz MBA Program – Application Instructions

- Optional Essay #3

If there is specific background information that has not yet been addressed and should be considered for your application review, please use this essay to elaborate. If you are not currently employed or enrolled in an academic program, please describe fully your present circumstances and include a description of any activities in which you are involved.

- ✓ **Recommendations:**

- We require two (2) recommendations from a professional relationship. The online application provides a mechanism for obtaining these electronically as well as the ability to print a form if your recommender chooses to submit a traditional paper recommendation. If your recommender chooses to submit a paper recommendation, please request that he/she complete the form provided in addition to any personal letter that they may wish to enclose. The recommender should place the completed form in an envelope and write their signature across the sealed flap of the envelope. Although we prefer that the completed recommendation be given back to you and placed, unopened, in your self-managed application packet, we will accept recommendations that are mailed directly to our office. The recommendations must be originals. We will neither accept recommendations that have been faxed or sent via email nor will we accept any recommendation that has been opened. Notification will be sent to each recommender to acknowledge our receipt of their recommendation.
- **Recommendations from friends or family members will not be accepted.**

- ✓ **Current Resume:**

- When entering your current and previous employment, please format the work experience in two (2) sections. The first section should list all full-time positions held. Include the name and location of employer (including military service), your title and the **month and year** you began and ended employment. In the second section, please list the same information for all part-time and internship positions. Please also present a brief description of your job responsibilities for each entry.

Katz MBA Program – Application Instructions

✓ Official Transcripts/Academic Documents

- **Academic Documents from U.S. Institutions:**

- Please submit official transcripts from all colleges or universities where 12 or more undergraduate credits have been earned. Official transcripts for ALL graduate-level work are also required. We require traditional, hard copies of official transcripts that bear the signature or stamp of the registrar and the seal of the issuing institution. The envelopes containing your official transcripts must be sealed and signed/stamped across the envelope flap by the institution's Registrar and arrive in our office UNOPENED.

- **Official Transcripts/Academic Documents from non-U.S. Institutions:**

- We require current official transcripts or mark sheets as well as a diploma/degree certificate (if applicable) from each university attended. Please submit documents from all academic work for bachelor's level and greater. **Please do not submit secondary level educational documents.** All academic documents must be official. Official documents are defined as original academic records issued by the institution attended that bear the actual—not photocopied—signature of the registrar or appropriate official and the seal/stamp of the issuing institution. You must submit a certified copy of the original document in the original language plus a certified English translation. **Do not submit a translation only.**

Records issued only once by institutions should be photocopied and certified by either school officials or legal authorities. Do not send originals of academic documents that cannot be replaced. If official transcripts were not submitted at the time of application you will be required to bring the original academic documents with you for verification if you are admitted.

- **Transcripts/Mark Sheets** - These documents/transcripts/mark sheets must be for every term of university- level study. They must list the course names, grades/marks received as well as the official grading scale/system from each university attended
- **Diploma/Degree Certificate**- **A certified copy of the original diploma/certificate of graduation/degree certificate that was awarded**

Katz MBA Program – Application Instructions

at the convocation is required. You are responsible for obtaining the degree certificate and we will only accept a provisional document if your convocation is in the future. If that is the case, you must submit the certified degree certificate as soon as it becomes available.

✓ **Permanent Resident Card Copy** (if applicable):

- If you are currently a Permanent Resident (holder of a current official United States Permanent Resident card), please submit a copy of the card with your application components. Individuals who currently reside in the US on a VISA status or whose Permanent Resident status is currently pending are not considered Permanent Residents.

✓ **GMAT Score:**

- Official Graduate Management Admission Test (GMAT) score reports must be forwarded directly to the University of Pittsburgh, Katz Graduate School of Business, from Pearson VUE. Our GMAT® Program Code is DPZ-M5-46 for the Full-time MBA program and DPZ-M5-66 for the Part-time MBA program. The GMAT test scores *must* be received by the MBA Admissions office prior to the deadline date in order for your application to be considered as having met the deadline. *If you took the GMAT more than five years ago, you are required to retake it. We do not grant conditional admissions.*

✓ **English Proficiency Exams (If Applicable):**

- **English Proficiency Exams**
Either the Test of English as a Foreign Language (**TOEFL**) or the International English Language Testing Systems (**IELTS**) is required if the applicant is a citizen of a country where the official language is not English alone, even if English has been the medium of instruction. If you took the TOEFL or IELTS more than two years ago, you are required to retake it. We do not grant conditional admissions.

International candidates may be exempt from English proficiency exams if any of the following apply:

- The candidate possesses a U.S. Permanent Resident Card (Green Card) and a TOEFL/IELTS waiver granted by the Director of Admissions.
- The candidate has received a bachelor's or higher degree from a regionally accredited US college or university.

Katz MBA Program – Application Instructions

- The candidate is a citizen of or has received a bachelor's or higher degree from a college/university/institution in any of the following:
Countries marked with an * are subject to review: TOEFL/IELTS may be required.
 - Antigua and Barbuda
 - Australia
 - Bahamas
 - Barbados
 - Belize
 - Botswana*
 - Canada: All provinces except Quebec
 - Fiji*
 - The Gambia*
 - Ghana*
 - Grenada
 - Guyana
 - Ireland
 - Jamaica
 - Kiribati
 - Liberia
 - Malta*
 - Marshall Islands
 - Mauritius
 - Micronesia
 - New Zealand
 - Nigeria
 - Saint Kitts and Nevis
 - Saint Lucia
 - Saint Vincent and the Grenadines
 - Sierra Leone*
 - Solomon Islands
 - Trinidad and Tobago
 - Uganda
 - United Kingdom
 - Zambia*
 - Zimbabwe*

Katz MBA Program – Application Instructions

TOEFL

- **University of Pittsburgh MBA, Code: 2927-02 (2927-University of Pittsburgh, 02-MBA Department code). Please do not use code 2998.**

Test Delivery Method	Minimum Score
Internet-based	100
Paper-based	600

- For more information or to find testing locations,
 - visit: <http://www.ets.org/toefl/contact> ,
 - or call **1-609-771-7100** or **1-877-863-3546** (Monday–Friday, 8 a.m.–7:45 p.m. Eastern Time, except for U.S. holidays),
- or write:
 - **Regular Mail:**
 - TOEFL Services
Educational Testing Service
P.O. Box 6151
Princeton, NJ 08541-6151, USA
 - **Courier or Delivery Service:**
 - TOEFL Services (25Q-310)
Distribution and Receiving Center
225 Phillips Boulevard
Ewing, NJ 08618-1426, USA

IELTS

Test Delivery Method	Minimum Score
Test Centre	7.0

[Test Dates:](#) IELTS offers you the choice of up to 48 fixed test dates each year.

<http://www.ielts.org>

[How to Apply:](#) You must apply to a test centre to take an IELTS test prior to the test date. Applications are made on an IELTS Application Form which you can send or take into a test centre, along with the test fee and two passport sized photographs. You will also need to include your

Katz MBA Program – Application Instructions

passport number, or in some circumstances a national identity card number, on the application form – check with your test centre.

Once you have applied, the test centre will confirm your IELTS test date and time.

http://www.ielts.org/pdf/IELTS_Application_Form.pdf

ADDITIONAL INFORMATION

- **START DATES**

- All full-time MBA programs begin in mid-August only.
- There are three (3) entry points for the part-time program: late August, early January and early May.

- **MEETING THE DEADLINE**

The Admissions Committee considers the entire application when making an admission decision. Therefore, it is necessary for you to submit all application components to allow the Admissions Committee to make an informed decision about your application. Submission of electronic portions of an application on or before a deadline does not constitute meeting the deadline ***unless all component parts of your application are also received by the deadline date***. We will consider applications received after the final deadline only as space permits. *Deadlines that occur on a holiday or weekend will be extended through the next business day.*

- **NOTIFICATION OF RECEIPT**

You will receive an automated email indicating that your online application data form has been received within a few minutes of its submission. If you do not receive this email, please contact our office. Receipt of the self-managed envelope will be acknowledged via email by an application manager, once the submitted documents are inventoried. The inventory process is done in chronological order based on our receipt of the self-managed envelope. Due to the large volume of applications and documents received in our office, please allow our application managers a three-week timeframe to email you regarding the status of your application.

- **EVALUATIVE INTERVIEW**

While not a requirement of every prospective candidate, evaluative interviews are conducted regularly. All interviews are arranged by invitation and may be conducted in person or via Skype-video. We are sorry that we do not conduct interviews via telephone.

Evaluative interviews may also be conducted off-site at select locations if scheduled in advance,

a. Please see the Katz website for further details on destination cities and specific dates:

<http://www.business.pitt.edu/katz/mba/>

Katz MBA Program – Application Instructions

- **FINANCIAL DOCUMENTS FOR INTERNATIONAL STUDENTS**

Please do not submit financial documents with your application. If admitted, you will be sent a copy of our financial certification forms and detailed instructions.

- **ADDITIONAL DOCUMENTS**

We cannot accept substitutions for the required application components. Additionally, we will not have the ability to review any additional information submitted by an applicant other than what is requested above such as achievement certificates and awards. All information submitted will become the property of the University of Pittsburgh and the Joseph M. Katz Graduate School of Business and cannot be returned to the applicant. Additional information received that we have not requested will be discarded.