

Full-time MBA Program Application Instructions

Applying for Admission

The Tippie School of Management at The University of Iowa appreciates your interest in our MBA programs. The University has been a leading center of graduate education for over 100 years. Advanced degrees in more than 90 areas are offered to the graduate student population which makes up more than one-fifth of the University's total enrollment.

This application form may be used to apply for the Full-time, on-campus MBA program. The Full-time MBA program provides an in-depth learning experience over two years. Students typically have at least two years of work experience after completion of the bachelor's degree and are seeking an MBA to assist them in advancing within their existing career or to transition to a new career direction. AACSB International – the Association to Advance Collegiate Schools of Business, accredits all MBA programs offered by the University of Iowa.

Please read the following application instructions carefully before completing your application for admission.

The Admission Process

Admission to the Tippie MBA program is competitive. Applicants are evaluated on the quantitative and qualitative aspects of their professional and academic background. Applicants who are admitted are individuals who have demonstrated potential for success in the program as well as the potential for a successful career in a business-related field.

Application fee—A non-refundable application fee must be received before your application will be processed. The fee is \$60 for U.S. citizens and permanent residents and \$100 for international applicants. The application fee must accompany your application in order for your request for admission to be considered. All fees must be paid in U.S. dollars in either a check drawn on a U.S. bank, a U.S. postal service money order, or an international money order.

Application Deadlines — Only applications that are complete will be considered. Students may begin the full-time MBA Program only in fall semesters, which begin in mid-August each year. Applications are considered on a rolling basis, (i.e. as completed applications are received). Candidates are considered for admission and merit-based financial aid at the same time. Merit based aid is, in part, awarded based on the availability of funds. For this reason, early application is strongly recommended. For a listing of merit based financial aid deadlines see the financial aid section below.

- April 15: Final deadline for international applicants and the priority deadline for U.S. citizens and permanent residents.
- July 30: Final deadline for U.S. citizens and permanent residents.

Acknowledgement – The School of Management will notify you via email after your application is reviewed by the University's Office of Admissions. It will alert you to any missing information necessary to process your application for admission. The legibility of your e-mail address is important. Let us know promptly if it changes.

IMPACT - MBA orientation week begins the week before classes start. It includes critical components in preparing for your first semester in the program. Attendance is required. Orientation for international students begins two weeks before classes start. The one-day MBA international orientation is followed by the University orientation. Attendance is required. Classes begin each fall on the third or fourth Monday in August. Students moving to Iowa City should plan to arrive in early August to allow sufficient time to complete personal arrangements before orientation begins.

Admission Criteria

Academic record—Your entire academic record, including all undergraduate work and any graduate work you may have completed will be evaluated. Completion of specific coursework in business or management is not required. All majors are considered equally. Although no specific minimum grade point is required, applicants who are admitted show evidence of being able to successfully complete a rigorous academic program. For example, the reputation of the institution attended and the nature of the curriculum as well as the specific grade point average attained are considered.

Graduate Management Admission Test (GMAT)—An official score report for the GMAT is required. Applications are not complete and will not be considered until an official GMAT score is received. Tippie does not have a specific minimum GMAT score requirement. However, GMAT scores are a key component of the application. Applicants may complete the GMAT more than once; only the higher score is considered. To register for the GMAT, contact Pearson VUE at:

Pearson VUE

www.mba.com

Attention: GMAT® Program

PO Box 581907

Minneapolis, MN 55458-1907 USA

Direct dial: 1-952-681-3680

Toll free: 1-800-717-GMAT (4628)

English Proficiency Requirement: Results from either the Test of English as a Foreign language (TOEFL) or the International English Language Testing System (IELTS) must be provided by candidates for whom English is not their native language. The minimum acceptable TOEFL score is 600 on the paper-based test, 250 on the computer-based test., or 100 on the Internet-based test. The minimum acceptable IELTS scores are a total score of 7.0, with no sub-score less than 6.0, may be used to satisfy the TOEFL requirement. All IELTS test-takers will be required to take the University's on-campus English Proficiency Evaluation prior to registering for classes.

For information on the TOEFL, visit www.toefl.org.

For information on the IELTS, visit www.ielts.org.

Automatic waivers of the TOEFL requirement are granted to persons who have received a bachelor's degree (or higher) from a university in the United States, United Kingdom, Canada (excluding French Quebec), Africa (English speaking), Australia, or New Zealand.

Work experience—Employment prior to beginning your MBA is critical to gain maximum benefit from the program. The Full-time MBA requires at least two years of full-time work experience after completion of the bachelor's degree. The admission committee is especially interested in professional experiences that demonstrate your ability to succeed in a business environment.

Recommendations—Three recommendations are required. References should be familiar with your professional or academic achievements. See section C, letter G for details.

Interview— An admission interview is required prior to a final admission decision. Applicants unable to visit campus and whose credentials warrant an interview will be contacted by the MBA Admissions Office to arrange an alternate interview format. This may be a telephone interview, an interview with an alumnus, or an interview with a representative of the MBA Admissions Office who may be traveling to the applicant's location.

Campus visits—Informational campus visits may be requested at any time. They typically include an admission interview plus opportunities to visit a representative from MBA Career Services, attend a class, and meet with current students and faculty. To submit a visit request, please email TIPPIEMBA@uiowa.edu, or complete the online form at: <http://www.biz.uiowa.edu/fulltimemba/admissions/visit.asp>.

Additional Criteria

Leadership: activities, service, and recognition—The admissions committee looks for applicants who are able to demonstrate leadership characteristics. This may be evident in your work history, but many other activities also reveal leadership potential. Be sure to include all relevant activities and experiences in your résumé.

Financial Aid

All candidates are considered for merit-based financial assistance when they apply. Financial aid is awarded based on the quality of the application and on a first-come, first-served basis. For this reason, we suggest applying early while funding is still available. No additional application is needed to apply for merit based aid. Information regarding financial aid is provided at: <http://www.biz.uiowa.edu/fulltimemba/finaid/>.

For information about need-based loans available to MBA students, contact the University's Office of Student Financial Aid, 208 Calvin Hall. 319-335-1450.

Application Instructions

Most items on this application form are self-explanatory. Instructions for other items follow. Please avoid unnecessary abbreviations.

A. Personal Data

- A1-3. Name**—List your name as you would like it to appear on all University records. Be consistent and use the name you have provided in all correspondence with us. If your name changes prior to enrollment, please notify the Office of Admissions in writing.
- A4. Social Security Number**—Your social security number will be used by the University to verify your identity for record keeping purposes. If you leave this item blank, a University identification number will be assigned to you.
- A6-7. Residing/Home Address**—Complete these lines as you would address an envelope to be mailed to yourself. From August 15 through May 15, we will correspond with you at your residing address. From May 16 through August 14, your home address will be used. If either address changes, please notify the Office of Admissions. International students will receive correspondence at their residing addresses at all times.
- A10. Telephone/FAX/E-mail**—Provide telephone numbers, and if available, an e-mail address and facsimile number where you can be reached regarding your application.
- A12-13. Citizenship**—If you are a permanent resident of the U.S., submit a copy of both sides of your Alien Registration (green) Card. If you mark “other” you must provide your immigration status (e.g., refugee, asylee, applicant for green card) and country of citizenship. International applicants must indicate their country of citizenship and the nonimmigrant visa type they intend to hold while enrolled at the University.
- A14. Racial/Ethnic/Tribal Affiliation Information**—Your response to this item is voluntary (international students may proceed to the next item). In order to comply with the U.S. Department of Education regulations concerned with Title VI of the Civil Rights Act, The University of Iowa must report statistical summaries of the student body. This information is held confidential and does not appear on academic records. Information regarding individual students is not supplied outside the University without the student’s written consent. The following are definitions of the categories listed:
- 1. Alaskan Native or American Indian:** a person having origins in any of the original peoples of North America who maintains cultural identification through tribal affiliation or community recognition.
 - 2. African American/Black:** a person having origins in any of the black racial groups of Africa, not of Hispanic origin.
 - 3. Hispanic/Latino(a):** a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
 - 4. Asian or Pacific Islander:** a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, India, the Philippine Islands, and Samoa.
 - 5. White, not of Hispanic/Latino(a) origin:** a person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

B. Admission Information

- B1. Session**—Your session of intended enrollment must be a specific one. Your application will be accepted up to one year in advance of the session in which you plan to begin your studies.
- B2. Intended Concentration**—If you are not certain which concentration you plan to complete, leave this item blank.
- B3. Dual Degree Options**—A separate *Application for Admission* must be submitted to each program. Admission requirements, criteria, and decisions are determined independently by each program.

Juris Doctor (JD)—

Law: Admissions
The University of Iowa
276 Boyd Law Building
Iowa City, IA 52242-1113 USA
Toll free (USA only): 1-800-553-IOWA - Direct dial: 319-335-9095
FAX: 319-335-9019—Attn: admissions
Email: law-admissions@uiowa.edu

www.uiowa.edu/~lawcoll

Master's of Science, Nursing (MSN)—

Nursing: Graduate Program
101 Nursing Building
Iowa City, IA 52242-1121 USA
Toll free (USA only): 1-800-553-IOWA - Direct dial: 319-335-7021
Email: tracy-middleton@uiowa.edu
www.nursing.uiowa.edu

MHA in Health Management & Policy—

Public Health
The University of Iowa
E172 General Hospital
Iowa City, IA 52242-1008 USA
Toll free (USA only): 1-800-553-IOWA ext. 5-9817 - Direct dial: 319-384-5127
Email: jean-sheeley@uiowa.edu
www.public-health.uiowa.edu

MA in Library & Information Science—

School of Library & Information Science
The University of Iowa
3087 Main Library
Iowa City, IA 52242-1420 USA
Toll free (USA only): 1-800-553-IOWA ext. 5707 - Direct dial: 319-335-5707
Email: jane-bradbury@uiowa.edu
www.uiowa.edu/~libsci

Medical Doctor (MD) –

Roy J. and Lucille A. Carver College of Medicine Admissions
The University of Iowa
100 CMAB
Iowa City, IA, 52242
Toll free (USA only): 1-800-553-IOWA ext. 8052 - Direct dial: 319-335-8052
Email: catherine-solow@uiowa.edu
www.medicine.uiowa.edu/

- B4. GMAT—**Scores dated within the last five years are acceptable and must be reported directly from the testing agency. The University of Iowa institutional code is 6681.
- B7. ENGLISH PROFICIENCY REQUIREMENT—**Results from either the Test of English as a Foreign language (TOEFL) or the International English Language Testing System (IELTS) must be provided by candidates for whom English is not their native language. The minimum acceptable TOEFL score is 250 (computer test), 600 (paper test), or 100 (internet-based test). Information on the TOEFL is available at www.toefl.org. The minimum acceptable IELTS scores are a total score of 7.0, with no sub-score less than 6.0, may be used to satisfy the TOEFL requirement. All IELTS test-takers will be required to take the on-campus [English Proficiency Evaluation](#). The University of Iowa institutional code is: 6681.

C. Educational Data

C1. Post-secondary Education —

Include every institution you attended, regardless of the duration of study, type of enrollment (i.e. extension, correspondence, etc.), or whether you earned a diploma or degree. Omission or misrepresentation of information concerning enrollment in other colleges or universities is sufficient grounds for canceling ones' admission or registration. Official copies of academic records of coursework completed in all colleges, universities, technical institutes, or professional institutions attended are required. (Current or former University of Iowa students need not request University of Iowa or other transcripts previously submitted to the University.) Credentials submitted for admission become the property of the University and are not returnable or transferable.

Academic records from U.S. or Canadian schools must be received in a sealed envelope directly from the issuing institution. Academic records from non-U.S. or Canadian schools must bear the original stamp or seal and signature of a school officer (e.g., registrar or dean) and be sent to the Office of Admissions from each institution attended. Copies certified by a notary public are not accepted. These records must include the subjects you studied by year; the number of weekly lecture and laboratory hours in each subject; grades, marks, or percentages earned in year-end examinations; and diplomas, titles, degrees, or certificates awarded. Documents not in English must be accompanied by official English translations certified by the issuing institution. Photocopies without this certification will not be considered official.

D. Residency

The classification of residents and nonresidents for admission and tuition purposes is based upon information furnished by you. The registrar is authorized to require additional evidence as deemed necessary to verify your status.

E. Leadership Activities

Community involvement, extracurricular activities in school, travel experience, hobbies, and special aptitudes could be examples of activities involving leadership potential. List the top four leadership opportunities in which you have actively participated, in order of their significance to you.

G. Recommendation Forms

The individuals listed should be acquainted with the scope and quality of your academic or professional achievements. Select references who know you personally, are aware of your credentials, and able to assess your potential for success in graduate study and in a business career. At least one professional reference is recommended.

IMPORTANT: You are responsible for contacting your recommenders with information on submitting the recommendation form. We collect the names of your recommenders so that we can match them up with your application in the unlikely event that your name is not included in the recommendation.

Recommendation Form options:

1. Send your recommenders the link to the online recommendation form (http://www.biz.uiowa.edu/fulltimemba/admissions/recommendation_form.cfm).
2. You can also send your recommenders the PDF form to fill out and send to us (<http://www.biz.uiowa.edu/fulltimemba/admissions/pdf/FTRecForm.pdf>).

J. Personal Essays

These responses are your opportunity to express aspects about yourself that may not be revealed by your academic record. Prepare them carefully and limit each response to one typed page. Be sure your name is on the top of each page.

K. Cover Letter and Résumé

Address a one-page cover letter to the MBA Admissions Director. It should conform to the standards of business correspondence and illuminate résumé items that you believe would be of particular interest to the Admissions Committee. NOTE: Do not simply list items that are included in your application materials. Your résumé should include a summary of your employment (including job titles and company names), education, extracurricular, and community activities. Be sure your résumé is complete and accurate without unexplained gaps in the chronological history.

M. Financial Statement for International Students

International students must submit financial documents showing they have funds available for at least their first year of study before a *Certificate of Eligibility* can be issued. If the information necessary to complete your financial statement is not available at the time of your application, you may submit this information separately at a later date. Applications from sponsored or self-financed persons will not be considered complete unless they are accompanied by proper certification of financial ability to provide support. Applicants from countries with currency restrictions that make it difficult to transfer funds to the U.S. may be required to submit an advance tuition and maintenance deposit before a *Certificate of Eligibility* is issued.

M5. Financial Sources—Be sure to attach the appropriate attested supporting documents.

Mailing Instructions

Send your cover letter, résumé, essay responses, Recommendation Forms, and Release of Information form to:

Henry B. Tippie School of Management

The University of Iowa

100 Pomerantz Center—Suite C432

Iowa City, IA 52242-1000

Toll free (USA only): 1-800-MBA-IOWA

Direct dial: 319-335-1039

FAX: 319-335-3604

e-mail: TIPPIEMBA@uiowa.edu

website: www.biz.uiowa.edu/fulltimemba

Send the completed Application for Admission, transcripts, and the appropriate application fee to:

The Office of Admissions

The University of Iowa

107 Calvin Hall

Iowa City, IA 52242-1396 USA

Toll free (USA only): 1-800-553-IOWA

Direct dial for domestic students: 319-335-1525

Direct dial for international students: 319-335-1534

FAX*: 319-335-1535

e-mail*: admissions@uiowa.edu

website: www.uiowa.edu

*The following items are not considered official if received via electronic mail or facsimile: applications for admission, academic records, financial documentation, and standardized test scores.

Acknowledgement

The School of Management will notify you via e-mail after your application is reviewed by the University's Office of Admissions. It will alert you to any missing information necessary to process your application for admission. The legibility of your e-mail address is important. Let us know promptly if it changes.

Information for International Applicants to the Full-time MBA

Estimated Costs & Finances

Current estimated costs may be viewed at: www.biz.uiowa.edu/fulltimemba/finaid/

Once recommended for admission, applicants from other countries must submit evidence of adequate financial support to cover the costs of one full year of study before a *Certificate of Eligibility* will be issued. Graduate assistantships may be used to satisfy part of the financial requirement. You must include additional financial support for any dependents who will accompany you.

Employment Opportunities

Employment opportunities for students holding F-1 visas are limited by U.S. immigration regulations. F-1 students may work "on-campus" (for the University) and many students do so. The pay is usually about \$6 per hour. Most of these jobs are in cafeterias, libraries, and laboratories. The demands of the MBA Program make it difficult to work more than ten hours per week.

F-1 students can work "off-campus" only with governmental permission. This permission is difficult to obtain and is not granted during the first academic year of an international student's stay in the U.S.

Health Insurance

International students at The University of Iowa are required to have health insurance. In addition, students are strongly advised to provide health insurance for any dependents that will be here with them to cover costs of possible accidents or unexpected illnesses. A reasonably-priced group insurance plan with provisions for individuals and families is available through the University. The cost ranges from \$780 per calendar year for a single student to \$4,000 per calendar year to cover a student, spouse, and children. These figures are subject to change without notification. If you purchase an insurance policy from another source, you must furnish evidence that your policy offers comparable coverage. Students who do not furnish such evidence are automatically billed for a University health insurance policy.

Housing

The majority of students live in off-campus apartments or houses, many within walking distance of campus or on a bus route. Plan to arrive in Iowa City to locate off-campus housing at least a week before orientation begins. The University cannot arrange off-campus housing, but current students often help new arrivals find a place to live. The University has about 750 unfurnished efficiency, one-, and two-bedroom apartments for students. Rental rates depend upon the unit's size and features. Gas and electricity are not included in the rent. University Apartment leases run for 12 months. For more information and an application, write to the University Apartments Office, 100 Housing Services Building, Iowa City, IA 52246-1000 USA or visit www.uiowa.edu/~resserve.

Office of International Students and Scholars

The Office of International Students and Scholars (OISS) offers advisory services to help international students adjust to University and community life. Priority services include an orientation program and providing immigration advice. You will receive important information concerning housing, health care, appointments with academic advisers, registration procedures, and other matters of immediate concern during the orientation period.

OISS promotes workshops, seminars, cultural activities, and other educational and social programs designed to enrich the learning experience of UI students. The OISS is located in the International Center, a gathering place for meetings, studying, conversation, and social gatherings. Visit www.uiowa.edu/~intl/OISS for additional information.