Before You Begin

1. *Arrange to take the GMAT exam* in time to submit your test scores before the application deadline.

2. *If English is not your first language, arrange to take the TOEFL* in time to submit test scores before the application deadline.

3. *Update your professional resume.*

4. *Ask two professional associates if they will recommend you to the program* — verify correct spelling of their names, their titles, and their mailing addresses.

5. *Gather the following to complete the biographical sections of the application:*
   - Citizenship information (if not a U.S. citizen)
   - Undergraduate and graduate (if applicable) GPAs
   - Names of previously attended colleges and dates attended
   - Names, titles, emails, and mailing addresses of two recommenders (preferably professional associates)

Completing Your Application

☐ Click the [Apply Online](#) link from the Eller MBA website and create an account.

☐ Prepare answers to the essay questions. Please double-space, use 12-point font, and do not exceed 750 words per essay.

☐ Click on “Supplemental Forms” and print the Transcript Request form and two Recommendation forms (or register your recommenders to enable them to submit their recommendations online).
Complete and mail the Transcript Request Form. We require one official transcript from each university, college, or community college attended. International applicants must present one official copy of the transcript and one official copy of the diploma (degree certification) in both their native language and English during the formal enrollment process. Have one official copy of your transcripts sent to:

Eller MBA Admissions
The University of Arizona
PO Box 210108
McClelland Hall 210
Tucson, AZ 85721-0108

Give the two Recommendation Forms to your recommenders, reminding them that they will need to mail a letter of recommendation with the form as indicated in the form instructions (unless completed online).

Have the information you've gathered on hand and complete the biographical sections of the online application (click Application Form if applying online).

Upload your updated resume and completed essays through the online application.

Official GMAT scores.

Official TOEFL scores (international applicants only) of at least 600 (paper-based), 250 (computer-based), or 100 (Internet-based).

Financial guarantee (only international applicants needing a visa).

Pay the $100 application fee by credit card online.