



SCHOOL OF BUSINESS—GRADUATE-LEVEL APPLICANT CHECKLIST

Complete and submit the [online application](#), including:

1. A \$65 nonrefundable application fee
2. Application For Virginia In-State Tuition (If applicable)
3. *Transcripts from each college/university attended
4. A personal statement essay —1 full page minimum / 2 pages maximum.
5. **A GMAT or a GRE score (either exam is accepted)
6. An up-to-date resume or curriculum vita
7. Three recommendations are required. On your behalf, VCU will solicit references from persons listed on your online application. [Reference forms](#) are provided but not required. Mailed references must be sent unopened, signed across the seal, and with the applicant's name and program, to one of the addresses below.
8. **For International applicants only:** English language proficiency requirements — All graduate Business programs require either a TOEFL score of 100 or above; an IELTS score of 7.0 or above; OR a Pearson Test of English score of 68 or above.
9. **Online MBA applicants only:** Applicants may be contacted for an online interview.

- More information about registering for the GMAT exam is available at www.mba.com
VCU SoB GMAT Code: LP8-QF-86
- GRE Exam Information is available at www.ets.org
VCU SoB ETS Code: 5570
- VCU Test Prep: ocpe.vcu.edu/vcutesprep/

Please note: Required items not submitted with the online application for Domestic Applicants can be emailed thereafter to gradmail@vcu.edu — or globalfiles@vcu.edu for International Applicants.

Please note: Admitted applicants will be required to send in official documentation (e.g., official transcripts, test scores, etc.), which generally must be sent unopened and sealed to the University at one of the following addresses:

Domestic Applicants	International Applicants
Virginia Commonwealth University Office of Admissions, Graduate Admissions 408 W. Franklin St, 3rd Floor P.O. Box 843051 Richmond, Virginia 23284-3051 Phone: (804) 828-6916	Virginia Commonwealth University International Admissions 408 W. Franklin St., Third Floor P.O. Box 843012 Richmond, VA 23284-3043, U.S.A. Phone: (804) 828-6016

*If you have studied outside of the U.S., you must provide an external evaluation of all foreign credentials with your application. A list of accepted evaluation companies can be found here: <http://www.naces.org/members.html>.

**A GMAT or GRE waiver option may apply for your intended program. Visit <http://business.vcu.edu/graduate-studies/how-to-apply/>

DEADLINES:

	Masters & Graduate Certificate Programs	PhD Programs
FALL	July 1 (Online MBA - Fall Only - June 1st)	January 1 (varies by concentration)
SPRING	November 1	N/A
SUMMER	March 1 (Domestic Applicants only)	N/A