

## **Application and Admission Requirements for the MBA program for Fall 2015**

To be considered for enrollment in the MBA program at Penn State Behrend, international applicants must hold the equivalent of an American four-year baccalaureate degree and must submit scores for the TOEFL (Test of English as a Foreign Language). Admission to the MBA program is granted jointly by The Graduate School of Penn State University and Penn State Behrend's Black School of Business.

To apply, access Penn State's Application portal -  
<http://www.gradschool.psu.edu/index.cfm/apply/>

### **1. Submit Penn State's Graduate School Online Application and Application Fee (\$65 U.S.)**

- Skip questions you don't know such as Jr./Sr. GPA
- Note that once you submit your application, you can still access it to upload documents

### **2. Upload a Statement of Purpose.**

The statement should address the following questions and be 1 to 2 pages in length:

- Why have you chosen to pursue the Penn State Behrend MBA?
- How will these studies help you achieve your personal and professional goals?
- How will your participation contribute to the Penn State Behrend MBA program?
- Indicate your current, or most recent, work or internship responsibilities.

### **3. Upload a copy of current official transcripts.**

Official transcripts from all undergraduate institutions attended are required. In addition, the diploma indicating degree conferral will be required, once it is available.

- Individuals who accept an offer of admission will be contacted by The Graduate School at the Penn State University Park campus with instructions on sending original transcripts from all post-secondary institutions attended. You will be required to send original transcripts in the native language and in English. Failure to provide original documents in a timely manner could greatly delay other University processes.

### **4. Submit contact information, on the online application, for an administrator from CU who will complete a web-based recommendation form.**

## 5. Submit a GMAT score.

- MBA applicants must score a 4.0 on the Analytical Writing Assessment (AWA).
- GMAT scores are required unless an applicant has a GPA greater than 3.3.
- A 450 total score is required if the GPA is 3.0 to a 3.3.
- If your GPA was less than 3.0, you can determine your GMAT requirement using the formula below:

Multiply your GPA by 200, then subtract 1,050. The remaining number, rounded to the next highest tenth, is the minimum score that you are required to obtain, to be considered for the MBA program.

- Ex.  $2.9 \times 200 - 1050 = 470$
- Ex.  $2.8 \times 200 - 1050 = 490$

On the day of GMAT testing, do two things:

1. Select Pennsylvania State University-Erie (Code: HDN-XN-94) as a score recipient; after fourteen days the official school copy can be accessed by Graduate Admissions.
2. Scan and upload your unofficial score report to the application, this allows us to continue processing your application for admission.

## 6. Submit a TOEFL score.

The TOEFL must be taken by applicants for whom English is not their first language. Penn State Behrend doesn't offer an Intensive English Communication program. Applicants cannot be considered for admission unless the minimum requirements are met. English proficiency tests are valid for two years.

### TOEFL

TOEFL test takers should select Penn State as a Score Recipient and provide Penn State's Institution Code - 2660 and Department Code - 02. These are the codes for all Penn State locations. ETS sends scores to a central database; in two to three weeks, Behrend's Graduate Admissions Office can access the official scores. Scan and upload your unofficial score report to the application.

Applicants must demonstrate a TOEFL score of 80 (IBT exam), 550 (paper-based exam), or 213 (computer-based exam) to be admissible to the program. A minimum of 19 is required on the Speaking Skills section of the Internet-based exam.

### Visa Application

When an applicant accepts their offer of admission and submits original transcripts, The Graduate School then verifies authenticity of documents, checks minimum requirements and makes the final admissions decision. The Office of Global Programs, at the Penn State University Park campus, will then contact the student to begin processing the Application for Student Visa.

## Chulalongkorn Application

A requirement for those applying for an I-20 is a statement of Financial Guarantee which indicates the availability of personal funds for tuition, living expenses, and health insurance. The current estimate for expenses is \$56,400 (U.S.).

All visa documents can be provided electronically, by accessing the secure on-line system iSTART; these should be submitted in a timely manner.

### **Important Dates:**

- Fall Semester begins on Monday, August 24 and ends on Friday, December 18, 2015.
- Orientation for International Students will be held at Penn State Behrend beginning Monday, August 17. Students will be contacted by Debbie Hayes ([dzh6@psu.edu](mailto:dzh6@psu.edu)) in the International Office at Penn State Behrend to determine if this will be required or optional. She will assist you with you identifying an appropriate arrival date.
- Mandatory Orientation for new MBA students will be held at Penn State Behrend; details will be provided to newly admitted students upon an offer of admission.

### **Resources for Students with International Credentials who require an I-20.**

The Pre-Arrival Advising website allows prospective international students to find information about requesting or refusing an I-20, insurance and financial requirements, and other essential Pre-Arrival information.

The Pre-Arrival Advising Office is physically located at the University Park campus but they serve international students at all other 24 Penn State campus locations throughout the commonwealth of Pennsylvania. The Pre-Arrival web site is accessible at:  
<http://global.psu.edu/info/internationals-psu/students/pre-arrival-advising>

### **For Academic Inquiries:**

Dr. Al Warner, Academic Program Chair, MBA Program, Associate Professor of Management  
[agw2@psu.edu](mailto:agw2@psu.edu)  
814-898-6509  
277 Burke Center  
5101 Jordan Road  
Erie, PA 16563

### **For Admissions Inquiries:**

Ann Burbules, Assistant Director, Graduate Admissions  
[PSBehrendMBA@psu.edu](mailto:PSBehrendMBA@psu.edu)  
814-898-7255  
Knowledge Park, Merwin Building  
5451 Merwin Lane  
Erie PA, 16510