



Master of Business Administration University of Wisconsin - Stevens Point

MBA Application Checklist

1. Submit University of Wisconsin System Application
 - a. Pay the \$56.00 nonrefundable fee
 - b. Order all necessary Official transcripts (official transcripts are required for the University of Wisconsin System application).
2. Submit UWSP MBA Online Program Application. Include the following with your application:
 - a. GRE/GMAT Score or Waiver request
 - b. Letter of Intent
 - c. Resume
 - d. References
 - e. Post-Secondary Transcripts (upload scanned transcripts for all schools you attended or earned credit at after high school).
3. Completed your FAFSA, if applying for Financial Aid.

Preparing to Apply

Prepare to submit your MBA application materials by gathering all for documents and information. Allow 30 minutes for the application process. You will need the following:

1. Contact information
2. Enrollment Preference: Full-time Hybrid, Part-time Hybrid, or Part-time Online.
3. Your campus preference: Stevens Point, Wausau, Marshfield, or Online.
4. Your first term preference. Select the term you wish to begin the program.
5. Transcripts
 - a. Post-Secondary Transcripts (upload scanned transcripts for all school you attended or earned credit after high school).
 - b. Official transcripts are required for the University of Wisconsin System application.
6. Letter of Intent - This letter shall be a clear, well-written, and professional letter. Please include:
 - a. Your educational background. Address any factors leading to a GPA score falling below 3.0
 - b. Your career, educational, and personal goals.
 - c. Your professional experience, any volunteerism, extra-curriculum involvement, and any additional experiences that have prepared you for the MBA program.
 - d. How does the MBA in Applied Leadership and Decision-Making support your professional career and your plans for the future?
7. Updated Resume - This resume shall be clear and well-written. ACAC Career Documents Please include:
 - a. Your educational background, professional experience, and volunteerism
 - b. Include any additional experience you feel is important.
8. 2-3 Professional Reference - Provide 2-3 individuals who are prepared to provide a professional or academic recommendation on your behalf. For each reference you need to provide:
 - a. Their full name and email address
 - b. Organization where they work and their title.
 - c. Your relationship to the reference