

MBA Application

The Virginia Tech MBA Program office requires:

- Application, completed in its entirety
- \$65.00 application fee
- GMAT score (the GMAT code for the MBA Full Time program is 53B-XS-08)
- 2 letters of recommendation
- Official transcripts
- TOEFL, if applicable

Entry Requirements

Applicants to the Pamplin MBA must have submitted a complete application and must have received a four-year bachelor of science or bachelor of arts degree from an accredited college or university. Generally, applicants should have at least a B average in previous course work.

Departmental Interviews

All qualified MBA applicants will be contacted to schedule an evaluative interview. These interviews can be conducted by telephone, but applicants are strongly encouraged to visit our Blacksburg campus for an in-person interview when possible.

Tuition and Fees

For information on tuition and fees, please visit the Bursar website at: www.bursar.vt.edu.

For detailed information on in-state residency and tuition, please visit the Graduate School website at: www.grads.vt.edu (*Financial Matters/Tuition and Residency*).

Change of Address

It is critical that the Pamplin MBA Office be able to contact you while processing your application. Please notify the office and the Virginia Tech Graduate School of any change in your mailing and/or e-mail address.

International Applicants

International applicants must submit all materials required of U.S. citizens. All application materials, including transcripts, must be translated in English. In addition, international applicants must provide evidence of English language proficiency and must supply other information in accordance with immigration restrictions. The additional processing of international applicants is completed by the Virginia Tech Graduate School rather than by the Pamplin Office of Graduate and International Programs. Applicants should address all questions about these special requirements to the Virginia Tech Graduate School at (540) 231-8636.

DEADLINES FOR FULL-TIME ADMISSION

Our office reviews applications on a structured rolling admissions basis. Applications received after the Early and Priority deadlines will be processed and reviewed according to a rolling admissions structure, with decisions being mailed typically 2 weeks after an application is considered complete. Under the rolling admissions process, we continue to review applications for each entering class, subject to seat availability. Please note that since the admissions office cannot guarantee when our entering classes will be filled, we encourage all applicants to apply as soon as they are fully prepared and as close to the priority deadlines as possible. Information on our various application deadlines is listed below. If you have questions regarding these deadlines we encourage you to contact our offices directly.

Nov 16	Early Application Deadline
	Priority Application Deadline for Full-Time MBA
Feb 1	
	International Student Application Deadline
May 1	
Jul 1	Final Application Deadline

Early Application deadline provided for those students requiring more time to plan their transition into an MBA Program.

Full-Time Priority Application deadline is used for initial financial aid offers. After that date, seats and financial aid awarded on the basis of availability.

All International Applications must be fully completed with all supporting documentation received and interview completed by the May 1 deadline. No new or partial applications can be considered after that date.

Questions? Call 540/231-8636 or e-mail gradappl@vt.edu for assistance.

English Proficiency

Admitted international MBA students are required to take the Pre-MBA English Course at their own expense, unless they have: A PBT TOEFL score of 600, or an IBT total score of 100 and a speaking score of 26 or higher. Additional details on this course will be made available upon admission.

Services for Students with Disabilities

Virginia Tech is committed to providing appropriate services and accommodations to allow identified students with disabilities access to academic programs. To achieve this goal, the University provides services through the Services for Students with Disabilities (SSD) office. For more information, please visit www.ssd.vt.edu.

Once Admitted**Program Deposit**

Please note that once admitted students will be required to pay a non-refundable \$500.00 seat deposit. This \$500.00 will reserve that student's seat in the entering class and will be applied toward fall semester tuition and fees. Information about the deposit and payment due date will be provided for all admitted students.

Financial Aid

All accepted applicants are reviewed for eligibility for departmental financial aid to include both assistantships and scholarships. If awarded financial aid, the Pamplin MBA Office will supply a detailed letter outlining the details of the award. Should you have any questions about this aid, please contact the Pamplin MBA Office at (540) 231-6152.

The Office of Scholarships and Financial Aid also supplies financial aid, scholarships and loans. The application for this financial aid and details and deadlines can be found at: www.finaid.vt.edu. Please contact their office directly with questions pertaining to this aid. Students can only be considered for need-based financial aid if a FAFSA form has been filed.

MBA Math

While there are no prerequisite courses required as part of the undergraduate transcript, the Pamplin MBA Program does require entering students to successfully complete online short courses in accounting and quantitative skills (MBA Math) before the start of classes. Details on MBA Math will be provided upon acceptance to the program.

Computer Requirements

All full-time students will be required to have a laptop computer with wireless network capabilities. Students must keep their computer hardware and software up to date during the program. The Pamplin College of Business publishes the minimum computer hardware and software standards each year.

Virginia Tech does not discriminate against employees, students, or applicants on the basis of race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation. Anyone having questions concerning discrimination or accessibility should contact the Office for Equal Opportunity.

Send application and payment to:**Graduate School Admissions**

Graduate Life Center
at Donaldson Brown
Virginia Tech (0325)
Blacksburg, VA 24061
Fax: 540/231-2039

Questions? Call 540/231-8636 or
e-mail gradappl@vt.edu for assistance.

GENERAL INFO

LAST/FAMILY NAME _____ FIRST/GIVEN NAME _____ MIDDLE NAME _____ SUFFIX _____

List any former names: _____

Social Security Number: _____

Providing your SSN is optional, but is required of enrolled students for federal tax reporting. If you intend to apply for financial aid and scholarships or be employed on-campus, your SSN must be submitted.

Student ID Number (if applicable): _____

Current Mailing Address

city _____ state _____ zip _____ country _____

Current Daytime Phone: _____
 Home Office Mobile

Current Evening Phone: _____
 Home Office Mobile

Please list your primary phone and e-mail. We value your privacy and will not disclose your information.

E-mail Address: _____

Permanent/Home Country Address (if different):

city _____ state _____ zip _____ country _____

Permanent Daytime Phone: _____
 Home Office Mobile

Permanent Evening Phone: _____
 Home Office Mobile

Personal Information

Gender: Male Female

Date of Birth: ____ / ____ / ____ (MM/DD/YYYY)

City of Birth: _____

State of Birth: _____

Country of Birth: _____

The U.S. Department of Education has requested that we collect the following information on race and ethnicity. Please answer both of the following questions:

Are you Hispanic, Latino, or of Spanish Origin ? Yes No

Please select your race: choose all that apply.

- African American/Black
- American Indian/Alaskan Native
- Asian
- Native Hawaiian/Pacific Islander
- White

Residency

US State of Legal Residence: _____ (Required for US/PR/H-visas only)

Are you claiming entitlement to Virginia in-state tuition rates pursuant to Section 23.7-4, Code of Virginia? Yes No
(If VIRGINIA, (US/PR/H-visas only), you must complete the Application for Virginia Residency at the end of this application process and provide a copy of your visa, if applicable, to be considered for resident tuition and fees.)

Enrollment Information

Term of Enrollment

FALL SPRING SUMMER I _____
 SUMMER II _____ year

Campus

- BLACKSBURG (MAIN)
- NORTHERN VIRGINIA CENTER

Note: Part-time status is available only at the Northern Virginia Center.

Degree

- REGULAR MBA

Dual Degree

- I AM INTERESTED IN THE DUAL-DEGREE PROGRAM WITH THUNDERBIRD UNIVERSITY
- I AM INTERESTED IN THE DUAL-DEGREE PROGRAM WITH INT

PERSONAL INFO

Citizenship

- U.S. Citizen
- Permanent Resident
(copy of PR registration card required)
- Non-resident alien (visa required)

Country of Citizenship:

Visa Status:

Questions? Call 540/231-8636 or e-mail gradappl@vt.edu for assistance.

ACADEMIC HISTORY

Academic History

In chronological order, beginning with the most recent, list any bachelor and/or graduate level work that you will have done prior to enrollment. Note that official transcript(s) must be sent to the Graduate School and to the academic department to which you are applying.

INSTITUTION NAME	DEGREE TYPE	MAJOR	GPA	DATE RECEIVED/EXPECTED

LETTERS OF RECOMMENDATION

Letters of Recommendation

Please make sure that your referees have indicated in advance that they are willing to submit a reference form for you. Please keep in mind that it is your responsibility to ensure that your recommenders have submitted their forms by the appropriate deadline.

Under the Family Educational Rights and Privacy Act of 1974, a student enrolled at Virginia Tech has access to his or her academic records. We comply with this law, while still allowing the student the option of waiving the right to access this specific document. Waiving this right does not preclude you from access to the rest of your academic records. If you wish to waive the right to examine this evaluation at a later date, please indicate below. Your choice will not affect the consideration of your application to Virginia Tech.

First Reference

TITLE _____ FIRST NAME _____ LAST NAME _____
 INSTITUTION/COMPANY NAME _____
 Daytime Phone: _____ E-mail: _____

Do you waive your right to access this evaluation?

Yes

No

Second Reference

TITLE _____ FIRST NAME _____ LAST NAME _____
 INSTITUTION/COMPANY NAME _____
 Daytime Phone: _____ E-mail: _____

Do you waive your right to access this evaluation?

Yes

No

While we ask that you report your scores here, the official scoring information must come from the respective testing agencies.

GMAT Score

Test Date: ____ / ____ (MM/YY) Test Score: Verbal ____ Quantitative ____ Analytical Writing ____ Total Score ____

TOEFL Please specify type of test, date taken or date schedule to be taken, and score details.

 Paper-based

Test Date: ____ / ____ (MM/YY)

Section Score

Listening Comprehension: _____

Structure and Written Expression: _____

Reading Comprehension: _____

Total: _____

 Computer Based

Test Date: ____ / ____ (MM/YY)

Section Score

Listening: _____

Structure: _____

Reading: _____

Writing: _____

Total: _____

 Internet-Based

Test Date: ____ / ____ (MM/YY)

Section Score

Reading: _____

Listening: _____

Writing: _____

Speaking: _____

Total: _____

Questions? Call 540/231-8636 or e-mail gradappl@vt.edu for assistance.

TEST SCORES

NAME _____

Program: _____ Birth Date: _____

Alternate Campus: _____

Dual Degree Option

The Full-time MBA program (Blacksburg) offers these additional options for your studies. Select one of these offerings if interested.

- I am interested in the dual-degree program with Thunderbird University.
- I am interested in the dual degree program with INT.

Employment

Do you have management experience? Yes No

If yes, how many years have you served in a management role? _____

In the space below, please describe your position and associated skills.

Work experience is an important aspect of our MBA application. We require applicants to the Virginia Tech MBA program to submit a current resume which details previous work history listing your current position, company of employment and dates in which you have been employed. Applicants without a lengthy work history may detail co-op and other internship experiences in their resume. Applicants are advised to focus on skills demonstrated, position responsibilities, computer experience and project management, etc. that have been developed within your work history. It is important to focus on detail. Please highlight any honors and activities in addition to your work history. Please include your resume with your application and mail it directly to the MBA Program office.

Summarize your recent employment:

Full-time professional employment

EMPLOYMENT DATES				EMPLOYER	POSITION/TITLE
FROM (MM)	FROM (YYYY)	TO (MM)	TO (YYYY)		

Please indicate your current annual salary: \$ _____

Questions? Call 540/231-8636 or
 e-mail gradappl@vt.edu for assistance.

Career Objectives

Please check the box for industry which most closely relates to your current work experience. (check only one box)

- | | |
|---|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Consulting | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Consumer Products | <input type="checkbox"/> Media/Entertainment |
| <input type="checkbox"/> E-Commerce | <input type="checkbox"/> Non-profit |
| <input type="checkbox"/> Entrepreneurship | <input type="checkbox"/> Petroleum/Energy |
| <input type="checkbox"/> Financial Service | <input type="checkbox"/> Portfolio Management |
| <input type="checkbox"/> General Management | <input type="checkbox"/> Production/Operations Management |
| <input type="checkbox"/> Government | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Health Care Administration | <input type="checkbox"/> Supply Chain Management/Logistics |
| <input type="checkbox"/> Human Resources Management | <input type="checkbox"/> Technology |
| <input type="checkbox"/> International Business | <input type="checkbox"/> Other: Please explain _____ |

Career goals and planning are an important aspect of your MBA studies. To help us better understand your career goals, please check one box from the list below, which best describes the industry you aspire to work in following completion of your MBA degree. (Your career goal)

- | | |
|---|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Consulting | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Consumer Products | <input type="checkbox"/> Media/Entertainment |
| <input type="checkbox"/> E-Commerce | <input type="checkbox"/> Non-profit |
| <input type="checkbox"/> Entrepreneurship | <input type="checkbox"/> Petroleum/Energy |
| <input type="checkbox"/> Financial Service | <input type="checkbox"/> Portfolio Management |
| <input type="checkbox"/> General Management | <input type="checkbox"/> Production/Operations Management |
| <input type="checkbox"/> Government | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Health Care Administration | <input type="checkbox"/> Supply Chain Management/Logistics |
| <input type="checkbox"/> Human Resources Management | <input type="checkbox"/> Technology |
| <input type="checkbox"/> International Business | <input type="checkbox"/> Other: Please explain _____ |

Do you consider yourself to be a (choose one)

- Career Switcher – A person working in a different field than what you will be working in following your MBA studies
- Career Enhancer – A person planning to return to the same industry (at a higher position) following your MBA studies
- No experience – A person without full-time professional work experience
- Open-Flexible, could return to previous profession or switch to something entirely different post-MBA.

Objectives

Below is a listing of the Full-time MBA concentrations. Please choose any that might interest you.

- | | |
|---|---|
| <input type="checkbox"/> General Management | <input type="checkbox"/> Investment and Financial Services Management |
| <input type="checkbox"/> Corporate Financial Management | <input type="checkbox"/> Systems Engineering Management |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Organization Management and Strategy |

Questions? Call 540/231-8636 or e-mail gradappl@vt.edu for assistance.

Essays

Answer each question, restating the question at the beginning. Please include your name with your essays. The Admissions Committee expects your essays to be composed entirely by you, without editing or review by others. Please limit your responses to no more than 500 words for each question. Essays should be submitted on a separate document.

1. Describe a situation in which you overcame a situation presenting personal adversity. What did you learn from this experience that will help you in your MBA studies and beyond?
2. What information about you that may not be apparent elsewhere in your application will be important in the assessment of your candidacy to our MBA Program?

Application Deadlines

The MBA Program office reviews applications on a structured rolling admissions basis. Applications received after the Early and Priority deadlines will be processed and reviewed according to a rolling admissions structure, with committee reviews taking place approximately every two weeks.

Under the rolling admissions process, we continue to review applications for each entering class, subject to seat availability. Please note that since the admissions office cannot guarantee when our entering classes will be filled; we encourage all applicants to apply as soon as they are fully prepared and as close to the priority deadlines as possible. Our program has established an early application deadline in November for priority decisions. Complete applications (application, transcript, letters of recommendation, GMAT examination score report, and TOEFL, if applicable) received by this date will receive a priority decision in January. Information on our various application deadlines is listed below. If you have questions regarding these deadlines we encourage you to contact our offices directly.

Virginia Tech MBA Full-Time Program Deadlines

<u>November 16</u>	<u>Early Application Deadline</u>
<u>February 1</u>	<u>Priority Application Deadline for Full-Time MBA</u>
<u>May 1</u>	<u>International Student Application Deadline</u>
<u>July 1</u>	<u>Final Date for All Applications</u>

MBA Seat Deposit

The Virginia Tech MBA program is a very competitive program. It is important to understand that once admitted a non-refundable \$500.00 seat deposit will be required to reserve your seat. Details on the seat deposit will be provided upon admission.

Fellowships and Assistantships

Merit-based financial aid is determined on the basis of the strength of each individual application. Special application is not necessary. After formal acceptance by the Graduate School, you would be notified of financial award eligibility if applicable.

Questions? Call 540/231-8636 or
e-mail gradappl@vt.edu for assistance.

Supporting Documentation

- Official Transcripts
- 2 Letters of Recommendation
- TOEFL examination (International applicants)
- GMAT examination

All supporting documentation for the Full Time MBA program should be directed to:

Enrollment Coordinator
Virginia Tech MBA Program
1044 Pamplin Hall
Blacksburg, VA 24061-0209

Please be reminded that you should also send an official transcript to the Graduate School. The mailing address is listed below.

Feedback

We appreciate your feedback. In the section below please check each box that applies to you.

Which resources did you consult when researching MBA programs?

- | | |
|--|---|
| <input type="checkbox"/> Virginia Tech MBA Website | <input type="checkbox"/> Hobson's MBA Guidebooks |
| <input type="checkbox"/> Virginia Tech website | <input type="checkbox"/> Google Ad Words |
| <input type="checkbox"/> QS World MBA Tour Event | <input type="checkbox"/> Virginia Business Magazine |
| <input type="checkbox"/> US News and World Report | <input type="checkbox"/> mba.com |
| <input type="checkbox"/> Business Week | <input type="checkbox"/> Virginia Tech sponsored event or information session |
| <input type="checkbox"/> Washington Post | <input type="checkbox"/> Family and friends |

Thank you for completing your online application to the Pamplin MBA program.

Please allow two weeks for our offices to process your application before contacting our offices to inquire about the status of your application. We look forward to working with you in the coming weeks as you continue the admissions process.

Certification

I certify that all information provided to the Graduate School and department on my application and during the entire admissions process is accurate. I understand that upon my admission and enrollment I will be subject to the rules and regulations of the university, including the Graduate Honor System. YES DATE: _____

You must mail official copies of your transcript(s) to the Graduate School **and** the department to which you are applying.

Graduate Admissions • GLC at Donaldson Brown (0325) • Blacksburg, VA 24061

Thank you for your interest in Virginia Tech. **Please be reminded that your non-refundable application fee is required. Your application will not be processed until payment has cleared.**

FOR OFFICE USE ONLY: _____

Questions? Call 540/231-8636 or e-mail gradappl@vt.edu for assistance.

Additional Required Information

Have you been convicted of or received a juvenile adjudication for a violation of any local, state, or federal law, other than a minor traffic violation? YES NO

Are you currently on court-ordered supervised or unsupervised probation or under the terms of a finding under advisement? YES NO

Please give a full explanation of any past criminal convictions:

REQUIRED INFORMATION

Return your completed form to:
Graduate School Admissions
Graduate Life Center at Donaldson Brown
Virginia Tech (0325)
Blacksburg, VA 24061
Fax: 540/231-2039

APPLICANT SIGNATURE

DATE

