



APPLICANT CHECKLIST

Notes:

- Undergraduate degree accredited from college or university or foreign equivalent is required.
- A GMAT or GRE is required of all applicants
- Baylor has rolling admissions; your application will be reviewed as soon as we receive all required materials.
- Please be sure to visit our website for additional details about the application process.

Visit Campus

While not required, we encourage you to become familiar with our campus, faculty/staff, culture, and students through one of the following ways:

- Visit a class
- Attending an on-campus event
- Schedule a one on one appointment

Start Your Application

Visit <https://gradbusiness.baylor.edu/apply/> to start an application. There will be a list of required steps to help you track your progress.

Submit Your Transcript

Applicants should scan and upload PDF copies of transcripts from each undergraduate and graduate institution in which **a degree was earned**. Applicants still in their undergrad will need to send a transcript from their current school. These copies are used for the evaluation process. All unofficial transcripts must be translated into English before submission.

Submit GMAT/GRE Scores

Unofficial copies of test scores are sufficient for the application review process and can be uploaded to your Application Portal.

Official test score reports should be requested once you are admitted. Baylor's CEEB code is 6032.

Update your resume

If you are currently an undergrad, consult with your school's career development office for resume advice. Be sure to include activities, honors, internships, volunteer work, and awards.

Update your resume (cont.)

Applicants with post-baccalaureate work experience should submit a professional resume including work experiences, professional memberships, major projects, etc.

Cover Letter

A one-page cover letter should include reasons why you are qualified for a place in the graduate degree program, how your participation will add value to the graduate degree program or explain any other information useful to the admissions committee.

Talk to your recommenders

A minimum of one letter of recommendation is required. In the application, you will provide the name and email address for at least one reference who will be sent an email message with a link directing him or her to a web page to submit the recommendation.

Sometimes the automated emails from our application system end up in SPAM or JUNK folders, so the recipient doesn't even know it arrived. Please touch base with the individuals and let them know you are looking for a letter of recommendation.

Pay Application Fee

Pay \$50 application fee. Fee waiver is available upon request for Active Duty/Veterans and Baylor alumni.

Schedule an Interview

Once a completed application packet has been received, your application will be reviewed. At that time, you will be notified whether or not you have been selected for an interview. Please note that not all applicants will be invited to interview.

The preferred option for interviewing would be an in-person interview on campus. The second preferred option would be Skype followed by the least preferred phone call. The purpose of the interview is to ensure that the program is a good fit for both the student and the program. Interviews take place once all application materials have been submitted and your application fee has been paid.

Decision Notification

We ask for two weeks from the time of the interview for an admission and scholarship decision to be delivered.

For additional information about the program or the application process:

- Scot Sanders
- Scot_Sanders@baylor.edu
- 254.710.6281
- www.baylor.edu/mba