



CARLSON SCHOOL
OF MANAGEMENT

UNIVERSITY OF MINNESOTA

Applying for Admission to the MS in Business Analytics Program at the Carlson School of Management

Information included in this document:

1. [Who Should Apply?](#)
2. [Application Deadlines](#)
3. [How to Apply](#)
4. [Application Requirements and Materials](#)
5. [Frequently Asked Questions](#)

Master of Science in Business Analytics

Carlson School of Management
321 Nineteenth Avenue South, Suite 1-110
Minneapolis, MN 55455
E-mail: msba@umn.edu
Phone: 612-625-5555
carlsonschool.umn.edu/analytics

Who Should Apply?

The MS in Business Analytics is a rigorous, fast-paced graduate program for analytical thinkers with an interest in business. Qualified applicants should demonstrate a capacity for intense academic study, a propensity for mathematics and programming, and a basic understanding of business fundamentals. Recent graduates and early-career professionals with analytical backgrounds are eligible for the program.

Ideal candidates should meet the following criteria:

- Undergraduate degree in economics, mathematics, engineering, business, computer science, statistics, or related field is recommended, but **not required**.
- Demonstrated competency in computer programming in at least one of the following computer programming languages is **required**: Python, C, C++, C#, VB (not VBA), or Java. Academic transcripts, certificates from online courses, or work experience may be cited to meet this requirement.
- At least one full-semester college level calculus course is **required**.
- At least one full-semester college level statistics course is recommended, but **not required**.
- Full-time work experience is **not required**. We do strongly recommend having at least some related internship(s) involving analyzing data, using technical software, and/or applying computer programming languages (e.g., Python, SQL, C, C++, C#, VB, Java, etc.), in addition to having related academic or extracurricular experiences.

Application Deadlines

The following application rounds and deadlines are for applicants who wish to start the MSBA program in Summer of 2023.

Admitted students who enroll in the program are required to arrive on campus in time for the **required program orientation in late May 2023** (exact dates to be determined). No exceptions are made to this requirement.

	<i>Submission Deadline</i>	<i>Decision Notification Deadline</i>
Round 1	November 1, 2022	December 31, 2022
Round 2	January 3, 2023	March 15, 2023
Round 3	February 1, 2023 <i>Final deadline for international applicants</i>	April 15, 2023
Round 4	March 15, 2023 <i>Final deadline for domestic applicants</i>	April 30, 2023

How to Apply

Follow the steps below to prepare your application.

Step 1: Read this Document Carefully

Details about all the required information and materials can be found in the [Application Requirements and Materials](#) section of this document. Refer to them to ensure a smooth application process.

Step 2: Prepare Your Application Materials

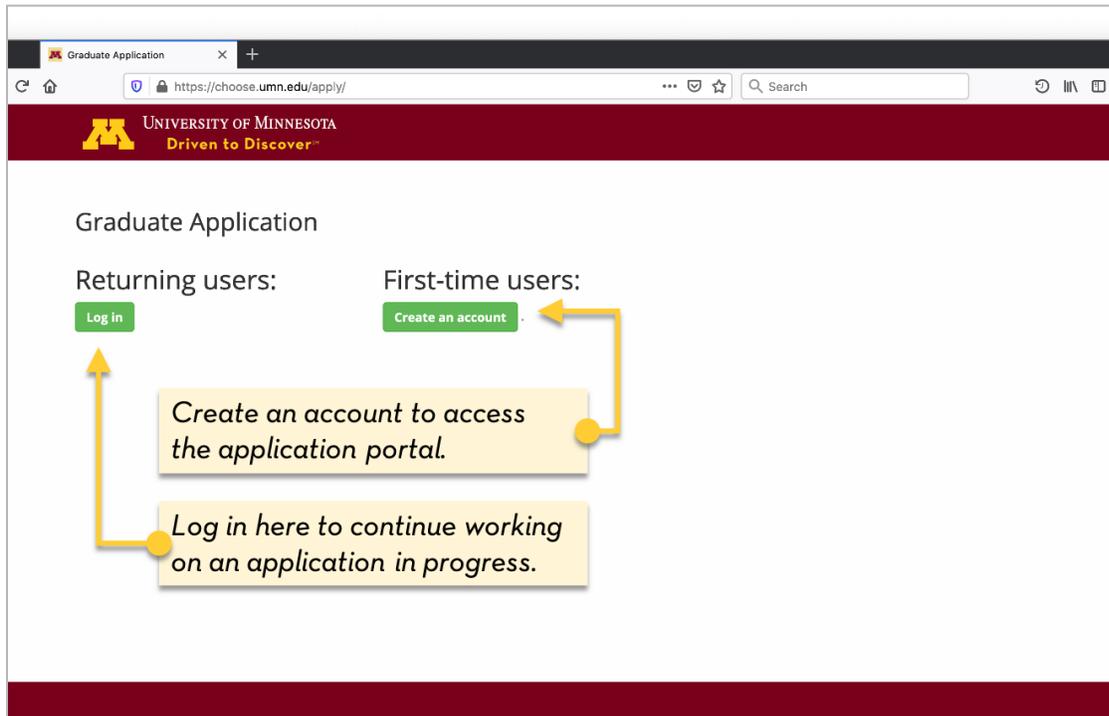
You will need the following materials to complete your application:

<p>Academic History</p> <ul style="list-style-type: none">□ Academic Transcripts□ Completion of Calculus Course Documentation□ Computer Programming Competency Documentation□ GMAT or GRE Scores□ English Language Test Scores (if applicable) <p>Professional Experience</p> <ul style="list-style-type: none">□ Current Resume or CV (detailing employment history, work experience, and quantitative/technical project experience)	<p>Personal Information</p> <ul style="list-style-type: none">□ Personal Statement (3 short answer essays compiled in one document)□ Video Essay <p>Recommendations</p> <ul style="list-style-type: none">□ Names and contact information for two persons who can speak to your ability to succeed in the program (can be academic or professional recommendations) <p>Other</p> <ul style="list-style-type: none">□ Credit card or bank information to pay the required non-refundable application fee (\$75 for U.S. citizens; \$95 for international applications and U.S. residents with foreign credentials; \$0 for applicants who served in the US Armed Forces)
---	---

Step 3: Create an Online Account at choose.umn.edu

The University of Minnesota uses an online application portal. You will access the portal at choose.umn.edu to upload your application materials .

To access the portal, you will need to create an account and password:

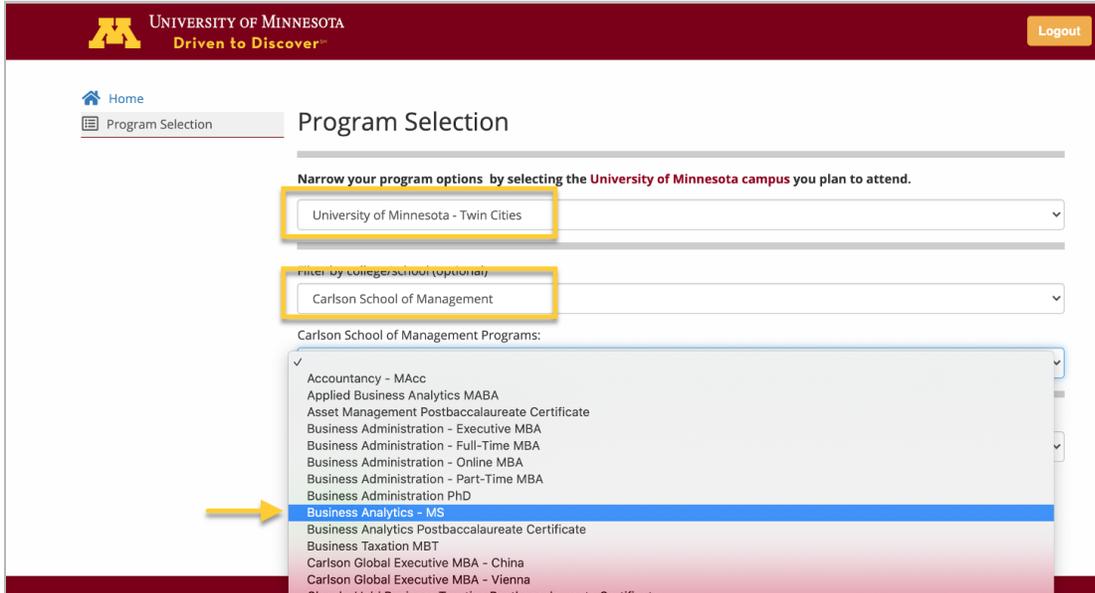


Once you begin your online application, the system will allow you to save your work and return to it at any time. This means you can complete your application over multiple sessions if needed.

Note: You will receive application update emails from gradappinfo@umn.edu and mbamsapp@umn.edu. Please add these emails to your contact list or safe list so that important updates are not caught in your spam filter.

Step 4: Start a New Application and Select the Appropriate Program

Once you have created your account, the system will ask you to specify the program for which you are applying. Use the filters to find and select the MS in Business Analytics program at the Carlson School of Management (Twin Cities campus).



Step 5: Upload Your Application Materials

Once you have selected the program, the system will guide you through a series of screens. You will be asked to provide information about yourself, answer various questions, and upload the required application materials. Most of this will be self-explanatory.

You will need to indicate the proposed term of entry for the program. The MS in Business Analytics program begins each year in **Summer Term only**.

UNIVERSITY OF MINNESOTA
Driven to Discover™

Logout

Home
Program Selection
Biographical Information
Personal Background
Carlson Masters Programs Requirements
Academic History
Employment Information
Admissions Test Score Information
English Language Proficiency
Video Essay
Recommendations
Signature
Review

Carlson Masters Programs

Term Selection

Select your proposed term of entry for the Full-Time MSBA program

Calculus Requirement

Completion of at least one semester of a college-level calculus course is *required* for admission to the program. If you have not completed one semester of a college-level calculus course you are not eligible for admission.

Please provide the name of the institution where you completed this course as well as the name and number of the course that satisfies this requirement. Also upload a course description or syllabus indicating the core concepts or themes covered. This course must appear on your transcript with a grade of completion (uploaded in the Educational Background section of this application).

DO NOT UPLOAD YOUR TRANSCRIPT ON THIS PAGE. This upload is for Carlson Masters Programs | description or syllabus ONLY.

Calculus Course Institution
Institution Name

Calculus Course Name and Number
Enter both Course Number and Name from your transcript

Calculus Course Description or Syllabus
Choose File No file chosen

Upload

Indicate term of entry here.

Use this navigation to move between sections.

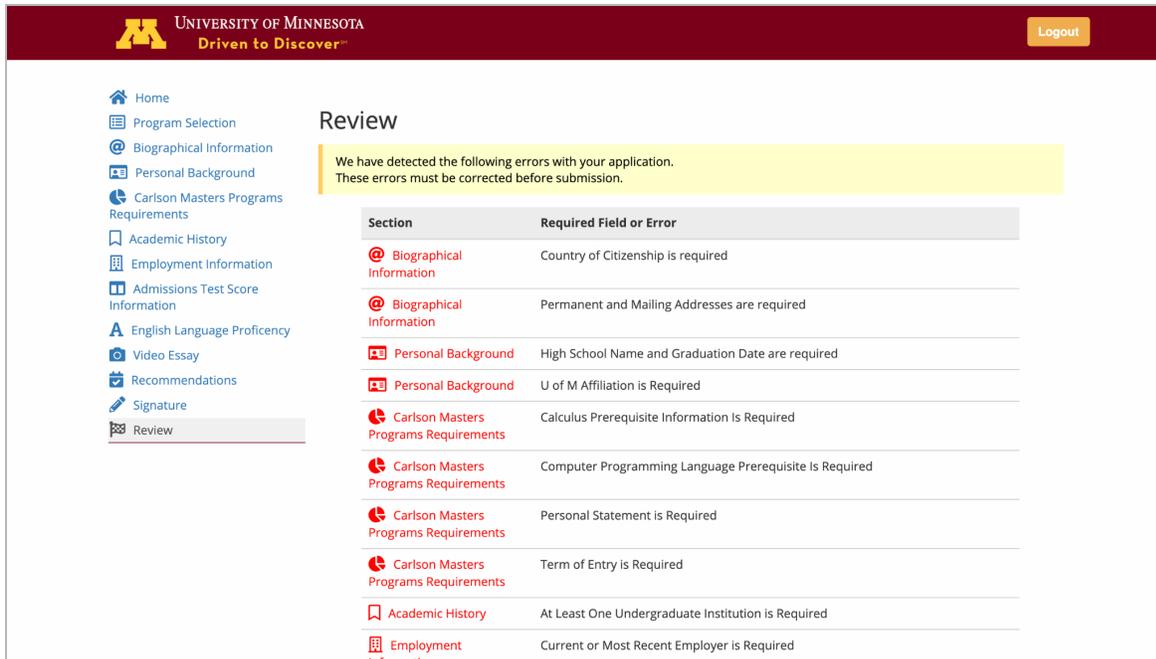
As you work your way through the screens, you can use the left-hand navigation links to move between sections. Remember that the system will allow you to save your work and return to it at any time. This means you can complete your application over multiple sessions if needed.

For full details on the documentation you will need to upload, see the [Application Requirements and Materials](#) section of this document.

Step 6: Sign and Submit Your Application

When you have provided all required materials, the portal will allow you to submit your application. Note that the application is **not** complete until your [recommenders submit the GMAC Common Letter of Recommendation](#) and we have received your [official test scores](#). Applications must be completed before the deadline for which you would like to be considered.

You can use the “Review” tab in the navigation bar to see which sections you still need to complete.



UNIVERSITY OF MINNESOTA
Driven to Discover™

Logout

- Home
- Program Selection
- Biographical Information
- Personal Background
- Carlson Masters Programs Requirements
- Academic History
- Employment Information
- Admissions Test Score Information
- English Language Proficiency
- Video Essay
- Recommendations
- Signature
- Review

Review

We have detected the following errors with your application. These errors must be corrected before submission.

Section	Required Field or Error
Biographical Information	Country of Citizenship is required
Biographical Information	Permanent and Mailing Addresses are required
Personal Background	High School Name and Graduation Date are required
Personal Background	U of M Affiliation is Required
Carlson Masters Programs Requirements	Calculus Prerequisite Information Is Required
Carlson Masters Programs Requirements	Computer Programming Language Prerequisite Is Required
Carlson Masters Programs Requirements	Personal Statement is Required
Carlson Masters Programs Requirements	Term of Entry is Required
Academic History	At Least One Undergraduate Institution is Required
Employment	Current or Most Recent Employer is Required

Application Requirements and Materials

Applicants to the program must provide the materials listed below. Details and instructions follow.

1. Academic Transcripts
2. Completion of Calculus Course Documentation
3. Computer Programming Competency Documentation
4. GMAT or GRE Scores*
5. English Language Test Scores (if applicable)
6. Resume or CV
7. Recommendations
8. Personal Statement (3 short answer essays compiled in one document)
9. Video Essay
10. Application Fee

Academic Transcripts

Transcripts from an accredited college or university are required to show that you have earned a first university degree equivalent to a 4-year U.S. bachelor's degree.

If you are unsure whether your degree is equivalent to a 4-year U.S. bachelor's degree, email your transcripts and proof of degree to the Office of Graduate Admissions at gsquest@umn.edu and request a review.

A 3-year degree from India does **not** satisfy this minimum requirement; students with this type of degree must complete an additional year of post-baccalaureate study before applying to the program.

Unofficial transcripts can be submitted through the online application portal. You will need to submit a transcript from each college or university where you completed coursework before your application will be considered complete and reviewed by the admissions committee. For more information regarding transcripts/academic credentials you need to apply please [review these details](#).

Non-English transcripts must be accompanied by an English translation.

If you have previously enrolled at any University of Minnesota campus, you can obtain electronic copies of your transcripts from [OneStop student services](#).

If admitted, you must submit official transcripts or academic records prior to your enrollment at the University of Minnesota. Official transcripts must be sent directly to the Office of Graduate Admissions Office from the institution. An official, certified (signature and seal) English translation must accompany non-English transcripts. The University of Minnesota reserves the right to require the submission of official transcripts or credentials any time during the admission review process.

Completion of Calculus Course Documentation

You must provide documentation that you have successfully completed at least one college-level calculus course.

Completion of at least one college-level calculus course is required, at the level of Calculus I or higher. Short Calculus, Pre-Calculus, or Survey of Calculus courses do **not** meet this prerequisite.

This requirement can be satisfied in one of two ways:

1. *Academic coursework:* Course title and final grade must appear on an academic transcript from an accredited university or college. **Upload a course description or syllabus** on the "Carlson Masters Programs requirements" page of the application. This course must appear on your transcript (uploaded in the "Educational Background" section of the application.) Do not re-upload your transcript on the "Carlson Masters Programs requirements" page of the application; this upload must be a course description or syllabus indicating the language learned in your programming class.
2. *Online certificate:* Complete one of the MSBA faculty-approved online certificate options listed below. **Upload your official, verifiable certificate of completion** on the "Carlson Masters Programs Requirements" page of the application.

Certificate Title	Courses	Platform	Duration	Estimated Commitment
<u>Mathematics for Machine Learning Specialization (Imperial College London)</u>	3	Coursera	57 hours	4 hours/week (4 months)
<u>Introduction to Calculus (University of Sydney)</u>	1	Coursera	59 hours	9-14 hours/week (5 weeks)

These are the **only** online certificate courses that may be used to satisfy the calculus prerequisite.

Applicants who have not yet completed a calculus course should not submit an application to the program until they have completed the course and received either a final grade or official, verifiable certificate of completion.

Computer Programming Competency Documentation

You must provide documentation that you have demonstrated competency in at least one of the following computer programming languages: Python, C, C++, C#, VB (not VBA), or Java.

Competency is required in only **one** of these languages. Competency may be demonstrated one of three ways:

1. *Academic Coursework*: University class on transcript showing formal education in, and successful completion of programming coursework as an undergraduate or graduate. **Upload a course description or syllabus** that includes the name of the programming language learned. This course must appear on your transcript (uploaded in the "Educational Background" section of this application.) Do not re-upload your transcript on the "Carlson Masters Programs requirements" page of the application; this upload must be a course description or syllabus indicating the language learned in your programming class.
2. *Professional Experience*: Resume indicating specific projects, assignments, or responsibilities with clear details of how computer programming was utilized in a professional, full-time work capacity. Simply listing the programming language you know is not sufficient. You must have bullet points indicating which programming language you use and how you use the programming language to complete your professional work.
3. *Completion of Online Course**: Certificate(s) of completion for an online course (or a course sequence) in computer programming (preferably Python) with a duration of no less than 20 hours*. The course (or course sequence) must cover basic programming concepts and techniques including but not limited to: conditional statements, loops, functions, input/output, file handling, foundational data types and structures such as strings, lists, and dictionaries. Please upload a verifiable certificate of completion on the "Carlson Masters Programs requirements" page of the application. If the certificate title does not include the programming language used, please include a course description or syllabus with the upload indicating programming language taught.

Applicants who have not yet satisfied the computer programming requirement should not submit an application to the program until they can demonstrate competency in one of the three ways listed above.

****Tips on Selecting Online Coursework to Meet the Prerequisite***

If you have not completed academic coursework in or professional experience using one of our accepted programming languages, the online course you select to meet our prerequisite should cover basic programming concepts and techniques. The course(s) must cover the following topics at minimum:

- conditional ("if") statements
- loops
- functions
- input/output
- file handling
- foundational data types and structures (e.g., strings, lists, dictionaries)

While our basic requirements for the online course option are 20 hours minimum of instruction and an official, verifiable certificate of completion, we strongly recommend taking additional steps to become

more comfortable with object oriented programming before applying. Consider taking a full specialization track or professional certification online, consisting of a variety of programming courses in your chosen language (we recommend Python). Strongly consider also applying what you learn in your online studies to your work, internship, or personal projects, and add these new experiences to your resume.

While a 20-hour online certificate course will meet our basic prerequisite, additional study and applied practice will:

- Boost your application
- Better prepare you for our programming-heavy curriculum
- Impress hiring managers in your post-program job search

Listed below are some MSBA faculty-suggested online certificate options that will each meet our basic programming prerequisite. You are not limited to the options on this table to meet the basic requirement; rather, this list is meant to be a guide for those who are not sure where to start.

Certificate Title	Courses	Platform	Duration	Estimated Commitment
<u>Learn to Program: The Fundamentals (University of Toronto)</u>	1	Coursera	25 hours	2-6 hours/week (7 weeks)
<u>Introduction to Scripting in Python Specialization (Rice University)</u> - Courses #1, #2, & #3	3	Coursera	28 hours	2-4 hours/week (12 weeks)
<u>Google IT Automation with Python Professional Certificate (Google)</u> - Courses #1 & #2	2	Coursera	55 hours	2-6 hours/week (13 weeks)
<u>Python for Everybody Specialization (University of Michigan)</u> - Courses #1 & #2	2	Coursera	38 hours	2-4 hours/week (14 weeks)

GMAT or GRE Scores*

GMAT or GRE General Test scores are now **optional** for admission to the MS in Business Analytics program for domestic or international applicants who meet the following requirement:

- Cumulative undergraduate GPA of 3.0 or above on a 4.0 scale (or overall B grade equivalent on another scale)

In the online application, in the "Carlson Masters Programs Requirements" section, you will indicate whether or not you meet this GPA requirement.

If the grades on your undergraduate academic transcripts do not meet our minimum requirement (3.0 or B grade), you must submit official GMAT or GRE General Test scores with your application in order to be considered for admission.

If you indicate in your application that you meet our GPA requirement, but the cumulative grades on your undergraduate academic transcripts show otherwise, **your admissions decision may be severely delayed**, and we will still require official GMAT or GRE General Test scores before moving forward with your admissions consideration.

****When are GMAT or GRE scores strongly recommended?***

While submission of GMAT or GRE scores is optional for those with a cumulative undergraduate GPA of 3.0 or above, strong scores can still boost an application. It is **strongly recommended** for applicants with academic weaknesses (e.g., lower grades in quantitative or technical/programming classes) to submit scores.

The admissions committee does not prefer one test over the other, and we do not have minimum required scores; however we recommend a Quantitative section score in the 80th percentile or above on either test.

*NOTE: Applicants interested in pursuing a career in **consulting** should plan to take the GMAT specifically, as many major consulting firms consider these scores when assessing job candidates.*

Submitting GMAT or GRE test scores

If you do decide to submit test scores, they must be less than five years old at the time of your application date. The unofficial test scores should be entered directly into the online application. Official test scores should be received before the deadline for which you would like to be considered.

- For **GMAT**, arrange for the testing service to send an official score report to code **D2N-VJ-05**, Carlson Master of Science in Business Analytics. Results arrive 2-3 weeks after the test.
- For **GRE**, arrange for the testing service to send an official score report using institution code **6874**, U of MN graduate school. For department code, you may enter **4323** for Business Data Analytics, although your score report will be matched to your application regardless of the department code you enter. Results may take up to 8 weeks to arrive.

English Language Test Scores

This requirement applies only to international and domestic applicants whose first language is not English. Proof of proficiency is measured by exams such as TOEFL and others; exams must be completed within two years of program start date.

International and domestic applicants whose first language is not English must provide proof of English language proficiency. Proof of English language proficiency is measured according to the categories detailed below.

Proficiency may be demonstrated by any of the following means, as detailed below:

1. Post-Secondary Coursework
2. Minimum Exam Scores from a Qualifying Test Service
 - a. TOEFL Exam
 - b. IELTS Exam
 - c. PTE Academic Exam
 - d. Duolingo English Test (DET)

Note: We do **not** offer an option for English language proficiency assessment upon arrival on campus.

Post-Secondary Coursework

Test scores are not required for applicants who have completed post-secondary coursework in:

- United States
- Canada (except Quebec)
- United Kingdom/Ireland
- Australia
- New Zealand
- Ghana
- Kenya
- Nigeria

To qualify for exemption, the coursework:

- Must consist of least 16 semester credits or 24 quarter credits,
- Must not include English as a Second Language (ESL) coursework, and
- Must have been completed within 2 years of the program start date, and
- Must have been completed while living in one of the countries listed above.

Note: You are **not** exempt if you have lived in an English-speaking country for several years, but have not completed any prior education in English.

Minimum Exam Scores from a Qualifying Test Service

You may demonstrate English language proficiency by taking any of the following exams. Your exam date must be within two years of the **graduate program start date** and meet minimum requirements. Minimum scores are University requirements; no exceptions can be made. **We do not offer English language assessment upon arrival to campus.**

Test	Graduate School Minimum Requirements	Notes
TOEFL Exam	<ul style="list-style-type: none"> ● Total Score: 79 ● Writing Subscore: 21 ● Reading Subscore: 19 <p><i>Typically, competitive candidates have average scores of 90-105 on the internet-based TOEFL.</i></p>	<p>The University of Minnesota Twin Cities does not consider MyBest Scores: Sum of Highest Section Scores of the TOEFL iBT Score Report to meet the minimum total score requirement for admission. Applicants should self-report their highest Total Score from the one test date in the Application for Admission. Applicants should also submit the official TOEFL iBT scores via ETS.</p> <p>Institution Code: 6874, U of MN Grad. Sch. Department Code: 02, Grad Sch Mgmt</p>
IELTS Exam	<ul style="list-style-type: none"> ● Total Score: 6.5 ● Writing Subscore: 6.5 ● Reading Subscore: 6.5 	
PTE Academic Exam	<ul style="list-style-type: none"> ● Total Score: 59 ● Writing Subscore: 59 ● Reading Subscore: 59 	

	Typically, competitive candidates have a total score of 65 or higher.	
Duolingo English Test	<ul style="list-style-type: none"> ● Overall Score: 120 or above ● Subscore for Literacy section: 120 or above 	<p>The Duolingo English Test will continue to be accepted for 2023. For more information, visit visit the Duolingo website:</p> <ul style="list-style-type: none"> ● Preparing for the Duolingo Exam ● Scheduling the Exam ● Frequently Asked Questions

Questions

Details regarding the English language proficiency requirement are available from the University of Minnesota’s [Office of Graduate Admissions](#) website. For questions regarding English language proficiency, please contact the Office of Graduate Admissions at gsquest@umn.edu.

Current Resume or CV

Provide a current resume detailing your employment history and professional experience. Also include relevant quantitative/technical project experience.

Full-time work experience is not required, but preferred. We strongly recommend having at least some related internship(s) involving analyzing data, using technical software, and/or applying computer programming languages (e.g., Python, SQL, C, C++, C#, VB, Java, etc.), in addition to having related academic or extracurricular experiences.

Please observe these guidelines when preparing your resume:

- List both the employer and the official position you held.
- Specify both month and year for dates of employment in each position.
- Detail job responsibilities and accomplishments in approximately 3-5 bullet points.
- Include details of any programming languages, technical software, and/or analytical methods used in each position.
- Include a separate section for academic projects with significant quantitative and/or technical components, if you wish.

For additional guidance, watch a video tutorial from our [Graduate Business Career Center \(GBCC\)](#), and view the corresponding template.

Recommendations

Provide the names and contact information for two persons who can speak to your ability to succeed in the program.

Recommendations may come from any combination of professional and academic recommenders; however, we suggest that at least one recommendation come from a supervisor if you have professional experience.

You do not need to solicit letters of recommendation from your recommenders. We partner with [GMAC for the Common Letter of Recommendation](#), so you simply need to provide contact information, directly in your online application, for your recommenders, and the form will be automatically routed to them via email for completion. The form does include an optional section to attach a letter of recommendation if your recommender chooses to add that component.

Both recommenders must complete the GMAC form before your application is considered complete. This means all recommendations must be received before the deadline for which you would like to be considered. Therefore, **we recommend starting your application early and entering the recommenders' contact information right away.** This will give your recommenders the maximum time to respond while you work on the other parts of your application.

Personal Statement

Prepare a written statement responding to the following questions.

To be considered for admission to the program, please submit essay responses to the three prompts below (approximately 2 pages maximum). **Please answer each prompt as a separate short essay. You may copy and paste the below prompts into a single document.** The admissions committee will review both the content of your responses and your ability to communicate clearly in writing.

1. Why are you interested in studying at the Carlson School of Management at the University of Minnesota? What draws you to the Carlson School's Business Analytics program specifically? (approximately 200 words)
2. Briefly discuss your short- and long-term career goals. How will completing the Business Analytics program at this time help you toward achieving your goals? (approximately 275 words)
3. An aptitude for technical and quantitative work is necessary for success in the Business Analytics program. Please provide a specific example(s) from your past academic project, internship, or professional experience where you used a computer programming language, technical/quantitative tool or method to solve a problem. Please provide details describing the problem/situation; the actions you took; the specific tools, programming languages, and methods you used; and the results of your actions. (approximately 275 words)

Video Essay

Prepare yourself to answer an impromptu question via video recording.

The video essay is a required component of the application that provides candidates with an opportunity to show the admissions committee the authentic you. Think of this video essay as if you were answering an interview question with a member of our admissions committee.

You will need to use a computer with camera and microphone capabilities. You will have the ability to test your technology before starting the video essay and submit a practice video essay.

You can test your technology and run the practice simulation as many times as you wish to be comfortable with the format and technology. You will be able to review your practice video essay(s) and your recording(s) will not be saved beyond the testing phase and will never be reviewed.

You can also practice responding to impromptu questions offline with a friend or colleague before completing the video essay portion of your application.

You will be prompted to click "Ready" once you are prepared to submit an official video essay. You will be asked one impromptu question from a bank of imaginative or behavioral questions selected by our admissions team.

Two minutes (120 seconds) will be provided to prepare an answer and two minutes (120 seconds) to record an answer. Recording will automatically stop after two minutes. You are not required to use the full two minutes. If you have time remaining once complete with your response, click the "Stop Recording" button to end the recording.

You will only be provided one attempt to record your official video essay.

Interviews

Admission interviews are by invitation only. Not all applicants will be interviewed.

Interviews may be conducted on campus or online via Zoom. The interview is approximately 30 minutes in length and aimed at better understanding a candidate's academic and professional background.

You should treat the interview as you would a job interview. Appropriate attire is business professional.

Application Fee

You will need to provide credit card or bank information to pay the required non-refundable application fee. The fee is \$75 for U.S. citizens, \$95 for international applications and U.S. residents with foreign credentials, and \$0 for applicants who served in the US Armed Forces

Frequently Asked Questions (FAQ)

Answers to some common questions about the application process follow.

Does the MSBA program offer conditional admission if a prerequisite is in progress / not yet complete?

The MSBA program does not offer any form of conditional admission. All prerequisites must be completed prior to submitting an application, and all pieces of the application must be complete and received by us (including official English language test scores, GMAT or GRE official score reports, and at least two recommendations) in order for the application to be considered complete. Our admissions committee cannot begin reviewing application materials until all sections are complete.

Are application fee waivers available?

All applicants for the MS in Business Analytics program are required to submit an application fee. The application fee will be automatically waived for any applicants who have served in the U.S. Armed Forces for any length of time prior to submitting an application. We are unable to waive the fee for any other applicants.

What are my chances of admission based on my profile?

While our admissions staff is happy to discuss fit for our program or to answer any specific questions about our program or admissions process, we are unable to comment on likelihood of admission outside of an official admissions committee review of a complete, submitted application. For tips on putting together the strongest application you can, we recommend attending an [upcoming MSBA Application Tips Webinar](#).