Applying for Admission to the Master of Applied Business Analytics Program at the Carlson School of Management

Information included in this document:

Master of Applied Business Analytics

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

Who Should Apply?

The Master of Applied Business Analytics is a rigorous graduate program that prepares working professionals to become analytics-savvy business leaders. Qualified applicants should demonstrate a capacity for intense academic study, a propensity for mathematics and programming, and a basic understanding of business fundamentals.

Ideal candidates should meet the following criteria:

- Completion of at least one semester-long, college-level course in mathematics (e.g., calculus, linear algebra).

- Demonstrated competency in computer programming in at least one of the following computer programming languages is required: Python, R, C, C++, C#, VB, Java, or PHP. Academic transcripts, certificates from online courses, or work experience may be cited to meet this requirement.

Application Deadlines

The following application rounds and deadlines are for applicants who wish to start the MABA program in Fall of 2022.

Admitted students who enroll in the program are required to attend the **required program orientation in late August 2022** (exact dates to be determined).

	Submission Deadline
Round 1	December 1, 2021
Round 2	February 15, 2022
Round 3	April 15, 2022
Round 4	June 15, 2022
Round 5	July 15, 2022

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.
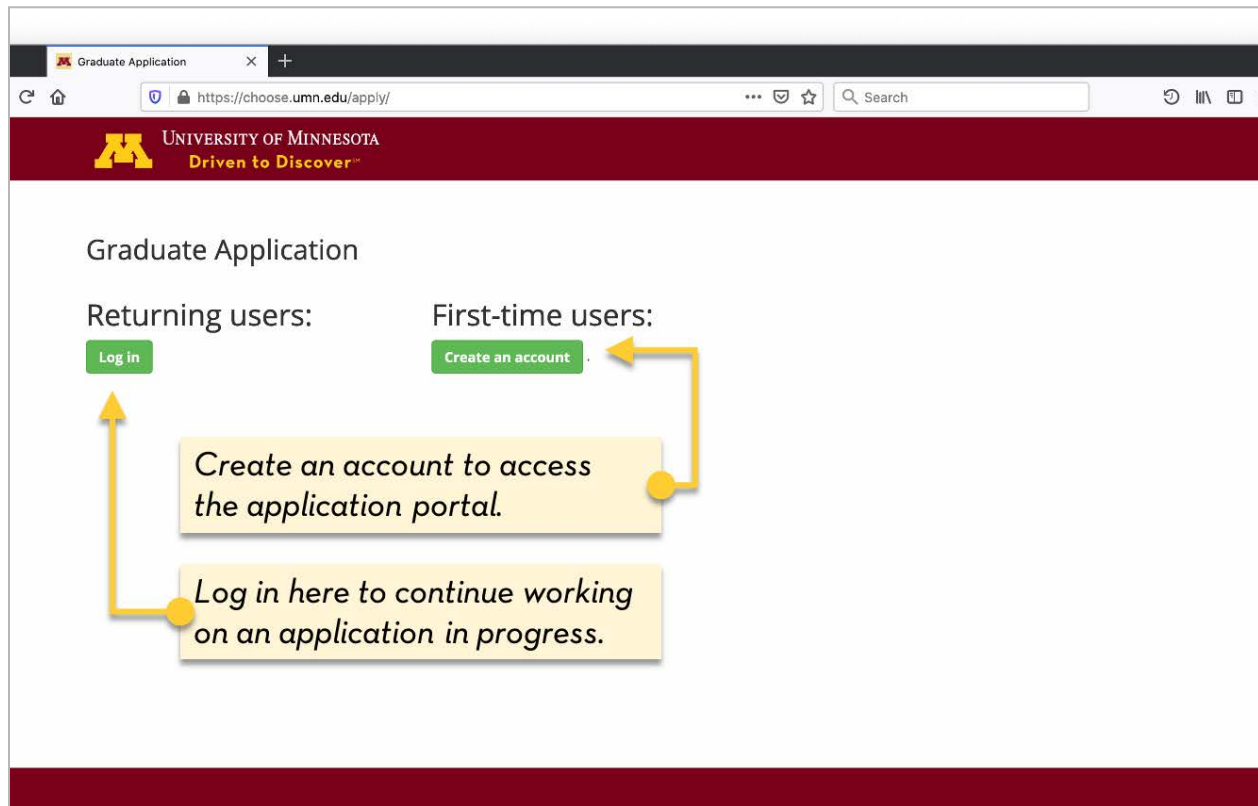
Step 2: Prepare Your Application Materials

You will need the following materials to complete your application:

Academic History

- [Academic Transcripts](#)

- [Completion of Mathematics Course Documentation](#)

- [Computer Programming Competency Documentation](#)

- [GMAT or GRE Scores](#)

- [English Language Test Scores](#) (if applicable)

Professional Experience

- [Current Resume or CV](#) (detailing employment history, work experience, and quantitative/technical project experience)

Personal Information

- [Personal Statement](#) (3 short-answer essays compiled in one document)

- [Video Essay](#)

Recommendations

- Names and contact information for two persons who can speak to your ability to succeed in the program (can be academic or professional [recommendations](#))

Other

- Credit card or bank information to pay the required non-refundable [application fee](#) ($75 for U.S. citizens, 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 .

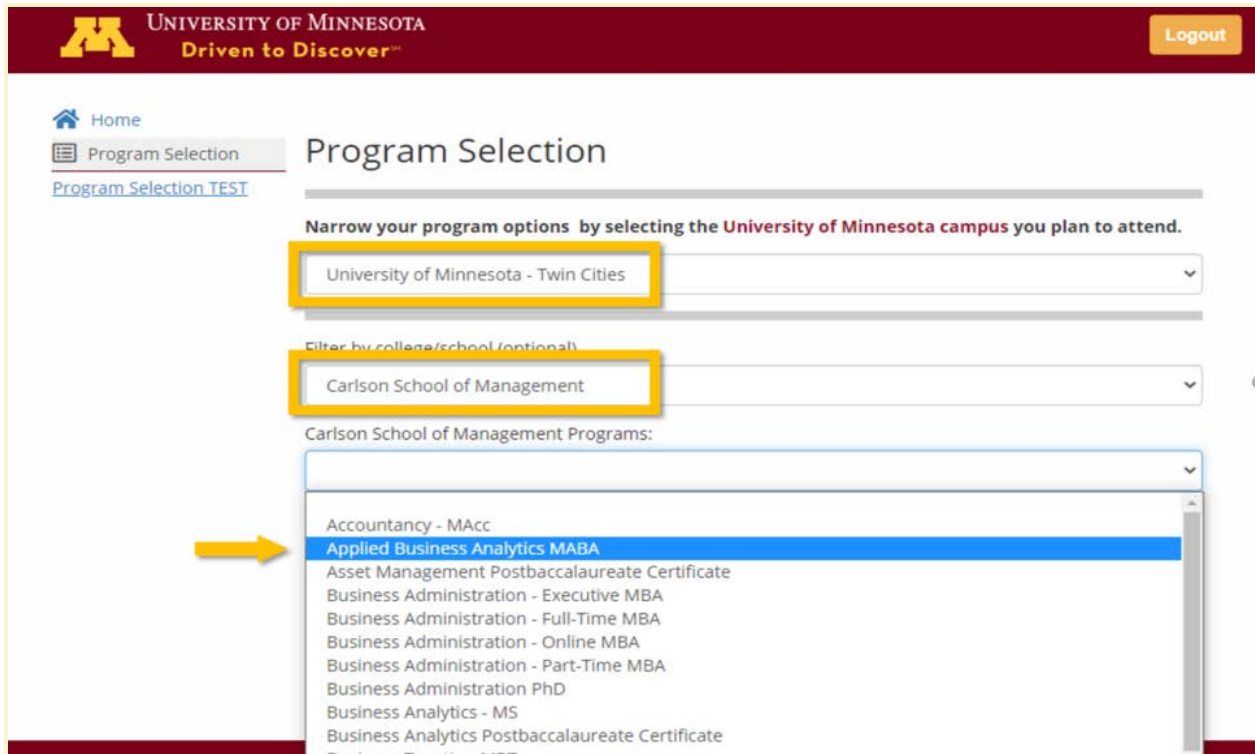To access the portal, you will need to create an account and password:

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 Master of Applied 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 Master of Applied Business Analytics program begins each year in **Fall Term only**.

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.

Application Requirements and Materials

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

1. Academic Transcripts
2. Completion of Mathematics 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

To be considered for admission, the Master of Applied Business Analytics program requires a first university degree that is an equivalent to a 4-year U.S. bachelor's degree. Students with a 3-year degree from India do not satisfy this minimum requirement and must complete an additional year of post-baccalaureate study before submitting an application to the program.

Unofficial transcripts can be submitted through the online application. You will need to submit a transcript from each college or university where you have completed coursework before your application will be considered complete and reviewed by the admissions committee. 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 are those that are sent directly to our office from your institution. Documents that you uploaded to your application are not official. 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.

Official paper transcripts should be mailed to: Carlson MBA & MS Admissions, 321 19th Ave S Suite 1-110, Minneapolis, MN 55455. **You must use this exact address**; transcripts mailed to this street address without a program or room number may not be delivered to the MBA & MS program office.

Official electronic transcripts must be issued directly to U of M programs or staff to be considered official. Electronic transcripts provided by the applicant through upload or email can *only* be

considered *unofficial*, regardless of any certification or security features. **Electronic transcripts must be sent or "released" to Carlson MBA Programs: mbamsapp@umn.edu.**

For academic documents from institutions outside of the United States that do not issue transcripts by one of the above-mentioned methods, please contact us for details.

Contact us at mbamsapp@umn.edu if you have any questions.

Completion of Mathematics Course Documentation

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

The math course (e.g., calculus, linear algebra) must appear on an academic transcript from an accredited university or college. Upload a course description or syllabus in the first upload on the "Carlson Masters Programs requirements" page of the application for the course that satisfies this requirement.

Please note that online courses offering only certificates of completion (e.g., MOOCs or similar) do not satisfy this requirement. Course credits and final grade must be awarded from an accredited university or college, on an academic transcript.

Applicants who have not yet completed a math course should not submit an application to the program until they have completed the course and received a final grade.

Computer Programming Competency Documentation

You must provide documentation that you have demonstrated competency in at least one of the following computer programming languages: Python, R, C, C++, C#, VB, Java, or PHP.

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 of completion for online coursework in computer programming with a course duration no less than 20 hours. Please upload an official, 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.

No programming experience?

Completing an online certificate course or program can satisfy this requirement. Learning platforms such as Coursera, Udemy, edX, and many others offer a variety of online courses on the fundamentals of programming languages.

Tips for selecting an online certificate course:

- Make sure the course is at least 20 hours in duration and provides a verifiable certificate of completion. (You will need to upload the certificate with your online application.)

- Consider choosing a Python course. The MABA curriculum makes early and heavy use of Python. Therefore we recommend choosing this language for your certificate course. Other programming languages that satisfy this admissions requirement include:, R, C, C++, C#, Visual Basic (VB), Java, or PHP

- When searching for courses, use terms such as "for Beginners," "for Everybody," "Crash Course," "Basics," "Introduction," "Bootcamp," "Zero to Mastery," or "Zero to Hero".

GMAT or GRE Scores

You must submit your scores from the GMAT or GRE General Test taken within five (5) years of your application date.

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 Applied 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. Results take up to 8 weeks to arrive.

NOTE: Applicants interested in pursuing a career in consulting should plan to take the GMAT as many consulting firms do consider these scores when assessing candidates. ([Take a sample GMAT test here.](#))

GMAT/GRE Waiver Eligibility Requirements

Under certain circumstances, applicants may petition to have the GMAT/GRE requirement waived. Specifically, a waiver of the GMAT/GRE exam may be considered if the applicant meets the following minimum requirements:

1. A minimum of three years of full-time work experience in business analytics or a related field (i.e., a field involving significant use of technical or quantitative skills). Internships will not be considered as part of the work experience requirement.
2. A minimum undergraduate GPA of 3.0 on a 4.0 scale.

How to Apply for the GMAT/GRE Waiver

If you meet the requirements outlined above and wish to apply for the waiver, you can do so in the online application portal by following the steps outlined below. If you intend to apply, you should request the waiver **before** you submit the rest of your application. Your request will be reviewed by the MABA Admissions Team, and you will be notified in 1-2 weeks. Direct questions about waivers to maba@umn.edu.

1. Within your active application, navigate to "Admissions Test Score Information" and select "Request a Waiver" from the dropdown menu.
2. Follow the prompts and instructions to upload or complete the required fields for waiver consideration.
3. Once the required items have been uploaded, the text will turn from red to green. Follow the instructions to confirm and submit your request.

Note: Requesting a waiver **does not** guarantee that one will be granted.

English Language Test Scores

Proof of English Language Proficiency is required of all applicants and must be demonstrated in one of the following ways.

- Completed at least the last 2 years of a bachelor's degree or 1 year of graduate school (full-time) in the U.S., U.K., Ireland, Canada, Australia, New Zealand, Anglophone Africa, or the English-speaking Caribbean and will provide official transcripts.

- Completed education solely in English in a country where English is not the official language and will provide documented proof (Ex: India).

- Will provide the official results of an English Language Test taken within the last two years

The following tests are accepted:

Test	Graduate School Minimum Requirements	Notes
TOFEL Exam	• Total Score: 79 • Writing Subscore: 21 • Reading Subscore: 19 *Typically, competitive candidates have average scores of 90-105 on the internet-based TOEFL, and 600-650 on the paper-based TOEFL.*	We must receive an official score report directly from the testing service. The code for the Carlson School is 6874; the department code is 02.
IELTS Exam	• Total Score: 7.0 • No Section Below 6.5	IELTS test scores are verified using the Test Report Form (TRF) number. You may upload a scanned copy of your IELTS Test Report Form in your application or email the score report to mbamsapp@umn.edu.
PTE Academic Exam	• Total Score: 65	We must receive an official score report from Pearson. When you take the exam, please specify that you wish to have an official score report sent to the Carlson School of Management. Our program code is JP3-5T-48.
Duolingo English Test	*No minimum required score. Typically, competitive candidates have scores of 110-120+*	Due to the COVID-19 pandemic, the Duolingo English Test will be accepted for 2022. For more information, visit visit the Duolingo website: • Preparing for the Duolingo Exam • Scheduling the Exam • Frequently Asked Questions

Note: The TOEFL iBT Special Home Edition is available in most countries except mainland China and Iran. This option is acceptable for 2022 due to the COVID-19 pandemic.

Current Resume or CV

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

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 recent 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 directly in your application 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 strongly prefer that at least one recommendation come from a supervisor or current employer.

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 recommender 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 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 Master of Applied Business Analytics (MABA) 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 MABA program. Please provide a specific example(s) from your past academic project, internship, or professional experience where you used a 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, international applicants, and U.S. residents with foreign credentials, and $0 for applicants who served in the U.S. Armed Forces

Frequently Asked Questions (FAQ)

Answers to some common questions about the application process follow.

What are my options if I don't currently meet the math requirement?

At least one completed, semester-long college level math course is required. There is no exemption to this requirement. Applicants who did not complete this requirement as part of their past undergraduate or graduate education should take a semester-long calculus course (typically Calculus I) at an accredited college or university prior to submitting their application. Community college courses are a popular, affordable option for our applicants, and certain online courses offer credits and final grades on an official academic transcript from an accredited university (e.g., Outlier's Calculus I course).

Please note that online courses offering only certificates of completion (e.g., MOOCs or similar) do not satisfy the requirement. Course credits and final grade must be awarded from an accredited university or college, on an academic transcript.

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

The MABA 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 Master of Applied 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.

May I check in frequently regarding the status of my application?

We appreciate your patience in waiting to hear back from us with admissions updates and decisions. Due to our high volume of applications, we strongly recommend against emailing or calling to check on your application status. Our admissions committee works diligently to review applications and send admissions decisions prior to the published notification deadlines. You will be notified by email of any application updates.