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

Information included in this document:

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 preferred, but not required.

- 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.

- At least one-semester college level calculus course is 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, R, SQL, C, C++, C#, VB, Java, or PHP), 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.

	Submission Deadline	*Decision Notification Deadline*
Round 1	November 1, 2022	December 31, 2022
Round 2	January 3, 2023	March 15, 2023
Round 3	February 1, 2023 *Final deadline for international applicants*	April 15, 2023
Round 4	March 15, 2023 *Final deadline for domestic applicants*	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.

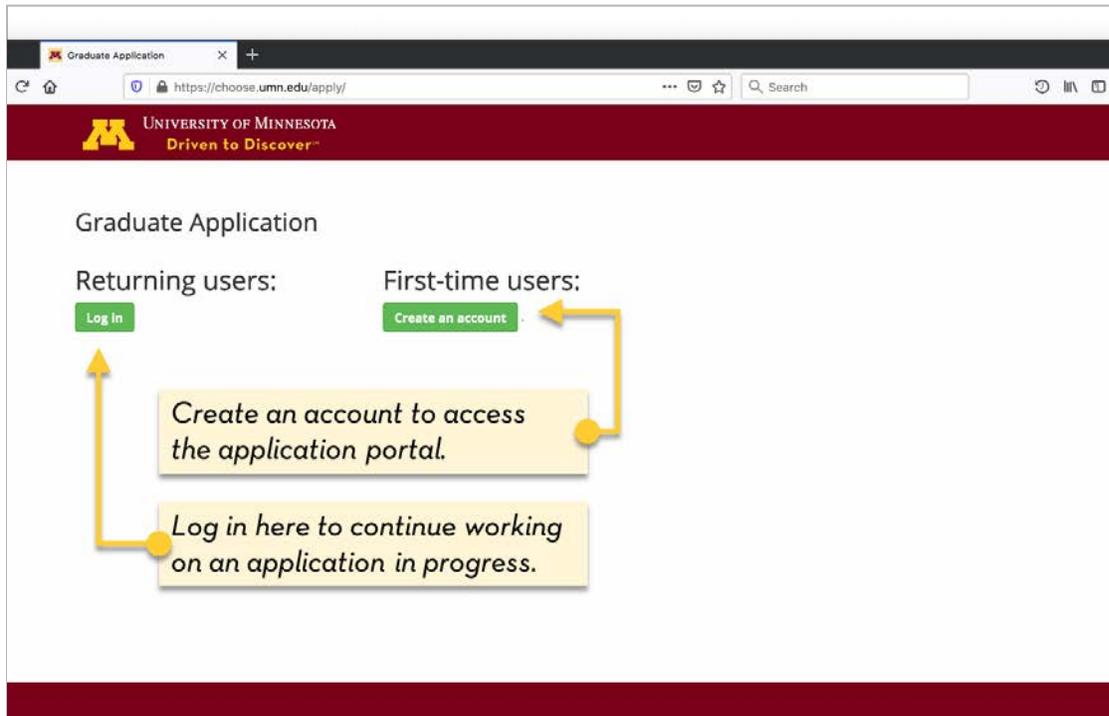*Step 2: Prepare Your Application Materials*

You will need the following materials to complete your application:

Academic History

- [Academic Transcripts](#)
- [Completion of Calculus 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; $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**.

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 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 semester-long college-level calculus course.

The calculus course must be at the level of Calculus I or higher, and 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 the calculus 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 calculus 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 MSBA curriculum makes early and heavy use of Python. Therefore we recommend choosing this language for your certificate course. Other programming languages satisfy 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 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.

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 Waivers for University of Minnesota Students and Recent Graduates

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. Applicant must be completing or have completed an undergraduate, graduate, or doctoral degree **at the University of Minnesota** in one of the following academic terms: Spring 2022, Summer 2022, Fall 2022, or Spring 2023.

2. Applicant must have an overall cumulative GPA of 3.0 on a 4.0 scale. Individuals with transfer coursework must provide ALL detailed transcripts.

3. Completion of prerequisite courses in statistics, math, and programming (at least one in each area) per requirements detailed below:

   Statistics: Semester-long college-level statistic course(s) covering probability, statistical inference, regression, confidence intervals, hypothesis tests, and related concepts, with final grade(s) appearing on an academic transcript.

   > ✅ Example course that **satisfies** this requirement: STAT 3021 Introduction to Probability and Statistics

   > ❌ Example course that **does not** satisfy this requirement: STAT 1001 Introduction to the Ideas of Statistics

   Math: Semester-long college-level calculus course(s) covering logarithms, polynomials, integrals, differential equations, derivatives, limits, functions, and related concepts, **or**, higher-level algebra course(s) covering vectors, dimensions, matrices, transformations, and related concepts. Academic transcript must show final grade(s).

   > ✅ Example courses that **satisfy** this requirement:
   >
   > - MATH 1271/1371/1571H Calculus I
   > - MATH 1272/1372/1572H Calculus II
   > - MATH 2243/2373/2574H Linear Algebra and Differential Equations
   > - MATH 2263/2374/2573H Multivariable Calculus and Vector Analysis

   > ❌ Example courses that **do not** satisfy this requirement:

- MATH 1142 Short Calculus
- MATH 1155 Intensive Precalculus
- MATH 1031 College Algebra and Probability

Programming: Semester-long college-level programming course(s) designed specifically to teach one of the following programming languages: Python, R, C, C++, C#, VisualBasic (VB), Java, or PHP. Online certificates and professional experience cannot be used to satisfy the programming prerequisite if you are requesting the waiver; it must be a full college course, with final grade(s) appearing on an academic transcript.

✅ Example courses that **satisfy** this requirement:

- CSCI 1113 Introduction to C/C++ Programming
- IDSC 3101 Introduction to Programming
- IDSC 3102 Intermediate Programming

❌ Example courses that **do not** satisfy this requirement:

- IDSC 3001 Introduction to Information Technology in Business
- CSCI 1001 Overview of Computer Science
- STAT 3032 Regression and Correlated Data*

Although the R programming component of this course would satisfy the programming prerequisite for admission consideration, the programming requirement for the test waiver is stricter and we require a course dedicated fully to the instruction of programming and a specific programming language.

The example courses above are not an exhaustive list; they are just a few of the courses that do or do not satisfy each requirement.

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 MSBA Admissions Team, and you will be notified in 1-2 weeks. Direct questions about waivers to msba@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

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

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

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
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.*	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. Institution Code: **6874**, U of MN Grad. Sch. Department Code: **02**, Grad Sch Mgmt
IELTS Exam	- Total Score: 6.5 - Writing Subscore: 6.5 - Reading Subscore: 6.5	
PTE Academic Exam	- Total Score: 59 - Writing Subscore: 59 - Reading Subscore: 59 *Typically, competitive candidates have a total score of 65 or higher.*	
Duolingo English Test	- Overall Score: 120 or above - Subscore for Literacy section: 120 or above	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](#)

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, R, SQL, C, C++, C#, VB, Java, or PHP), 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 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 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 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.

What if my calculus course doesn't include 'Calculus' in the title?

A full-semester, university-level course without 'Calculus' in the title may still meet our calculus prerequisite if it covers topics at the Calculus I level or higher. You will need to upload a syllabus and/or official course description provided by your college or university in your application as proof of topics covered in your chosen course.

Please see the University of Minnesota's [Calculus I] course catalog entry for reference.

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

At least one completed, semester-long college level calculus 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 calculus requirement. Course credits and final grade must be awarded from an accredited university or college, on an academic transcript.

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.

Under what circumstances may I apply for a GMAT/GRE waiver?

Only applicants who are currently enrolled as full-time students at the University of Minnesota, or recent graduates (2022 or 2023) of the University of Minnesota are eligible to request a GMAT/GRE waiver. Additional eligibility requirements include a cumulative GPA of 3.0 or higher, and completion of full-semester courses in statistics, calculus, and programming at the University of Minnesota.

For those who qualify, the waiver request may be submitted directly in the online application. All other applicants are required to submit official GMAT or GRE test score reports.

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.](#)