Take the GMAT or GRE

Make an appointment to take the GMAT or GRE 4-6 weeks prior to submitting your application. Allow more time to study and prepare, if possible. For GMAT, arrange for the testing service to send an official score report to code D2N-VJ-15, Carlson MBA. For GRE, arrange for the testing service to send an official score report using institution code 8387.

Take English language test, if necessary

If English is not your first language, you must take the TOEFL, IELTS, or PTE Academic exam. We accept scores from any of these exams, it is not necessary to take more than one. Scores must be less than 2 years old when you apply.

You do not need to take an English language test if:
- You have completed your previous education solely in English in a country where English is not an official language. Your transcript must indicate that English was the language of instruction, or you must provide a statement from your university indicating that English was the sole language of instruction in order to be exempt from the testing requirement.
- If you have completed 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, or New Zealand.

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.

Choose your Professional References

Select three people to include as professional references. Think about your network, and choose people who are familiar with your work ethic, your skillset, and your accomplishments. These can be current or past colleagues, and they need not be supervisors or higher-level managers: Your references’ job titles are less important than the capacity in which they’ve worked with you in the past. Notify your references in advance of submitting your application. Verify you have current contact information on file.

Update your Resume

Update and fine tune your résumé to best reflect your work history. The Carlson MBA Program requires at least two years of career experience for admittance.

Your resume should highlight a few key themes:
- How your work has impacted your team or organization in a quantifiable way
- How you have taken on a leadership role in a professional environment
- How your professional experience will be an asset to your peers in the program

Write your Personal Statement

Prepare a personal statement that best exemplifies your career goals, background, and experience in the clearest way possible. Your personal statement should answer the following questions:
1. Briefly describe your short-term and long-term career goals. Why are you choosing to pursue an MBA at this time in your career, and what are you hoping to accomplish by doing so?
2. Why are you interested in pursuing an MBA at the Carlson School of Management?
3. What do you feel makes you a strong candidate for the program? How will you contribute to the MBA Program overall?
Obtain your Transcripts
Order a copy of your transcript or other educational documents from each college or university where you have completed coursework. Official transcripts will be required if you are admitted to the program.

Complete the Online Application
Gather your application materials and submit them online at z.umn.edu/FTapply. A non-refundable application fee of $75 will be assessed for U.S. citizens, international applications, and U.S. residents with foreign credentials. Your application fee will be waived if you have been on active duty in the U.S. military within three years of submitting your MBA application.

Questions? Contact the admissions team at 612-625-5555 or ftmba@umn.edu to discuss your application.

Next steps: Applicants will be contacted for an interview after the initial application review. If you are unable to attend your interview in person, arrangements can be made for a Skype interview. All applicants will receive an admissions decision via email. Admitted students will receive an admission packet in the mail.