



CARLSON SCHOOL  
OF MANAGEMENT

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UNIVERSITY OF MINNESOTA

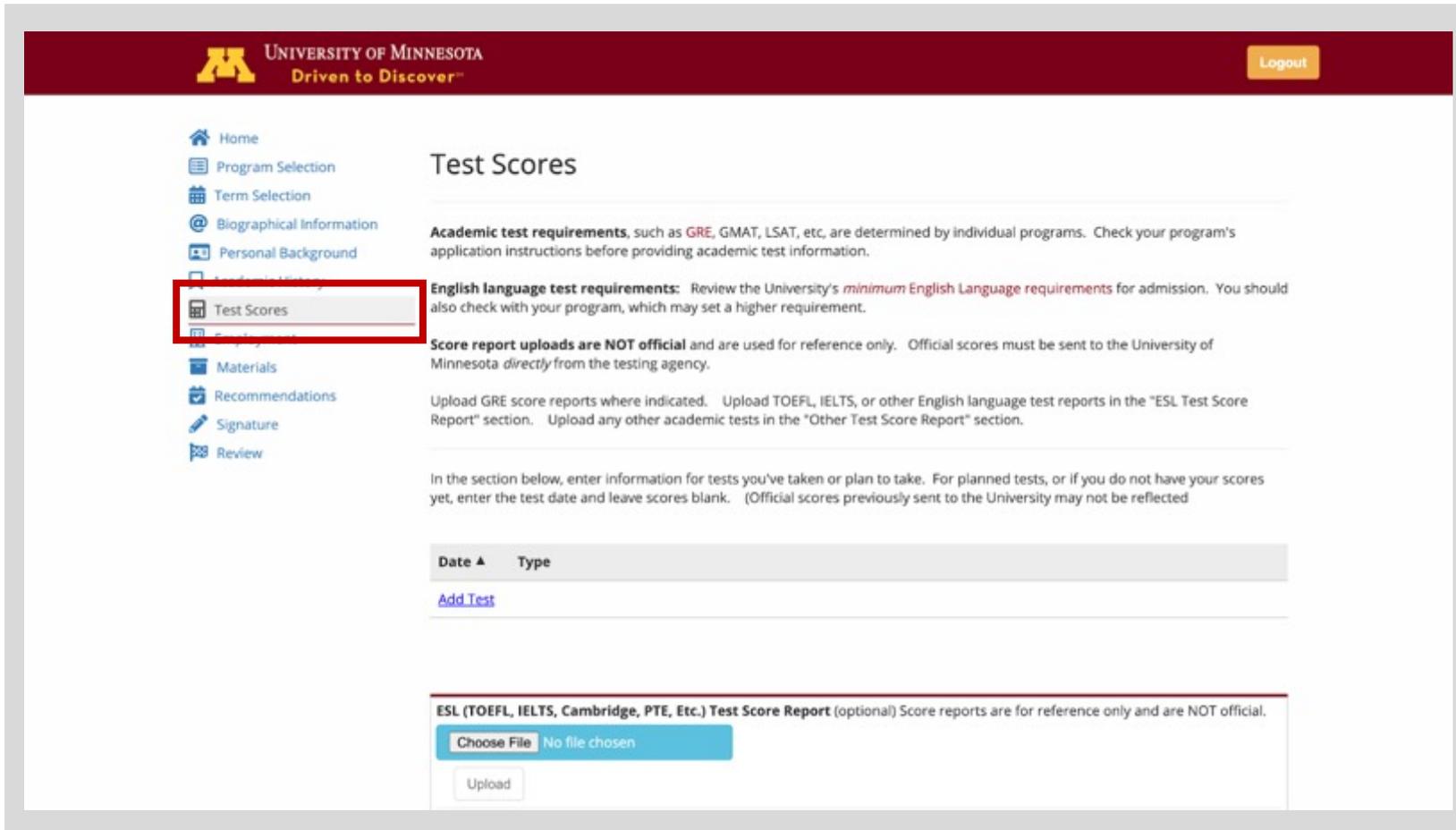
# GMAT/GRE Test Waiver Walkthrough

This slideshow will assist you through the GMAT/GRE Test Waiver process. You should already have an application active at this point.

*Note: the waiver review can take up to 1-2 weeks. Please factor this into your application timeline.*

# Step 1: Sign into your application

# Step 2: On the left menu bar, navigate to the “Admission Test Score Information” tab



The screenshot shows the University of Minnesota application portal. The header includes the University of Minnesota logo and the slogan "Driven to Discover™" on the left, and a "Logout" button on the right. The left navigation menu contains several items, with "Test Scores" highlighted by a red box. The main content area is titled "Test Scores" and contains the following text:

**Academic test requirements**, such as GRE, GMAT, LSAT, etc. are determined by individual programs. Check your program's application instructions before providing academic test information.

**English language test requirements:** Review the University's *minimum English Language requirements* for admission. You should also check with your program, which may set a higher requirement.

**Score report uploads are NOT official** and are used for reference only. Official scores must be sent to the University of Minnesota *directly* from the testing agency.

Upload GRE score reports where indicated. Upload TOEFL, IELTS, or other English language test reports in the "ESL Test Score Report" section. Upload any other academic tests in the "Other Test Score Report" section.

In the section below, enter information for tests you've taken or plan to take. For planned tests, or if you do not have your scores yet, enter the test date and leave scores blank. (Official scores previously sent to the University may not be reflected)

Date ▲	Type
<a href="#">Add Test</a>	

**ESL (TOEFL, IELTS, Cambridge, PTE, Etc.) Test Score Report** (optional) Score reports are for reference only and are NOT official.

Choose File No file chosen

Upload

**Step 3:** Read all the information and then click on the drop-down menu and select “Request a Waiver”

UNIVERSITY OF MINNESOTA  
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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

### Admissions Test Score Information

You must submit official scores from either the **Graduate Management Admission Test (GMAT)** or the **Graduate Record Examination (GRE) General Test**. Scores may not be more than five years old at the time you apply. **We must receive an official score report for either the GMAT or GRE, directly from the testing service, by the application deadline.**

Alternatively, Master's in Marketing applicants are eligible to apply for a GMAT or GRE waiver based on meeting specific academic requirements. If you wish to submit a test waiver request for approval please select that option below and proceed to the next step, where the waiver requirements will be outlined in detail.

When providing test information, enter as much of your test information as you have. We will verify and correct this information using your official score report. If you have scheduled your test, or have taken your test but have not yet received your results, you must enter your test date below so that we can anticipate the arrival of your score report.

**NOTE:** If you are planning a future test you **MUST** indicate that test date at the time you submit your application. **Your application will not be considered complete and will not be reviewed until that test date has passed and those scores received.** The Admissions Committee will consider your application based on the information submitted with your application, we will NOT amend your application to include a future exam if you have not indicated that test date on your application. When your future test scores arrive we will consider the scores from the test date with the highest total score, even if that is not the most recent exam.

Which test option are you pursuing, have taken or are planning to take prior to admission?

- GMAT
- GRE
- Request a Waiver

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**Step 4:** Read the added information and then check the box confirming that you have read and understand the above conditions and then click the green continue button

# Step 5: You will be directed to another page that is now an Admission Test Waiver Request form

Note: there is a new tab added to your side menu bar “Admission Test Waiver Request.” Navigate to this tab to access your waiver.

The screenshot shows the 'Admissions Test Waiver' page on the University of Minnesota's application portal. The top navigation bar is dark red with the University of Minnesota logo and 'Driven to Discover' tagline on the left, and a 'Logout' button on the right. A side menu on the left lists various application sections, with 'Admissions Test Waiver Request' highlighted with a red box. The main content area is titled 'Admissions Test Waiver' and contains three sections: 'Instructions', 'Requirements', and 'Checklist'. The 'Instructions' section explains that users must complete all conditions, with red text indicating required items and green text indicating completed items. It also states that users cannot submit their application until a final decision is made on their waiver request. The 'Requirements' section lists criteria for a GMAT/GRE waiver, including completion of a college-level statistics course and a cumulative undergraduate GPA of 3.2 or higher. The 'Checklist' section lists the application sections that must be completed for the waiver: Academic History, Carlson Masters Programs Requirements: Statistics Requirement, and Carlson Masters Programs Requirements: Written Waiver Request.

**UNIVERSITY OF MINNESOTA**  
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Logout

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

## Admissions Test Waiver

### Instructions

You must satisfy all of the conditions listed on this page to proceed. Items in red must be completed; items in green have been completed. These items will be on other pages in the online application. Please read each section thoroughly.

While you can and should continue working to complete your application for admission, you will not be able to submit your application until a final decision has been made on your waiver request. Please work quickly and plan accordingly if you are attempting to meet a specific deadline. If you wish to cancel your waiver request you may do so at any time up to submission by selecting "CANCEL" on the Admissions Test Score Information page. *After submitting your waiver request you must wait for it to be reviewed before you will be able to submit your application for admission.*

Once an item below is completed a checkbox will appear for you to confirm that the information provided is correct. When all of the items have been confirmed the "SUBMIT" option will appear at the bottom of this page. Select "SUBMIT" when you are satisfied with the materials you have provided. You must select and save "SUBMIT" before your waiver request will be reviewed.

### Requirements

A waiver of the GMAT/GRE exam may be considered for applicants to the Master of Marketing (MSMK) program who satisfy the following requirements:

- Proof of completion of at least one college-level statistics course
- A cumulative undergraduate GPA of 3.2 or higher on a 4.0 scale (or equivalent)

To be considered for the waiver, complete the following sections of your application:

- Academic History
- Carlson Masters Programs Requirements: Statistics Requirement
- Carlson Masters Programs Requirements: Written Waiver Request

Waivers are based on cumulative GPA, grade trends and type of coursework completed, including successful completion of a college-level statistics course, and rank/quality of academic institution. Waivers are never guaranteed and they are evaluated on a case by case basis. The decision to grant a GMAT/GRE waiver rests with the Carlson School's Master of Marketing program.

### Checklist

Academic History

## Step 6: On the Admission Test Waiver Request page you will now be prompted to read another set of instructions and **complete a handful of checklist items**

- Items in red signify that they still need to be completed. Items in green signify that they have been completed.
- Required items may include unofficial transcript(s), resume, and (optional) statement on why you should receive a waiver

**Step 7:** To address items in red, click on it to be redirected to the area that needs completion.

### Checklist

**Academic History**  
We can only detect if you have added at least one school, and if each school you have added has an uploaded document. You are responsible for making sure that you provide information, including an unofficial transcript, for **every** college or university where you have completed coursework. Your waiver request will not be reviewed until you have provided your complete academic record.

I confirm that I have provided all of the required academic history information.

**Current or Most Recent Employer Information has been provided**

I confirm my current or most recent employer information is correct.

 **Employment Information** - Add your number of years of full-time work experience.

 **Employment Information** - Upload your resume.

 **Carlson MBA Programs** - Optional Quantitative Abilities Statement: If you wish to provide additional detail about your quantitative academic or professional experience for the Admissions Committee to consider in its waiver decision, please compose a brief paragraph and upload on the Carlson MBA Programs page.  
Note: this is **OPTIONAL** and not required to submit your waiver request.

You have not uploaded a statement.

Step 8: After completing each step, checklist items should turn from red to green.

Note: an additional check box will appear under complete items to ensure that you have confirmed that you have provided all the required academic history information. **Check this box after the item has been completed to full capacity.**

### Checklist

**Academic History**  
We can only detect if you have added at least one school, and if each school you have added has an uploaded document. You are responsible for making sure that you provide information, including an unofficial transcript, for **every** college or university where you have completed coursework. Your waiver request will not be reviewed until you have provided your complete academic record.

I confirm that I have provided all of the required academic history information.

**Current or Most Recent Employer Information has been provided**

I confirm my current or most recent employer information is correct.

**Years of Full-Time Work Experience has been provided**

I confirm that my number of years of full-time work experience is correct.

**Resume has been uploaded**

I confirm that my resume has been uploaded.

 **Carlson MBA Programs** - Optional Quantitative Abilities Statement: If you wish to provide additional detail about your quantitative academic or professional experience for the Admissions Committee to consider in its waiver decision, please compose a brief paragraph and upload on the Carlson MBA Programs page.  
Note: this is **OPTIONAL** and not required to submit your waiver request.  
You have not uploaded a statement.

Note: the Carlson MBA Program checklist item is **OPTIONAL** and not required to submit your waiver request.

**Step 9:** Once all checklist items have been completed and all checkboxes have been checked confirming that everything is correct, a **Submit section will appear**

**SUBMIT**

To submit your waiver request all **red items** must be completed and turn **green**. Once all items are **green** you must check the confirmation boxes next to each **green item** to show the Submit section.

**You must complete the Submit section and Continue before your waiver request will be reviewed. If there is no additional section below this text then your request is currently missing something.**

You have met the *minimum* criteria to SUBMIT the waiver request. Please make sure that you have provided **ALL** of the requested information and have reviewed the requirements as listed by your program above before checking the box below. **Any missing information** (schools, transcripts, etc.) **will result in a delay in the review of your request** while we wait for you to provide the missing information.

No, I'm not ready to submit my waiver request; I have other things to update in my application.  
 Yes, I'm ready to submit my waiver request; all of my information is present and correct.

[Continue](#)

**Step 10:** If ready to submit, check the Yes option and click the green continue button

**Wrap Up:** Once submitted you will no longer be able to access the waiver form, the previous “Admission Test Score Information” tab will remain accessible, but information will only appear after the decision on your request has been made. You will receive a decision within 1-2 weeks and will not be able to submit your application with a “pending” waiver approval.

The screenshot shows the University of Minnesota's admissions portal. At the top, the University of Minnesota logo and "Driven to Discover" tagline are on the left, and a "Logout" button is on the right. A left-hand navigation menu lists various sections: Home, Program Selection, Biographical Information, Personal Background, Carlson Masters Programs Requirements, Academic History, Employment Information, Admissions Test Score Information (highlighted), English Language Proficiency, Video Essay, Recommendations, Signature, and Review. The main content area is titled "Admissions Test Score Information" and contains the message: "Your test score waiver request is in the Submitted phase. You must wait for a decision on your request before this page will become available again." Below this message is a green "Continue" button. At the bottom of the page, there is a copyright notice: "© Regents of the University of Minnesota. All rights reserved. The University of Minnesota is an equal opportunity educator and employer. The University of Minnesota is committed to protecting and respecting your privacy, and we'll only use your personal information to provide information related to the programs or