APPLICATION CHECKLIST
Our checklist to help you complete your application

We understand that the business school application process can be overwhelming, so we have prepared a checklist to help you get organized. You may approach the application in any order, but we have identified some of the more time-intensive activities at the top. These activities require advance planning or involvement from an external resource.

We look forward to receiving your application. If you have any questions, please reach out by phone, (510) 642-1405, or email, mbaadm@haas.berkeley.edu. You may also consult our online Frequently Asked Questions for more detailed information. Let’s get started!

<table>
<thead>
<tr>
<th>TEST SCORES</th>
<th>GMAT or GRE</th>
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<tbody>
<tr>
<td><strong>TIPS</strong></td>
<td>There is no minimum GMAT or GRE score and no preference between which you take. See the class profile for average test scores. We will consider your highest cumulative score.</td>
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<tr>
<td><strong>TIMING</strong></td>
<td>All exams must be taken on or before the deadline for the round in which you apply. Many applicants commit 8+ weeks to test preparation.</td>
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<th>LANGUAGE REQUIREMENTS</th>
<th>TOEFL or IELTS</th>
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<td><strong>TIPS</strong></td>
<td>Most applicants who received their degrees from countries in which the official language is not English will need to submit official evidence of English language proficiency. See our online FAQs for complete details.</td>
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<th>2 LETTERS OF RECOMMENDATION</th>
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<td><strong>DETAILED</strong></td>
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FULL-TIME MBA PROGRAM
Learn More → mba.haas.berkeley.edu/admissions/application
2 REQUIRED ESSAYS

**TIPS**
Keep in mind the following:
- There is no “right” answer. The best answer is the one that comes naturally to you and reflects your authentic voice.
- Consider how your essays will complement the rest of your application.
- Proofread, proofread, proofread.

**TIMING**
Ideally give yourself at least 6+ weeks to outline, draft, edit, and finalize the essays. Although they can be completed in less time, rushed essay responses may not be as thoughtful or cohesive.

RESUME

**DETAILS**
Summary of your professional experience. We recommend one-page for every 8-10 years of work experience.

**TIPS**
The resume provides a snapshot of your professional experience and, in some cases, may be the first thing an application reader reviews. This is also the only document that your interviewer will see.

OPTIONAL ESSAYS

**DETAILS**
More details to be announced.

**TIPS**
You may use this essay to show your maturity, perseverance, and thoughtfulness with which you have overcome your circumstances.

SUPPLEMENTAL INFORMATION

**DETAILS**
- If you have not provided a letter of recommendation from your current supervisor, please explain here.
- List all community and professional organizations and extracurricular activities in which you have been involved.
- List full-time and part-time jobs held during undergraduate or graduate studies.
- If you have ever been subject to academic discipline, placed on probation, suspended, or required to withdraw from any college or university, please explain.

**TIPS**
This section helps to fill in the gaps and give us insight into your interests and activities.

* Disclosure: This checklist is not a comprehensive list of all application requirements. Consult the online application. Adherence to this process is entirely optional and will not have any bearing on the application outcome.
These next sections usually do not require large investments of time. You may want to complete them early on to help establish momentum.

**EDUCATION HISTORY**

**DETAILS**
List undergraduate and graduate degrees.

**TIPS**
We will accept your official transcript or a copy of your official transcript.

**EMPLOYMENT HISTORY**

**DETAILS**
List employers, titles, salary, and other employment details.

**TIPS**
This section gives you an opportunity to shed light on job transitions. Don’t worry about repeating what is on your resume.

**PERSONAL DATA I**

**DETAILS**
Contact info, address, residency, birth information, optional ethnic info, alternate contact info.

**PERSONAL DATA II**

**DETAILS**
Previous applications, education info, work experience, other miscellaneous info, sponsorship.

**STUDENT CLUB INTEREST**

**DETAILS**
Tell us what student organizations are of interest to you.

**TIPS**
This is non-evaluative and is primarily used to inform outreach after admission.

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