









Full-Time MBA Application Checklist

Our checklist to help you complete the application

We understand that the business school application process can seem 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 with an asterisk. 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. Good luck!

	Deliverable	Details	Tips & Timing	
	Test Scores	GMAT or GRE	There is no minimum GMAT or GRE score, see the class profile for average test scores. We will consider your highest cumulative score.	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.
	Language Requirement	TOEFL or IELTS	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.	
	2 Letters of Recommendation	We suggest that at least one recommendation come from a current or former employer. If you are unable to supply a recommendation from a current supervisor, please explain why in the Supplemental Information section of the application.	Select individuals with whom you have had considerable professional interaction. Of most importance is how closely your recommenders have worked with you and whether they can attest to your value as an employee, your professional accomplishments, and your personal qualities and interpersonal skills.	Ideally give recommenders 4+ weeks advance notice. Your application will be incomplete until both letters have been received.
	3 Required Essays	<p>(1) If you could choose one song that expresses who you are, what is it and why?</p> <p>(2) Please respond to one of the following prompts:</p> <ul style="list-style-type: none"> Describe an experience that has fundamentally changed the way you see the world and how it transformed you. Describe a time when you were challenged by perspectives different from your own and how 	<p>Start by reflecting on why you want an MBA, what skills or experiences you hope to gain, and how Haas will help you get there. Then reflect on your personal and professional journey to date. What attributes or experiences have shaped who you are and the type of leader you want to become? Keep in mind the following:</p> <ul style="list-style-type: none"> There is no "right" answer. The best answer is the one 	Ideally give yourself at least 6+ weeks to outline, draft, edit, and finalize the essays. Though they can be completed in less time, rushed essay responses

		<p>you responded.</p> <ul style="list-style-type: none"> Describe a difficult decision you have made and why it was challenging. <p>(3) Tell us about your career plans. How have your past experiences prepared you to achieve these goals? How will Berkeley-Haas help you?</p>	<p>that comes naturally to you and reflects your authentic voice.</p> <ul style="list-style-type: none"> Consider how your essays will complement the rest of your application. Proofread, proofread, proofread. 	<p>may not be as thoughtful or cohesive.</p>
	Resume	<p>Summary of your professional experience. Recommend one-page for every 8-10 years of work experience.</p>	<p>The resume provides a snapshot of your professional experience and, in some cases, may be the first thing an application reader reviews.</p>	
	Optional Essays	<p>Is there any other information you would like to share that is not presented elsewhere in the application?</p>	<p>You may also use this essay to provide further explanation of employment gaps or your quantitative abilities.</p>	
	Supplemental Information	<p>If you have not provided a letter of recommendation from your current supervisor, please explain.</p> <p>List all community and professional organizations and extracurricular activities in which you have been involved.</p> <p>List full-time and part-time jobs held during undergraduate or graduate studies.</p> <p>If you have ever been subject to academic discipline, placed on probation, suspended, or required to withdraw from any college or university, please explain.</p>	<p>This section helps to fill in the gaps and give us insight into your interests and activities.</p>	
	Education History	<p>List undergraduate and graduate degrees</p>	<p>An official transcript, though not required to apply, is required prior to an interview.</p>	<p>These sections usually do not require large investments of time. You may want to complete them early on to help establish momentum.</p>
	Employment History	<p>List employers, titles, salary, and other employment details</p>	<p>This section also gives you an opportunity to shed light on job transitions.</p>	
	Personal Data I	<p>Contact info, address, residency, birth information, optional ethnic info, alternate contact info</p>		
	Personal Data II	<p>Previous applications, education info, work experience, other miscellaneous info, sponsorship</p>		
	Student Club Interest	<p>Tell us what student organizations are of interest to you.</p>	<p>This is non-evaluative and is primarily used to inform outreach after admission.</p>	

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.