

# 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 the following sections are listed in the same order you'll find them in the application. Use these icons to help you determine which parts of the application will take the most time and planning – and which can be done while you binge-watch your favorite show.



= High level of difficulty or time consuming. Requires some advanced prep and lead time. Tackle these first!



= Time intensive, but can be accomplished with some dedicated focus.



= Quick stuff that can be done in under 10 minutes. Do these when you need a mental break.

We look forward to receiving your application. If you have any questions, please reach out by email, [mbaadm@haas.berkeley.edu](mailto:mbaadm@haas.berkeley.edu) or phone, (510) 642-1405. Consult our online [Frequently Asked Questions](#) for more detailed information. Let's get started!

## PERSONAL DATA I



### DETAILS

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

## PERSONAL DATA II



### DETAILS

Education info, work experience, future career goals, received and/or accepted job offers.

## APPLICATION CHECKLIST CONTINUED

### ACADEMIC HISTORY



#### DETAILS

List undergraduate and graduate degrees. You must submit all transcripts up to the semester most recently completed prior to the app deadline. We will accept your official transcript or a copy of your official transcript. Don't upload online grade reports and self-reported versions of your records.

#### TIPS

While this section seems like it'll be quick since you're just entering basic info for your previous academic institutions and uploading your transcripts, be sure to plan ahead. Depending on your school, official transcripts can take a while to receive so be sure to ask in advance – it's best to request an official copy for yourself and have them send another directly to Haas.

### TEST SCORES



#### DETAILS

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.

#### TIPS

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 REQUIREMENTS



#### DETAILS

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, such as the TOEFL or IELTS.

#### TIPS

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. See our [online FAQs](#) for more details.

### EMPLOYMENT HISTORY



#### DETAILS

If you have full-time work experience at the time of app submission, you'll provide employers, titles, salary, and other employment details. If you do not have full-time work experience at the time of app submission, leave this section blank.

#### TIPS

Summer internships or part-time jobs should be included on your resume, so no need to list them here. Future employment, including full-time job offers received and/or accepted, will be included in the Personal Data II section and should not be listed in the Employment section.

## APPLICATION CHECKLIST CONTINUED

### RESUME

#### DETAILS

Summary of your professional experience. Include education, experience, extracurricular or activities, skills, and interests. We recommend no more than one-page in length.

#### TIPS

You probably already have a resume from your current job search which is a great starting point. Avoid industry jargon, be specific on your achievements, and quantify your results. In some cases, your resume may be the first thing an application reader reviews. This is also the only document that your interviewer will see.

### 2 LETTERS OF RECOMMENDATION

#### DETAILS

Recommenders can be from full-time work, internships, or part-time work during the academic year. If you have limited or no work experience, you may secure a letter from an academic instructor who has taught you in class and graded your performance, or from a senior colleague or advisor in an extracurricular activity or volunteer organization in which you have been actively involved.

#### TIPS

Select a recommender who knows you best, regardless of their title or position. Schedule time to discuss your career goals and personal or academic achievements with them. Do not draft or write your own letter of recommendation, even if asked to do so by your recommender. This can result in denial of your application.

### 2 REQUIRED ESSAYS

#### DETAILS

1. What makes you feel alive when you are doing it, and why?
2. How will the Haas MBA help you achieve your post-MBA career goals?

#### TIPS

Give yourself plenty of time to outline, draft, edit, and proofread the essays. Although they can be completed in less time, rushed essay responses may not be as thoughtful or cohesive. 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. Check out our [brainstorming resources](#) on the BHAA App Guide.

## APPLICATION CHECKLIST CONTINUED

### SUPPLEMENTAL INFORMATION



#### DETAILS

List, in order of importance, up to five significant community and professional organizations and extracurricular activities in which you have been involved during university studies. In this section, you'll also need to explain if you have ever been subject to academic discipline, placed on probation, suspended, or required to withdraw from any college or university. (An affirmative response to this question does not automatically disqualify you from admission.)

#### TIPS

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

### OPTIONAL INFORMATION



#### DETAILS

As part of the University of California public university system, we value the impact our program can have in increasing social and economic mobility. We ask a few optional questions about your background that may help us understand the context of your opportunities, achievements, and impact.

#### TIPS

Use this section's optional essay to expand on hardships or unusual life circumstances if you feel they are relevant to your pre-MBA journey. You may answer part, all, or none of the questions as they relate to your background.

### OPTIONAL ESSAY



#### DETAILS

Use this if you need it to explain something that you feel is missing from your application, such as employment gaps, academic aberrations, or supplemental coursework

#### TIPS

You may use this essay to show the maturity, perseverance, and thoughtfulness with which you have overcome your circumstances. Use this section to convey relevant information not addressed elsewhere in your application. Use bullet points where appropriate.