Introduction

Complete and submit the online application any time before the deadline. Save your work after completing each section since users will be logged out after 2 hours of inactivity. Once you submit the application, you will immediately receive an e-mail confirming your submission. You may print a copy of the application for your own records.

Application Deadlines & Decision Schedule*

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* The application deadlines and decision schedule apply to applicants to the Full-time MBA Program, the MBA/MPH, and the MBA portion of the JD/MBA program only.

Use the Status Report page to track the status of your application and receive your decision. We will not grant early decision requests.

Please Note:

1. Online applications must be submitted no later than 11:59 p.m. PST on the deadline date listed above. All supplemental materials such as academic transcripts and paper letters of recommendation must be postmarked by this deadline.

2. GMAT or GRE and TOEFL or IELTS tests must be completed by the deadline for which you are applying. Paper-based tests should be scheduled at least eight weeks prior to the deadline you want to meet.

Important Information

Application for admission to the MBA program is open to all who have received a bachelor’s degree from an accredited institution in the United States or an equivalent degree from a university-level institution outside the US. Please see the following website for more information regarding our Admissions Criteria.

http://mba.haas.berkeley.edu/admissions/index.html

Before you begin, please note the following:

- See our FAQ page for answers to common questions: http://mba.haas.berkeley.edu/admissions/faq.html
- Read the instructions carefully. It is your responsibility to follow all instructions and submit the required materials by the deadline you choose.
- The UC Berkeley Graduate Division Office will not allow more than one graduate school application at UC Berkeley within the same academic year.
- University policy prohibits awarding duplicate degrees. We are unable to consider your application if you have an MBA or comparable degree from an institution of higher learning.
- All application materials become the property of the University of California and cannot be returned or forwarded elsewhere.
- If you start an online application, but do not submit it by the Round 3 deadline, all information you have entered will be deleted, including online recommendations. Furthermore, any supplemental materials mailed to the Full-time MBA Admissions office, including paper recommendations and transcripts, will be destroyed.
- Any student who seeks admission to the MBA program will need to complete a new admissions application, regardless of whether or not they are currently or previously enrolled at UC Berkeley.

Any items mailed to our office should be sent in an envelope marked “Supplemental Application Materials” and addressed to:

Full-time MBA Admissions
Haas School of Business
430 Student Services Bldg. #1902
Berkeley, CA 94720-1902

Our policy, based on federal and state guidelines, is to hold in confidence all information you provide in your application materials except your name and the department to which you apply, which are considered public information. If you do not want your name and department released, please send a written request to withhold that information from public disclosure. This request can be sent to the Full-time MBA Admissions office. Be sure to inform the Graduate Division in writing as well (Graduate Admissions, 318 Sproul Hall #5900, University of California).
Test Scores

GMAT/GRE

Official GMAT or GRE test results must be taken on or after October 1, 2011 and before the round deadline for which you submit your application. No waivers will be granted.

Please self-report your scores on the application and have your official scores sent to us directly from the test provider. If you have not received your AWA scores, please enter 0 as placeholders. Once you receive your score, please notify us by emailing mbaadm@haas.berkeley.edu. The GMAT exam is administered by the Graduate Management Admissions Council (GMAC) and the Haas school code is N2VPT47. The GRE is administered by Educational Testing Service (ETS) and the Haas school code is 0574.

If you choose to retake the GMAT or GRE after the application deadline for the round in which you applied, we will only consider your new score if you request in writing that your application be considered in a later round and if you have the new scores in hand. This written request must be made at least one week prior to the notification deadline for the round in which you originally applied, and you should include a copy of your preliminary score report with the new scores.

TOEFL/IELTS

The Graduate Division requires all applicants who received their degrees from countries in which the official language is not English submit official evidence of English language proficiency, regardless of the school’s language of instruction.

For example, applicants educated in India are required to take the TOEFL because English is not an official language of India; even though most of their instruction is conducted in English.

Either a TOEFL (Test of English as a Foreign Language) or an IELTS (International English Language Testing System) exam must be taken after June 1st, 2015 and before the application round deadline for the application to be considered. No waivers will be granted.

Minimum score required for the TOEFL exam is 570 (paper-and-pencil test), 230 (computer-based test), or 90 (Internet-based). The minimum score required for the IELTS exam is 7 on a 9-point scale.

Please self-report your scores on the application and have your official scores sent to us directly from the test provider. The TOEFL exam is administered by the Educational Testing Service (ETS) and the Haas school code is 4833-02. The IELTS is administered by the British Council and you must order an official Test Report Form to send to us when you register for the test.

TOEFL/IELTS Required For:

- Individuals who received college degrees from a country in which the official language is not English, regardless of the language of instruction.
- U.S. citizens and permanent residents who received their undergraduate degrees from a country in which the official language is not English.

TOEFL/IELTS Exempt For:

- Individuals who have completed at least one year of full-time academic course work* (please see note below) with grades of B or better at a university located in U.S., U.K., Australia, English-speaking Canada or Singapore.
- Contact our Admissions department if you feel that you qualify for an exemption before you submit your application.

If you choose to retake the TOEFL or the IELTS after the application deadline for the round in which you applied, we will only consider your new score if you request in writing that your application be considered in a later round and if you have the new scores in hand. This written request must be made at least one week prior to the notification deadline for the round in which you originally applied, and you should include a copy of your preliminary score report with the new scores.

* The following courses will not fulfill this requirement: (1) courses in English as a Second Language, (2) courses conducted in a language other than English, (3) courses that will be completed after you apply, and (4) courses of a nonacademic nature.
Transcripts

A copy of official transcripts from each college or university that you have attended is required to initially review your application. If you are invited to interview, you will be required to immediately submit official transcripts and additional documentation as needed. Check your Status Report page to see which documents will be required to submit once your application has been sent to review.

The review of your application will be delayed if these instructions are not followed.

U.S. Degree Holding Applicants:

**DO:**
- List each of the colleges/universities that you have attended in the education history section of the application.
- Upload a legible copy of each official transcript as a .pdf file under 2MB. Please include scans of the back of each page.
- Make sure the transcript lists your name, name of the institution, degree and conferral date, name of every class, credits, and grade received towards the completion of a degree.
- Redact your social security number from the transcript
- If your degree granting institution does not list transfer credits, grades, length of study, and institution where the courses were taken on their transcript, you must provide a copy of the transcript directly from the institution where the transfer credits were earned.
- UC Berkeley students must upload a copy of their official transcripts to the application. Haas does not have access to previous educational records.

**DO NOT:**
- Upload online grade reports and self-reported versions of your records. These will not be accepted.
- List schools or send transcripts for study abroad courses (unless quantitative courses were taken), courses taken during high school, seminars, ESL classes, professional development courses, computer certifications, language courses, art courses, etc.
- E-mail us a copy of your transcripts. Copies of transcripts are only accepted via the application, the mail, or through fax.

International Degree Holding Applicants:

**DO:**
- List each of the colleges/universities that you have attended in the education history section of the application. Include schools for study abroad courses.
- Upload a legible copy of the official transcripts and degree certificate issued by the institution as a .pdf file under 2MB. Please include scans of the back of each page.
- Make sure the transcript lists your name and the name of the institution, name of degree and conferral date, name of every class, credits, and grades received towards the completion of the degree. If the degree conferral and conferral date are not listed on the transcript, a degree certificate will be required.
- All academic records must be issued in the original language and accompanied by English translations prepared by the issuing institution. If the institution does not provide a translation, an ATA (American Translator Association) certified translator is preferred. If an ATA translator is not available in your country, please contact the Admissions office for acceptable options.
- If your degree granting institution does not list transfer credits, grades, length of study, and institution where the courses were taken on their transcript, including courses taken abroad, you must provide a copy of the transcript directly from the institution where the transfer credits were earned.

**DO NOT:**
- Upload online print-outs of transcripts.
- List schools or send transcripts for courses taken during high school/secondary school, seminars, ESL classes, professional development courses, computer certifications, language courses, art courses, etc.
- E-mail us a copy of your transcripts. Copies of transcripts are only accepted via the application, the mail, or through fax.
- Convert your GPA to a 4.0 scale or use a third party credential evaluation service.

Essays

Please do not exceed the specified word count. If a particular question does not apply to you, please answer N/A. Application essays will be screened through anti-plagiarism software.
Letters of Recommendation

Please only submit two letters of recommendation. Recommendations may be submitted online or through the mail. You will receive an automated message once a recommender has submitted their letter of recommendation. Letters sent via mail must have the letter writer’s signature across the seal of the envelope.

If your recommender is not comfortable writing a letter in English, it is acceptable to obtain the recommendation in the native language of the author. The original letter and an English translation completed by an ATA (American Translators Association) certified translator must be provided through the mail with the letter writer’s signature across the seal of the envelope.

Application Fee

Pay online by credit card (preferred) or send a check or money order in the amount of $200 made payable to “UC Regents” along with your supplemental materials. Please make sure your name appears on the check. Submitting your fee and online application are two separate processes. Please make sure that you complete both. No refunds will be granted.

Applicants from outside the United States can pay the fee by credit card, international money order, or by a check drawn on a U.S. bank. If a check is written for you by someone else, please make sure your name appears on the front of the check. Do not submit UNESCO coupons, traveler’s checks, international postal money orders, or cash. Do not attempt to wire funds.

Application to Concurrent Programs - JD/MBA, MBA/MPH

MBA/MPH
Applicants to the MBA/MPH program do not need to complete any application materials other than the MBA application. Applicants will either be admitted to both programs, or denied from both programs. For more information about this program, contact Associate Director Kim MacPherson at kmacpherson@berkeley.edu or call (510) 642-9175.

JD/MBA
Applicants to the JD/MBA program must complete a separate application for admission to Berkeley Law or Hastings, or be a current first or second year student at Berkeley Law or Hastings. Admission decisions are made separately by the Haas School and the law schools. Where appropriate on the online application, JD/MBA applicants should indicate whether they are already enrolled in the first or second year of a law program (and at which school) or to which law school(s) an application is being made. For more information about the joint program with Berkeley Law, contact admissions@law.berkeley.edu or call (510) 642-2274. For more information about the joint program with Hastings, contact admiss@uchastings.edu or call (415) 565-4623.

Reapplication

If you have fully submitted an application to the program within the past two years, but were not admitted or did not register, you are required to complete and submit the following portions of the application:

- Personal Data I and II
- Test Scores
- Employment section, including a current resume
- Education section
- Applicant Acknowledgment
- $200 application fee
- New letters of recommendation are suggested

In addition, you must send a transcript for any new coursework completed since your prior application. Be sure that your test scores meet current test date requirements. Updating any other application materials is optional, although the Admissions Committee does note the effort that candidates put into their reapplication.

Interviews

The Admissions Committee conducts interviews of applicants by invitation only. Interview invitations are sent on a rolling basis beginning approximately four weeks after the application deadline and continue until the decision notification date for each round. Interviews are conducted on-campus by current students and internationally with alumni.