

# 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!

## ☐ CONTACT INFORMATION



### DETAILS

Contact info, address, birth date.

## ☐ PERSONAL BACKGROUND



### DETAILS

Residency, ethnicity, partners and family, language.

## ☐ INTERESTS & AFFILIATIONS



### DETAILS

Academic interest, reapplicants, military experience, affiliations.

### ☐ ACADEMIC HISTORY



#### DETAILS

List undergraduate and graduate degrees. We will accept your official transcript or a copy of your official transcript.

#### TIPS

While this section seems like it'll be quick, be sure to plan ahead. 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.

### ☐ WORK EXPERIENCE



#### DETAILS

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

#### TIPS

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

### ☐ 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.

### ☐ EXTRACURRICULAR ACTIVITIES

#### 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.

#### TIPS

This section helps to give us insight into your interests and activities.

### ☐ 2 LETTERS OF RECOMMENDATION

#### DETAILS

At least one recommendation should come from a current or former employer. If this is not possible, please explain why in the Supplemental Information section of the application. Ideally give recommenders 4+ weeks advance notice. Your application will be incomplete until both letters have been received. 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.

#### TIPS

Select individuals with whom you have had considerable professional interaction, regardless of their title or position. Of most importance is how closely your recommenders have worked with you. Can they attest to your value as an employee, your professional accomplishments, or interpersonal skills? Schedule time to discuss your career goals and achievements with them.

### ☐ WRITTEN ESSAY

#### DETAILS

What are your short-term and long-term career goals, and how will an MBA from Haas help you achieve those goals?

#### TIPS

This essay has a 300 word maximum word count. Give yourself plenty of time to outline, draft, edit, and proofread the essay. Although it 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 essay will complement the rest of your application. Check out our [brainstorming resources](#) on Application Bootcamp.

## FULL-TIME MBA ADMISSIONS

### ☐ VIDEO ESSAY

#### DETAILS

What makes you feel alive when you are doing it, and why  
(Not to exceed 2 minutes.)

#### TIPS

We want to get to know you beyond what we see on your written application. Showcase your verbal communication skills—that's something we can't get a feel for from the rest of your application. Have fun with it! Speak comfortably and naturally. Show us your authentic self.

### ☐ SUPPLEMENTAL INFORMATION

#### DETAILS

At Berkeley Haas, we consider “distance traveled” as the contextual information that helps us understand the unique circumstances, challenges, or influences that have shaped your personal and professional journey. We invite you to share aspects of your background, personal circumstances, or significant experiences that have meaningfully impacted who you are today and how you've reached this point. Please tell us how these experiences have influenced your perspectives, decisions, and aspirations, and how they contribute to the person you are becoming. (300 words maximum)

#### 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 ESSAYS

#### 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.

\* 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.