

APPLICATION CHECKLIST

Our checklist to help you complete your application

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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 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, sponsorship, academic interest, other miscellaneous info.

☐ SHORT ANSWER ESSAY



DETAILS

Share your experience with diversity, equity, and inclusion in a 150-word response. This prompt appears in the Personal Data II section.

☐ 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.

☐ EMPLOYMENT HISTORY



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.

☐ 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.

☐ 2 WRITTEN ESSAYS

DETAILS

1. What makes you feel alive when you are doing it, and why? (300 words max)
2. How will an MBA help you achieve your short-term and long-term career goals? (300 words max)

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 Application Bootcamp.

FULL-TIME MBA ADMISSIONS

☐ VIDEO ESSAY

DETAILS

The Berkeley MBA program develops leaders who embody our four [Defining Leadership Principles](#). Briefly introduce yourself to the admissions committee, explain which leadership principles resonates most with you, and tell us how you have exemplified the principle in your personal or professional life. (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

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 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.