

Eller Evening MBA Admissions Checklist

Application Deadlines

First Deadline: July 15

Second Deadline: September 15*

Final Deadline: November 1

*QTR Deadline

Before You Begin

- 1. Schedule to take the GMAT at www.mba.com** and have results sent to Eller MBA, institution code 5ZT-9Z-90.
- 2. If you are an international student from a country other than the United Kingdom, Australia, New Zealand or English speaking Canada, arrange to take the TOEFL** in time to submit test scores before application deadlines.
- 3. Update your professional resume.**
- 4. Ask two professional associates if they will recommend you to the program.**
Verify correct spelling of their names, titles, and contact information.
- 5. Consider the following to prepare for writing your essays:**
 - How will the Eller Evening MBA affect your short- and long-term career goals?
 - What do you bring to the program that others could benefit from?
 - Why is this a good time for you to pursue an Eller Evening MBA?
- 6. Gather the following:**
 - Citizenship information (if not a U.S. citizen)
 - Undergraduate and graduate (if applicable) GPAs
 - Names of previously attended colleges and universities and dates attended
 - Names, titles, and contact information of 2 recommenders (professional associates only)

Completing Your Application

- Click the [Apply Online](#) link from the Eller MBA website and create an account.
- Have the information you've gathered on hand and complete the biographical sections of the online application.
- Prepare answers to the following essay questions. Please double-space, use 12-point font, and do not exceed 750 words.

Essay 1: Please describe your short-term (immediately following the MBA) and your long-term career goals. In what ways will the Eller MBA enhance your career and what experiences will you contribute to the Evening MBA class? Why is now the right time for you to pursue the Eller Evening MBA program?

Essay 2: You are a seasoned business professional and you have just been promoted to the

position of Vice President of Strategy for the Latin American division of a large US-based consumer products company. While this is the role you have dreamed of, the Latin American division, with its headquarters in South America, represents the firm's least profitable region and the company's performance over the last five years has been plagued by supplier bottlenecks and distribution challenges. You know that one of your priorities must be to strengthen the trade-partner relationships throughout the region. Although 12 percent of your company's sales in Latin America are web-based, the overwhelming majority of consumers access your products through local and (often very informal) neighborhood outlets. Though your products have a relatively high level of brand awareness in the region, the awareness has not inspired much loyalty. As you learned in your recent fact finding mission to the region, your trade partners believe that your predecessor paid far too little attention to the local communities in which your products are sold. As a result, you not only have to identify a new and more localized business model, you also have to convince major stakeholders in the regions of its credibility. You propose a plan that involves investing in the education and training of local entrepreneurs (so that they may become part of a reliable distribution network) as a means of improving trade-partner relationships. Your bosses back in the US are skeptical. This is potentially costly and there is no precedent for such an intervention by your company in this market. You see this as the only viable way to reverse your company's fortunes in the region over the long run. What is the argument you make to your bosses in order to convince them of your position?

- Upload your updated resume and completed essays through the online application.
- Pay the \$100 application fee by credit card online.
- Click on "Supplemental Forms" and print two Recommendation forms (or register your recommenders to enable them to submit their recommendations online). Give the Recommendation Forms to your recommenders, reminding them that they will need to mail a letter of recommendation with the form as indicated in the form instructions (unless completed online).
- Click on "Supplemental Forms" and print the Transcript Request form. **Please use the "Tucson Transcript Request Form" if you are applying to the Tucson Evening MBA program and the "Phoenix Transcript Request Form" if you are applying to the Phoenix Evening MBA program.** Complete and mail the Transcript Request form.
- Have two official copies of transcripts from any colleges or universities attended sent to:

For Tucson Evening MBA Program:
Eller MBA Admissions
PO Box 210108
McClelland Hall 210
Tucson, AZ 85721-0108

For Phoenix Evening MBA Program
Eller MBA Program
University of Arizona
16425 N. Pima Rd, Suite 370
Scottsdale, AZ 85260



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If you have questions, please e-mail mba_admissions@eller.arizona.edu.