Admission Checklist for the Online MBA

- Submit an Application for Graduate Admission, for the intended Online Business Administration Graduate Degree, to Graduate Admission and Degree Services, along with the one-time, non-refundable $65 Domestic and $95 International application fee.

- Request official transcripts from each educational institution you have attended beyond high school. If you are a former Boise State University student please note that you DO NOT have to supply your Boise State transcript. All official transcripts should be sent directly to:
  
  Graduate Admission and Degree Services  
  Business Bldg, Room 307  
  Boise State University  
  1910 University Drive  
  Boise, ID 83725-1110

- Take the GMAT or GRE and ensure that the results of these exams are forwarded to Graduate Admission and Degree Services.

- Submit the following additional materials to the Online MBA Program Coordinator, either via email OnlineMBA@BoiseState.edu or to:
  
  Online MBA Program Coordinator  
  College of Business and Economics  
  Boise State University  
  1910 University Dr. MS 1600  
  Boise, ID 83725-1600

  1) two letters of recommendation using the Recommendation Form;  
  2) a current detailed resume highlighting your professional experience and indicating start and end dates and whether each position was full or part-time;  
  3) two essays answering the following questions:

  a. Required: Tell us about a time when you tried to reach a goal or a task that was challenging, difficult, or frustrating. What did you learn from the experience? (maximum 500 words)

  b. Required: Each of our applicants is unique. Describe how your background, values, work experience, and/or leadership skills influenced your career goals. How will your goals be furthered by an MBA degree? (maximum 750 words)

  c. Optional: Is there anything you would like to share with the MBA Admissions Committee in considering your application? (maximum 500 words)