



## GMU Application Checklist – MBA

### Application

- [Application Link](#)
- Even if all documents are received, applicant must formally submit application in order to be reviewed by selecting “Finalize”

### Application Fee

- \$75 (momentarily waived)

### Official Transcripts

- Official transcripts are required from all universities or colleges attended, including institutions where you did not obtain a degree.
- Transcripts must be sent to one of the following addresses.

#### **Mailing Address:**

George Mason University Online Processing Center  
851 Trafalgar Court St 420 W,  
Maitland FL 32751

**Electronic Address:** [olddocs@gmu.edu](mailto:olddocs@gmu.edu)

- All degrees completed outside the U.S. must be evaluated by World Education Services International Credential Advantage Package (WES ICAP).

### Statement of Purpose

- Length: 750 word maximum
- Address the following areas:
  - Relevant background
  - Reasons for selecting this program
  - Professional Goals & how this program will assist you
  - Deciding factors that led you to select GMU

### Current Resume

### Letters of Reference

- 2 professional letters of reference are required:
  - At least 1 should be from a supervisor or manager
  - Colleagues are acceptable
  - No personal references are accepted

### GMAT/GRE

- Official scores must be provided from either the GMAT or GRE.
- Waivers are available & reviewed on a case by case basis.

### GPA Addendum

- Required for all applicants with an overall GPA less than a 3.0 in a degree program.

\*Committee reserves the right to request additional documentation.

\*International applicants may be required to provide additional documentation, including verification of English language proficiency.