

Professional MBA Application Checklist

Do you want to get your MBA from one of the most respected programs in the nation? Would you like to learn from world-renowned faculty that bring academic research and industry experience into the classroom? Are you interested in gaining dynamic, hands-on experience and instruction that can be immediately applied at work? **It's time to invest in yourself and become a leader in your field.**

Start your journey towards an SMU Cox School of Business MBA today!

Before Applying

- ☐ Review the [curriculum](#)
- ☐ Attend an [event](#) and/or a [class visit](#)
- ☐ Speak to Cristalle Choi (Director of Admissions, Professional MBA) at cschoi@smu.edu or 214-768-6522 about:
 - ☐ Program start dates (Fall and Spring)
 - ☐ Average weekly time commitment (15-20 hours a week)
 - ☐ Experiential Learning
 - ☐ [Admission Requirements](#)
 - ☐ [Financing options](#)
- ☐ Speak with your current employer to explore tuition assistance options and your plans to pursue grad school

Application Process

- ☐ [Schedule](#) an in-depth application walk-through with a member of our Admissions Team to go over requirements, best practices, and your timeline to application submission
- ☐ Gather the following materials and apply at coxgradadmission.smu.edu/apply/ (**No application fee required**)
 - ☐ **Required and Optional Essays:** Follow and submit your answers to the essay prompts in the application
 - ☐ **Unofficial Transcripts:** Upload with your application. (**Note: Transcripts are required from all colleges and universities where you completed 12 or more credit hours.**)
 - ☐ **Submit Standardized Test Scores (GMAT, GRE, or Executive Assessment):** SMU Cox is test optional and not **required**
 - ☐ **Two Professional References:** Names and contact information of two people who can speak to your character and professional background (Note: Not letters of recommendation)
 - ☐ **Résumé or Curriculum Vitae**
- ☐ Apply for [financial aid](#)

Next Steps for Admitted Students

- ☐ Accept your admission offer by submitting your **MBA Reply Form** in your [admissions portal](#)
- ☐ Submit your \$2,000 Enrollment Deposit to reserve your seat for the upcoming cohort
- ☐ Submit official final transcripts, please see [here](#) for instructions
- ☐ Activate your my.SMU and Email Accounts: you will receive an email with information and instructions on how to activate your SMU student account and email
- ☐ Complete your student directory PowerPoint slide (**see your admissions portal for details**)
- ☐ After receiving communication from your advisor, schedule a meeting to review orientation, course registration, and other key information
- ☐ Complete the optional prep work provided by the Student Enrollment and Engagement team
- ☐ Connect with your professors, network with your peers, and take your first class!

For questions about the application or admissions please contact Cristalle Choi at cschoi@smu.edu