

**APPLICATION PROCEDURES for**  
*International Applications*  
**Office of Graduate Business Programs**  
**Master of Business Administration (MBA)**

*The One-Year MBA program begins in the fall semester only. We strongly encourage all international applicants to complete their application file by May 1. Students who have not met all the prerequisite requirements may enroll in the summer Business Concepts Program prior to the One-Year MBA program.*

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- Complete and return the application to the Office of Graduate Business Programs, Clarkson University, PO Box 5770 (UPS or FedEx use 8 Clarkson Avenue), Potsdam, NY 13699-5770, United States.
- Full-time applicants applying from outside the U.S. and Canada are required to pay a \$35 application fee, which cannot be waived or deferred. You are encouraged to apply online at <http://www.applyweb.com/apply/clarksng/index.html>.
- Submit a detailed Resume or Curriculum Vitae.
- Submit written essays for the following two topics (one page in length, double-spaced):
  - A. Describe your career progress to date and your future short-term and long-term career goals. How do you expect an MBA from Clarkson University to help you achieve these goals and why now?
  - B. Describe a personal characteristic or something in your background that will help the Graduate Admission Committee to know you better.
- OPTIONAL: If you feel there are extenuating circumstances of which the Committee should be aware, please explain them here (i.e. gaps in work experience, academic performance, choice of references, significant strengths or weaknesses to your application, etc.)
- Ask three references who can evaluate your work (academically and/or professionally) and overall motivation to pursue your degree. You must register your referees on-line at <http://www.applyweb.com/apply/clarksng/index.html>. From there, your referees will complete their letters of recommendation electronically (unless otherwise requested).
- Send official transcripts of all college coursework and course syllabi directly to the Office of Graduate Business Programs.
- Applicants must submit an official score report from either the Graduate Management Admissions Test (GMAT) or the Graduate Record Examination (GRE). The test score may be submitted directly with the application or forwarded by the appropriate testing service. For the GMAT, you may request your score from the Graduate Management Admissions Council at [www.mba.com](http://www.mba.com). Clarkson's GMAT school code is V1G-53-52. For the GRE, you may request your score from the Educational Testing Service at [www.ets.org](http://www.ets.org). Clarkson's GRE school code is 2084.
- TOEFL scores are required (minimum 600 PBT, 250 CBT, or 100 iBT) for all international applicants whose native language is not English. A TSE (Test of Spoken English) exam is required for international applicants unless the TOEFL iBT test was taken with a score of 100 or better. Otherwise, the TSE may be waived with a telephone interview by calling the Office of Graduate Business Programs at 1-315-268-6613 (Clarkson's TOEFL code is 2084).
- Your application will be reviewed when the file is complete. A complete file includes the application, three letters of reference, all college transcripts, resume, essays and all required test scores.
- Merit scholarships are considered during evaluation. There is no separate application for a scholarship or a Graduate Assistant position. To be considered for a 50% tuition waiver, completed applications need to be received by December 30<sup>th</sup> for the first round of evaluations or by March 15<sup>th</sup> for the second round.

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*For more information about the One-Year MBA, please contact the Office of Graduate Business Programs, Clarkson University, PO Box 5770 (for UPS or FedEx use 8 Clarkson Avenue), Potsdam, NY 13699-5770; phone 315-268-6613; toll free number 866-333-6613; fax 315-268-3810; email [busgrad@clarkson.edu](mailto:busgrad@clarkson.edu)*