Dear Student:

Thank you for your interest in the College of Business Graduate Programs at Southern Illinois University Carbondale. SIUC has a lot to offer when it comes to furthering your education. We hope to make your application process as straightforward as possible.

Application for admission to the MBA program must be submitted online to the Graduate School at the following website:

- *Graduate School Online Application:  www.gradschool.siuc.edu/application.html

We have summarized the application process and provided hints/guidelines at:

www.business.siuc.edu/degrees/mba/Pages/process.aspx

Please make sure when completing the application that you have submitted both the Graduate School application and the Departmental application. If you do not hit submit after each application, then we will not receive your application. Keep in mind that you are not able to make changes or update your application once you hit the submit button.

Additional information about the MBA program, College of Business, and the Graduate School can be found at the websites listed below.

- MBA Program Information:  www.business.siuc.edu/degrees/mba
- College of Business:  www.business.siuc.edu
- Graduate School Catalog:  www.gradschool.siuc.edu/catalog.html

We have also attached additional information that will help answer any other questions you may have. Please feel free to contact the Graduate Programs office by calling (618) 453-3030 or send an email to cobgp@business.siuc.edu in case you have further questions or clarifications. We look forward to working with you in the future.

Sincerely,

Suzanne Altobello Nasco, Ph.D.
Director, MBA Programs
Associate Professor of Marketing
Southern Illinois University
Carbondale, IL 62901-4629
snasco@business.siuc.edu
MBA Application Instructions

All Applicants:

• Send the $50.00 application fee payment made payable to SIUC. Payment must be made in U.S. funds cleared through a U.S. bank. An international money order, cashier's check, certified check or other check drawn on a U.S. bank is acceptable. Applications will not be processed until this fee payment is received. This fee cannot be waived.

• Complete the Graduate School and departmental College of Business application with supplementary essay questions on the Graduate School website: http://www.gradschool.siuc.edu/application.html.

• While completing the Graduate School application, you must submit the names of three people, including email addresses, as recommenders. Your chosen recommenders will be emailed an Admission Recommendation Form to fill out concerning your qualifications for our Graduate Program. Please make sure your recommenders upload a formal recommendation letter during this process.

• Official Transcripts must be sent to the address listed below. Do not send transcripts directly to the Graduate School. Transcripts that are sent to the Graduate School cannot be processed. The online application has a transcript request form to fill in. Please be sure to request transcripts from all Colleges or Universities that you have attended.

• Arrange to take the Graduate Management Admission Test (GMAT) six to twelve months prior to the semester in which you plan to enroll. You can find out more information by going to www.mba.com. Have your official scores sent to SIUC (use code 1726 for MBA). The GMAT requirement cannot be waived or substituted. GMAT scores are only valid for five years. Minimum Score Requirements: MBA 550

International Applicants:

• Arrange to have your official TOEFL score (minimum: 220 computer based, 550 paper based, or 80 internet based) sent to SIUC using Institution Code 1726. Information on the TOEFL can be found at http://www.ets.org.

• Send a copy of your Passport page that lists your name and date of birth. The name on your application for admission to Graduate School and the name on your I-20 must appear the same as it is listed on your Passport.

• Complete the Financial Statement form on the Graduate School application.
Application Deadlines:

<table>
<thead>
<tr>
<th>Semester of Desired Enrollment</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be considered for an Assistantship</td>
<td>March 15</td>
<td>September 15</td>
<td>February 15</td>
</tr>
<tr>
<td>International Applicants</td>
<td>April 15</td>
<td>September 15</td>
<td>February 15</td>
</tr>
<tr>
<td>Other U.S. Applicants</td>
<td>June 15</td>
<td>November 15</td>
<td>April 15</td>
</tr>
</tbody>
</table>

- If you wish to be considered for financial support you must adhere to the earlier deadlines.
- Application decisions will **not** be made until applications are complete.

Admission Requirements:

Initial screening of applicants examines the applicant’s total admission points. Total admission points are computed as follows:

\[
\text{Total Admission Points} = (200 \times \text{GPA of last 60 undergraduate credit hours}) + \text{GMAT score}
\]

The College of Business actively recruits students with **1200** or higher admission points. Student’s with 1100 to 1200 points are individually assessed for their potential for performing satisfactorily in the program.

Submit application materials to:

Southern Illinois University Carbondale  
College of Business – Graduate Programs  
Rehn Hall, Room 133 – Mail Code 4625  
1025 Lincoln Drive  
Carbondale, IL 62901

“Inspiring **Lives**, Transforming **Business**.”
Financial Assistance

A student may receive no more than two calendar years of graduate student support while a master's level student and no more than four calendar years of graduate support while a doctoral level student. These limits apply to assistantships, fellowships, traineeships, and other similar awards and appointments administered by the University, regardless of the source of funds. Non-declared graduate students are not eligible for graduate assistantships, fellowships, or tuition scholarships. International students are required to show that they have made satisfactory arrangements to meet their financial obligations at SIUC before admission is fully approved.

Graduate Assistantships:

This type of appointment comprises the largest number of awards offered by the University. Graduate Assistantships, or Gas, provide both a monthly stipend and a tuition waiver, and require a work commitment. Graduate Assistantships within the College of Business (CoB) provide administrative support or work in one of the four academic departments. Duties may include activities such as grading papers, proctoring exams, library research, consultation with local businesses, and/or computer operation. The award decisions are based on undergraduate/graduate record and GMAT scores. Other factors such as the CoB recruitment goals and applicant’s special skills, experience and references may also be considered. There are approximately 12 assistantships in the CoB for approximately 180 master’s level students. To be considered for assistantships in the CoB please indicate that you would like to be considered when filling out the departmental section of the application. CoB graduate assistantships are not usually available to entering international MBA students. Graduate Assistantships are also available in a variety of places across campus. For these assistantships, students apply directly to the appointing officer of a research center, or administrative, or service unit. For more information: 
http://www.gradschool.siuc.edu/assistantships.html

Federal Work-Study Graduate Assistantships:

The Graduate School and the Financial Aid Office jointly administer the Federal Work-Study Graduate Assistantship program. Students qualify for this program on the basis of financial need as determined by information provided on the federally approved financial aid application. The Free Application for Federal Student Aid, also known as the FAFSA must be completed online at www.fafsa.ed.gov as soon after January 1st as possible, but before April 1st for fall consideration. Further information on application procedures and eligibility criteria is available from the Graduate School. This Assistantship is for citizens, immigrants, or permanent residents of the United States only.

Complete information concerning financial assistance is available in the current Graduate Catalog at www.gradschool.siuc.edu and the Financial Aid Office website at www.siuc.edu/~fao/.
**Graduate Management Admissions Test**

**What is the GMAT?**
The GMAT is an acronym for Graduate Management Admissions Test. It is required for admission into both the MBA and PhD programs at Southern Illinois University.

**How much does the GMAT cost?**
The GMAT costs $250. This amount is due at the time your appointment is scheduled. You may pay by credit card, check, or money order.

**When should I set up an appointment?**
Schedule your appointment as early as possible. The graduate school prefers you to take the GMAT six to twelve months before the semester in which you plan to enroll.

**How do I schedule an appointment?**
You can set up an appointment by going online to [www.mba.com](http://www.mba.com), or by calling 866-752-7344.

**What should I do to prepare?**
Pre-tests can be downloaded free from [www.mba.com](http://www.mba.com). Also, a CD is mailed to you 4-6 weeks after your appointment is scheduled. Many preparation books are also available at local bookstores. SIUC does not offer a preparation class.

**What does the GMAT consist of?**
Analytical Writing – 2 essays, 30 minutes each
Quantitative – 37 multiple choice questions, 75 minutes
Verbal – 41 multiple choice questions, 75 minutes

**What is the minimum score on the GMAT that is admissible?**
MBA: 550  PhD: 600

**Can I retake the GMAT if I am unsatisfied with my score?**
Yes! The GMAT can be retaken. However, it can only be taken once in a calendar month, and no more than five times within a twelve month period.
Transcript Guidelines

Please note the following information regarding your transcripts. It is important that these guidelines are followed when you request your transcripts so that no time is wasted in the application process. If these guidelines are followed and the correct transcripts are sent according to the country where you attend college, then your transcripts should be official and the application process will be able to be completed in a reasonable amount of time. If you have any questions, please feel free to contact the Department or the Graduate School.

**China:** Chinese applicants must submit official copies of transcripts and diplomas in both Chinese and English, all with original red school seal. On transcripts in Chinese, grades must be listed numerically or in Chinese characters. Letter grades are not acceptable. On diplomas, it must be stated that you were “awarded” or “granted” a "Bachelor’s" or “Master’s" degree. A graduation certificate is not sufficient. All copies of transcripts and diplomas must have an official original red school seal on each page.

**Taiwan:** The graduate school requires official transcripts to be issued with the grades given in numerical scores. Letter grades are not acceptable. An official transcript is on that has an original official stamp. Official stamps that are accepted from the registrar, assistant registrar, controller of exams, and the U.S. Education Foundation.

**India, Pakistan, Bangladesh, and Nepal:** Graduate School requires certified true photocopies of each mark sheet for every examination as issued by the University or post-secondary institution. Certified true photocopies of each diploma or certificate are also needed. Photocopies must be certified by University's Registrar's Office, the Controller of Exams, or by the U.S. Educational Foundation.

**India:** All individual mark sheets for each semester/year and the diplomas must be issued by the university you attended. All documents must be certified by the university and have an original school seal and original signature of The Registrar’s Office or The Controller of Exams or U.S. Educational Foundation.

**For most countries:** The Graduate School requires official documents in both English and the native language (e.g. Greece, Italy, Spain, Portugal, South and Central America, France, French-speaking Africa and Canada, Germany, Poland, and Austria). If only one version of the documents is available, the Graduate School considers the one in the native language as the official document.

**In some countries:** The universities issue official documents in English. This is especially true for the Commonwealth nations. Native language versions are not necessary in these cases (e.g. Korea, Philippines, Sri Lanka, English-speaking Africa, India, Nepal). Diplomas in the native language are required from Malaysia, Brunei, and Indonesia. Educational documents from Ireland and the United Kingdom are issued in letter format and must provide the results of the applicant’s final examination (e.g. first class or second class, first division or second division).