



BUSINESS SCHOOL CHECKLIST AND TIMELINE

- ☑ **Make a list of what you're looking for in a business program and what you'd like to do with a business degree.**
 - ✓ Look at general information about business school online:
<http://www.princetonreview.com/mba/research/>
<http://www.mba.com/mba/SeeYourselfAsanMBA>
<http://www.mbaassociation.org/>

- ☑ **Create a list of potential schools/programs.**
 - ✓ Look at business school databases online:
<http://www.allbusinessschools.com/>
<http://unicorn.us.com/guide/>
<http://www.petersons.com/>
 - ✓ Look at business school options abroad:
<http://www.foreignmba.com/>
 - ✓ Stop by the CareerPlace library (104 Bonds) to check out business school resources:
The Graduate School Guide
The Complete List of Business Schools (by Princeton Review)

- ☑ **Research and compare your options.**
 - ✓ Time commitment (e.g. 2 year program vs. 4 year program)
 - ✓ Part-time vs. full-time programs
 - ✓ Private vs. public institutions
 - ✓ Entrance requirements
 - ✓ Program approaches/specializations
 - ✓ Faculty and teaching methods
 - ✓ Program reputation
 - ✓ Placement success of program graduates
 - ✓ Tuition costs and financial aid available
 - ✓ Housing/living expenses

- ☑ **Use your research to choose 5-10 program possibilities, and narrow your list.**
 - ✓ Consult with your professors, B-W Alumni, and professionals in the field to discuss program highlights and their experiences in business school.
 - ✓ Plan campus visits, and schedule meetings with program faculty members or current students who can answer your questions.

- ☑ **Determine which programs you plan to apply to, and begin the application process.**
 - Spring of your Junior Year:**
 - ✓ Schedule date to take the GMAT, and request that your scores be electronically sent to each school where you are applying.

Over for more information.

August/September (Fall of Your Senior Year):

- ✓ Request application information or research application processes online (be sure to note deadlines for applying and addresses where supplemental materials should be sent).

October/November:

- ✓ Submit applications and application fees for each school by its published deadline.
- ✓ Request copies of your transcript from the Registration Office (it is usually best to have them sent directly to the addresses where supplemental materials should be sent).
- ✓ Approach faculty members, employers, etc. to write recommendation letters. Remember to provide them with any required recommendation forms, your resume, a stamped/pre-addressed envelope, and the deadline for submission.
- ✓ Compose personal statements or essays for each institution and have your statement/essay revised by a faculty member or Career Services.
- ✓ Revise your resume and submit with supplemental information.

December:

- ✓ Request scholarship/fellowship/assistantship information from each school where you applied.

January/February:

- ✓ File your Federal Income Tax Return (required before you can complete the FAFSA).
- ✓ Complete the FAFSA Online and submit all completed scholarship application forms.
- ✓ Prepare for any admission/assistantship interview by scheduling an appointment with Career Services to use the *Perfect Interview* software program.
- ✓ Attend any preview days/assistantship interview sessions/faculty interview sessions for each institution.

March/April/May:

- ✓ Follow-up on institutions that you have not heard from a make your final decision.
- ✓ Submit commitment forms and/or fees to the institution you have chosen, and register for classes.
- ✓ Send thank-you notes to people who wrote your recommendation letters, informing them of your success.

Over for more information.