

# Weekend MBA Program Application Requirements Checklist

Each applicant must provide the following:

- A completed **AY Application and \$55 application fee**. Please visit <https://app.applyyourself.com/?id=purdue-som> to complete the application. You will be prompted for the fee before you submit the application online.
- Two letters of recommendation** on company letterhead. One of the letters should be from the candidate's direct supervisor.
- The **Test of English as a Foreign Language (TOEFL)** score report, or the IELTS (either is acceptable) for persons whose native language is not English.
  - The total TOEFL score required by the Purdue Graduate School is 77. In addition, minimum scores must be met in each area tested: Writing = 18, Speaking = 18, Listening = 14, and Reading = 19.
  - TOEFL scores should be no older than two years at the time the application credentials are reviewed by our Graduate School. Scores must be documented by an official report from Educational Testing Service (ETS) and sent to Purdue University, Institution Code #1698. Please select "PURDUE UNIV, WL/ EXECUTIVE MBA" on the test form.
  - If you elect to take the IELTS rather than the TOEFL, the score achieved must equal 6.5. There are no minimum test area scores required.
  - International applicants who are U.S. citizens, or who hold a green card, are exempt from the TOEFL or IELTS.
- Two official transcripts** from each higher education institution attended.

## International students:

- Transcripts must indicate "grades earned" for all courses taken.
  - *Original language* transcripts must be supplied as well as certified English translations of those transcripts.
  - Photocopies of transcripts are not acceptable **unless certified by the issuing institution** that they are true copies of the original documents.
  - Transcripts must indicate the date of graduation and the degree conferred. If they do not, an official or certified diploma in the original language and a certified English translation of that diploma are required.
  - A bachelor's degree, or its equivalent, equal to four years of study, is required.
- A GMAT score report of 520 or above** for those who feel their application needs to be enhanced. Scores must be documented by an official report from Educational Testing Service (ETS) and sent to Purdue University, Institution Code 1RZ-R6-45. Please select "PURDUE UNIV, WL/ EXECUTIVE MBA" on the test form.
  - Send all documents to:**
    - Purdue University
    - Weekend MBA Program Admissions Committee
    - Rawls Hall, Suite 2020
    - 100 South Grant Street,
    - West Lafayette, IN 47907-2076
    - USA