

[The University of Texas and McCombs School of Business](#)  
[Texas MBA Online Application](#)

The Texas MBA online application allows you to submit the majority of your application package electronically. We will only be accepting the online application for Fall 2010 because it allows us to receive your application and process it most efficiently.

**Application Checklist:**

Please review the following checklist carefully before proceeding with the online application. Please **do not** send materials both online and via mail as the duplication will increase processing time. It is extremely important to use the same version/format/spelling of your official name on all application materials submitted.

**Online Checklist:**

1. **Texas MBA Application:** This online application allows you to complete all required information and includes information required by the University of Texas, as well as specific information required for MBA applicants.

2. **McCombs MBA Application Essays:** You may preview essay questions at <http://mba.mcombs.utexas.edu/admissions/adm/essays.asp>. Essays are uploaded as part of the online application. Pay close attention to acceptable document formats when you upload your essays.

3. **A current Professional Resume:** You will upload your resume online as part of the online application (suggested two-page maximum length).

4. **Two (2) Letters of Recommendation:** As part of the online application, you will be asked to submit the names and email addresses of two references. We prefer the references be professional in nature from individuals knowledgeable of your professional experience. Please gather email addresses of your recommenders before completing your application. We recommend you launch notification to your recommenders as soon as you begin the online application. Follow the instructions in the application. Consider contacting your recommenders once you submit your application to alert them of the email coming from the University of Texas. Occasionally these emails land in spam or junk email folders.

5. **Certification of Financial Responsibility:** (International Admitted Students Only) – Once admitted, international students attending UT Austin in F-1 or J-1 status must show proof of financial support by completing the Certification of Financial Responsibility form located at: [http://www.utexas.edu/international/iss/students/new/fin\\_req.shtml](http://www.utexas.edu/international/iss/students/new/fin_req.shtml).

While this form is not required for consideration of your application for admission, it is necessary for preparation of the immigration document (Form I-20 or Form DS-2019) for The University of Texas at Austin. Additional information is included about how to pay tuition and fees once you arrive at UT Austin.

6. **Application Processing Fee:** Payment of all required fees may be submitted electronically, or mailed in your Mailed Items packet. There is an additional transcript processing fee charged to all previous UT Austin students.

**Additional Required Items:**

1. **GMAT test scores:** Official scores must be sent by Pearson VUE. You can self report your score as part of the online application. *GMAT scores more than five years old will not be accepted.* The fulltime Texas MBA GMAT Code is **396-44-45**.

2. **TOEFL score reports** (International Students Only): Official scores must be sent by ETS. You can self report your score as part of the online application. The TOEFL is required for all non-native English speakers unless a TOEFL waiver has been granted. If you hold bachelor's degrees from a U.S. institution

or from an institution in another *English-only* speaking country, you will receive a waiver of the TOEFL. TOEFL scores more than two years old will not be accepted. Texas TOEFL Code: **6882**

**3. Official Transcripts:** All transcripts (and translations of foreign language transcripts) must be official. Official is defined as original documents or photocopies stamped or attested by the issuing college or university. If original international transcript documents are not available, we will accept copies of original documents, but they must be certified as true copies on every page by one of the following: 1) Any U.S. college or university which the student is currently attending 2) A government office such as the Ministry of Education or Dept of Foreign Affairs, etc. 3) Any foreign Consulate or Embassy. All pages must be certified as true copies not just the first and/or last page. We do not accept photocopies of original documents that are attested by public notaries. Do not list or include transcripts from community colleges, professional development programs, certificate programs, language programs, or workshops that you have attended.

We request translations of all foreign transcripts, although GIAC can translate documents in Spanish. For applicants with Spanish transcripts, providing an official translation will speed up the processing time.

**You can speed the processing of your application by having your transcript(s) sent electronically.** Institutions that are on the Texas Electronic Transcript Network or which use the national ANSI ASC X12 transcript format (SPEEDE) can provide electronic transcripts. GIAC prefers to receive electronic transcripts because they can be processed much faster than paper transcripts. Check with the registrar of your institution to find out if transcripts can be sent electronically.

NOTE: If your transcripts arrived before you started your application and this item is showing as incomplete in your online status check at least two weeks after the date you submitted your application, please contact GIAC directly to follow up.

#### **Additional Items:**

The following items may be mailed if necessary to complete the application.

**1. Copy of U.S. Permanent Resident Green Card** (if applicable) Note: Applicants who have applied for U.S. Permanent Residency but who do not yet have the Green Card in hand must apply as international students; should the Green Card arrive thereafter, the applicant may notify GIAC and the status will be changed to domestic applicant.

**2. Document Matching Form:** Please include this form with any materials submitted via mail (e.g. hard copy transcript or resident documents). When filled out, it assists in matching the mailed items with the electronic portion of your application. You may preview the Document Matching form at: <http://www.utexas.edu/student/giac/downloads/cover.pdf>

Any mailed items should be submitted in one packet. If you want to know when your documents arrive, choose a shipping option with tracking. Otherwise the status check will reflect items received. We are unable to verify receipt of documents via phone or email.

#### **By Mail:**

GIAC  
PO Box 7608  
The University of Texas  
Austin, TX 78713

#### **By Courier:**

GIAC  
2608 Whitis Ave.  
The University of Texas  
Austin, TX 78712  
Phone: 512-475-7391

#### **Interview Policy:**

McCombs utilizes an **invitation-only** interview system. This means that the Admissions Committee will review completed applications and invite selected candidates to interview. For additional information on our interview policy, please visit the Interview site:

<https://acsprod.mcombs.utexas.edu/texasmba/admissions/Interview>)

**Please note:** Applicants who are invited to interview are required to log in and schedule an interview **within 2 weeks** after receiving their invitation.

**Status Check:**

Please remember to monitor the progress of your submitted application through the application status at <http://mba.mcombs.utexas.edu/admissions/adm/status.asp>. It will be the responsibility of the applicant to ensure that all required credentials are received.

**[CHECK APPLICATION MATERIALS \(GIAC\)](#)** - Use this link to monitor receipt of test scores, transcripts and letters of recommendation. You can also manage your online recommendation requests (change recommenders, edit email addresses, resend requests). This status check also indicates when your application is forwarded to the graduate department (McCombs) for review.

**[VISIT APPLICATION STATUS CHECK](#)**– indicates the decision made on your application by the McCombs Admissions Committee.

**You may wish to print this document for future reference.**