

Online MBA Application Checklist

Contents

Required Application Materials Checklist	1
All Applicants	1
Additional Materials for International Applicants.....	1
Rubrics and Instructions	1
Resume.....	1
Personal Statement	2
Official Transcripts	2
Entrance Exam or Waiver	3
Application Deadline Dates.....	4
Questions?	4

Required Application Materials Checklist

All Applicants

- ☐ Submitted BusinessCAS Application. Link on [Application Page](#).
- ☐ Resume
- ☐ Personal Statement
- ☐ Official transcripts from all domestic universities attended, except for University of New Mexico or official transcript evaluation for all non-US universities attended
- ☐ Entrance Exam or Waiver

Additional Materials for International Applicants

- ☐ English Proficiency Exam or Waiver
- ☐ Copy of Passport

Rubrics and Instructions

Resume

The Anderson School of Management accepts both Resumes and CV's. In either document, please highlight the following:

1. **Years of full- or part-time work experience**

2. **Management experience.** This could be managing teams, budgets, projects, or processes.
3. **Awards, certificates, and honors earned**
4. **Community involvement,** including volunteer, board, or student organization service

Personal Statement

Your personal statement should be approximately 500 words and addressed to the “Admissions Committee”. In your personal statement, please address the following areas:

1. **Why you want to attend the program.** Please mention the program by name and specifics about the program that appeal to you, whether that is curriculum, faculty, or career outcomes.
2. **Your professional goals.** Share what you have done in your career or education so far and your future goals. Express how the program will help you achieve your career goals.
3. **Why you are a good candidate for the program.** Please share why the admission committee should consider you, such as your drive to complete the program, work or class performance, your current experience in the field, strengths, and any other reasons.
4. **If your GPA is lower than 3.0,** please address this in your personal statement. Talk about what was going on at the time, how you have changed as a student, and your strategies for maintaining a 3.0 GPA in your graduate degree.
5. **Add anything else you want to share about who you are!** Help the admissions committee get to know you.

For assistance on your personal statement, you can use the [UNM Center for Teaching and Learning](#). We have also provided a template for you at the end of this document.

Official Transcripts

If you graduated from the University of New Mexico, you do not need to send your official transcripts to the Anderson School of Management.

For non-UNM institutions, you are required to order official transcripts for any university or college that you have attended, even if you did not earn your degree from that institution. You can order your transcripts through the BusinessCAS application (preferred method) or online through the following services:

- [Parchment](#)
- [National Student Clearinghouse](#)

You can also visit your school’s registrar’s office to order from your school for online or mail. Online transcripts can be mailed to andersonapplication@unm.edu if done directly through your school. If you are unable to order online transcripts, you can mail your transcripts to:

The UNM Office of Admissions

PO Box 4895
Albuquerque, NM 87196-4895*

* If you choose to mail transcripts, please email andersonapplication@unm.edu to let us know that your transcripts will be coming in by mail to the UNM Office of Admissions. This will help us locate your transcripts.

Non-US (Foreign) Transcripts must include an official transcript evaluation

- The basic evaluation alone is required to evaluate your GPA.
- [WES](#) and [ECE](#) evaluations can be ordered directly through your online application with evaluations sent to BusinessCAS.
- [SpanTran](#) and other [NACES partners](#) are also accepted evaluators. Request to be sent electronically to andersonapplication@unm.edu
- If electronic delivery is not available, send foreign evaluations to UNM Anderson Graduate Admissions, MSC05 3090, 1 University of New Mexico, Albuquerque, NM 87131-0001.

Entrance Exam or Waiver

The GMAT or GRE exam is required for admission to the MBA and Online MBA unless you qualify for a waiver, with no preference given to either test. GMAT and GRE test scores are good for 5 years. Anderson also accepts PCAT and LSAT scores in lieu of the GMAT or GRE.

The entrance exam and GPA are considered on a sliding scale together.

Exam Score Requirements

Exam Type	Minimum Score Percentile	Minimum Score (Approximate)
GMAT Exam (10 th Edition)	50%	580
GMAT Exam (Focus Edition)	50%	555
GRE	50%, use mean score	308 (verbal and quantitative reasoning sections only)

Exam Registration

Register for the GMAT at [MBA.com](https://mba.com)

Register for the GRE at [ETS.org](https://ets.org). UNM's institution code is **4845**.

Entrance Exam Waiver Information

Online MBA applicants can waive the entrance exam application requirement by submitting verification of one of the following 7 waiver options:

1. An earned BBA from an [AACSB-accredited institution](#) with a 3.5 cumulative GPA at graduation;
2. An earned MS, PhD, or MD degree in a STEM or Business discipline from a regionally accredited Research I or Research II institution or equivalent international institution;

3. Completion of the UNM Anderson [MBA Prep Course](#). Cost of the course will be reimbursed via scholarship after becoming a student at the Anderson School of Management;
4. Ten years of managerial level post undergraduate work experience**;
5. Five years of leadership experience as a military officer with rank**;
6. Five years of leadership experience as a government official**;
7. Five years of work experience at a corporate partner (PNM Resources or Bank of America)**;

** Waiver numbers 4-7 require additional proof of quantitative ability, including:

- Earned undergraduate degree in a STEM or Business field
- Earned grade of B or better in a college level calculus or statistics course within the last 5 years
- Taking and passing a 20-item quantitative skills test administered by Anderson. You will have two opportunities to pass the test. If you are not successful, you must submit GMAT or GRE scores or another waiver option, such as the MBA Prep Course.

[Entrance Exam Waiver Application](#)

Application Deadline Dates

For an application to be considered complete, all application materials must be submitted on or before the posted deadline. Applications with missing items after the deadline are not guaranteed a decision by the posted decision date.

Semester	Scholarship Best Consideration	Application Deadline*	Decision
Fall 1H (Weeks 1-8)	April 1	June 1, 9:59 pm MST	July 1, 5:00 pm MST
Fall 2H (Weeks 9-16)		September 1, 9:59 pm	October 1, 5:00 pm
Spring 1H (Weeks 1-8)	October 1	November 1, 9:59 pm MST	December 1, 5:00 pm MST
Spring 2H (Weeks 9-16)		February 1, 9:59 pm MST	March 1, 5:00 pm MST
Summer		April 1, 9:59 pm MST	May 1, 5:00 pm MST

* applications may be accepted on a rolling basis after the deadline has passed

Questions?

Contact andersongrad@unm.edu

Personal Statement Guidelines and Template

How to Get Started

- Look at the curriculum for the program
- Confirm that the degree you are seeking matches your career goals
- Meet with an admissions counselor to discuss why the program would be a good fit for you

Style of Letter

- Direct and straightforward
- Place central points early
- Use active, not passive, voice
- Do not use words such as “rather,” “quite,” “somewhat,” “fairly,” “pretty much”
- Be accurate and precise
- Be positive in emphasizing strengths and explaining anomalies
- Edit ruthlessly and cut out redundancy
- Use examples to strengthen your points
- Keep the statement to one or two typed pages
- If helpful, break up your letter with a header for each prompt
- Do not use ChatGPT to draft letter
- Use the template provided on the next page as a guideline
- Use the [UNM Center for Teaching and Learning](#) to get feedback

Personal Statement Prompts

2. **Why you want to attend the program.** Please mention the program by name and specifics about the program that appeal to you, whether that is curriculum, faculty, or career outcomes.
3. **Your professional goals.** Share what you have done in your career or education so far and your future goals. Express how the program will help you achieve your career goals.
4. **Why you are a good candidate for the program.** Please share why the admission committee should consider you, such as your drive to complete the program, work or class performance, your current experience in the field, strengths, and any other reasons.
5. **If your GPA is lower than 3.0,** please address this in your personal statement. Talk about what was going on at the time, how you have changed as a student, and your strategies for maintaining a 3.0 GPA in your graduate degree.
6. **Add anything else you want to share about who you are!** Help the admissions committee get to know you.

Personal Statement Template

Personal Statement

[Your full name]

[Date]

[Graduate Business Program name] Admissions Committee

[University Name]

[City, State]

Dear Admission Committee,

[Introduction]

As part of my application for the [Program Name] at the University of New Mexico Anderson School of Management, I would like to express my interest and dedication to pursuing the program. *Provide additional details that summarize the statement prompts, no more than 1-3 sentences.*

Why I want to Attend the Program

In one paragraph, mention the program by name and specifics about the program that appeal to you, such as curriculum, faculty, or career outcomes.

My Professional Goals

In one paragraph, share what you have done in your career or education so far and your future goals. Express how the program will help you achieve your career goals.

Why I am a Strong Candidate for the Program

In one or more paragraphs, share why the admission committee should consider you. This can include your drive to complete the program, work or class performance, your current experience in the field, strengths, and any other reasons.

GPA or Difficulties and How I Have Overcome Them

If your GPA is lower than 3.0, please address this in this section. Talk about what was going on at the time, how you have changed as a student, and your strategies for maintaining a 3.0 GPA in your graduate degree.

If your GPA is above 3.0, you can leave this section out.

Conclusion

In one final paragraph, you can add additional information about who you are or anything interesting you want to share. Additionally, reinforce why you are a good candidate for the program and reinforce your interest. Thank the admission committee for their review of your application, and express your interest to hear from them soon.

[Signature]

Example of a Personal Statement from Past Applicant

To the Admissions Committee:

I am writing to express my strong interest in rejoining your program to successfully complete the Master of Science in Project Management (MSPM). With a solid foundation in construction project management and a deep understanding of project workflows, I am eager to leverage this knowledge to refine my leadership skills, enhance my technical acumen, and contribute meaningfully to the program's academic environment.

Why I Want to Attend the Program

I am passionate about project management and its critical role in ensuring the success of complex, high-stakes projects. Over the years, I have gained extensive experience managing various aspects of construction projects, from overseeing subcontractor coordination and managing RFIs to ensuring compliance with safety regulations and project specifications. My hands-on experience in project engineering has fueled my desire to deepen my theoretical knowledge, develop innovative problem-solving approaches, and explore emerging trends in project management, such as the integration of AI and data analytics in decision-making.

Professional Goals

My goal is to take on a leadership role where I can manage multi-disciplinary teams, mitigate project risks, and optimize construction workflows. I aspire to transition into a senior project management role where I can influence project outcomes by applying best practices, ensuring stakeholder alignment, and fostering a culture of collaboration. Long-term, I am interested in contributing to the development of project management methodologies that integrate technology and innovation, positioning organizations for sustainable growth in an evolving industry.

Why I Am a Strong Candidate for the Program

My professional journey has equipped me with a strong foundation in project coordination, risk assessment, and resource management. I excel in maintaining project consistency by establishing effective processes, fostering team collaboration, and driving projects toward successful completion. My ability to navigate complex project challenges while maintaining a detail-oriented and results-driven mindset has been instrumental in my professional success.

Moreover, my commitment to continuous learning is reflected in my dedication to finishing the MSPM degree that I began at UNM. I have successfully applied concepts from my coursework to real-world scenarios, demonstrating my ability to integrate theory with practice. This hands-on experience, combined with my academic focus, positions me well to excel in your program.

Additional Information

Beyond my technical expertise, I bring a strong sense of adaptability, collaboration, and a passion for problem-solving. I am eager to engage with fellow professionals, exchange ideas, and contribute to an enriching learning environment. I am confident that my dedication, experience, and drive to excel will make me a valuable addition to the program.

Thank you for considering my application. I am excited about the opportunity to complete my MSPM and contribute to the Anderson community.

Sincerely,

Lucy Lobo