**Graduate Application Checklist**

Follow these steps for application to the Master of Business Administration, Master of Accountancy, or Master of Healthcare Administration

**STEP 1: Graduate School Application**

* Visit <https://www.isu.edu/apply/graduate/>
* Create an account by following the steps on that page
* Submit transcripts (Tip: Start by uploading your unofficial transcripts. An admission decision with unofficial transcripts. You will need to submit official transcripts prior to registration.)
* Pay the $65 application fee

**STEP 2: Submit Materials**

* **Resume:** work experience isn’t required for the program, but it is considered.
* **Statement of Purpose:** This is your chance to tell your story to the Admissions Committee. Include information on your background, how you became interested in your program, what your career goals are, and how you intend to be successful in the program. You can also address any concerns you have about your application. Most successful statements are one-two pages in length.
* **Two Letters of Recommendation:** The application system will have you input the email addresses of individuals writing a letter of recommendations for you. The system will send them an email with information on how to upload your letter of recommendation.

**STEP 3: Submit Test Scores**

* College of Business accepts the GRE or GMAT for admission into the MBA, MAcc, and MHA. Please contact an advisor at [cobgrad@isu.edu](mailto:cobgrad@isu.edu) if you have questions regarding the exam.
* You can start by submitting your unofficial test scores – this helps speed up the application process.
* You will need to submit official test scores before you can register for coursework.

**STEP 4: Be Patient!**

* Next, your application will go through several individuals, committees, and departments for review. This can take some time. Expect anywhere from 2-4 weeks before you hear back on your application.
* If you have questions or concerns, start by contacting Tara and Tanya at [cobgrad@isu.edu.](mailto:cobgrad@isu.edu)
* If there are issues with your application, Tara will reach out to you directly via email.
* Think positive! Hopefully, you’ll hear from us soon with good news.