

Cox MBA Application Instructions – PLEASE PRINT A COPY FOR YOUR RECORDS

Thank you for applying!

We appreciate your interest in the Cox School of Business. The application process is an opportunity for us to better understand you and your career aspirations related to business. The more we know about your unique personality and accomplishments, the better equipped we are to evaluate how you will fit into the Cox MBA program. With one of the most selective enrollments of the nation's MBA programs, the Cox School prides itself on an environment that encourages teamwork as well as personal and professional support among its students. The goal of the Admissions Committee is to identify applicants who will flourish academically, professionally, and personally at Cox and who will gain a lifetime advantage from having experienced the Cox MBA.

Cox MBA Application Checklist

- * Application form, cover letter and resume
- * Application fee \$75.00
- * GMAT Score Report
- * Transcripts from all colleges and universities attended (includes community colleges)
- * If admitted, Financial Certification Forms (Full-time international students only)
- * TOEFL Score Report (if applicable)
- * Recommendations
- * Essays (see details below)

Full-time MBA Application Deadlines (August 2008 Enrollment Only)

Decision Round	Application Deadline	Decision Round	Application Deadline
Round 1	November 15, 2007	Round 3	March 1, 2008
Round 2	January 15, 2008	Round 4	April 15, 2008

Professional (Part-time) MBA Application Deadlines

Semester of Entry	Regular Deadline	Final Deadline	Classes Start
Spring 2008	October 14, 2007	November 18, 2007	January 2008
Fall 2008	May 14, 2008	June 10, 2008	August 2008
Spring 2009	October 14, 2008	November 18, 2008	January 2009

Joint Degree Applicants

The Cox School of Business offers joint degree programs with the Dedman School of Law (JD/MBA) and the Meadows School of the Arts (MA/MBA). We strongly recommend you visit with an MBA admissions officer at the Cox School of Business prior to submitting your application.

- * JD/MBA applicants must submit separate applications and be admitted to both the Dedman School of Law and the Cox School of Business. Current first-year law students **must** seek permission from the law school prior to submitting an application to the Cox School.
- * MA/MBA applicants submit ONE application through the Cox School of Business. Completed application packages are copied and delivered to the Meadows School of Arts. Both schools would jointly issue an interview invitation and your campus visit would be coordinated by the Cox School of Business.

Application Process

- * We strongly recommend you apply online via our Cox MBA Online Application. This option is accessible via our website at <http://www.cox.smu.edu/grad>.
- * Our application process allows you to submit all of your application materials at once or submit each element as it is completed.
- * We will keep track of all of your materials as they arrive but will not send confirmation of receipt until your online application has been received by our office. At that time you will receive an update via e-mail.
- * Please see the information above for the deadlines for each of our MBA programs.

Application Elements

Cover Letter and Resume

- * Submit a business-style cover letter and a resume that addresses your career history as well as your educational and professional interests.

Graduate Management Admissions Test (GMAT)

- * All applicants are required to take the GMAT. For more information about the administration of the test, visit www.mba.com.
- * We encourage you to fax your unofficial score report to us at (214) 768-3956 immediately after taking the GMAT. This will expedite your application processing. **If offered admission to Cox, you are required to submit an official score report within 30 days of admission.**
- * GMAT scores are valid for five years from the month of completion.
- * Use the following Cox MBA school codes to report your score:
 - o Full-Time MBA: HWG-KN-06
 - o Professional MBA: HWG-KN-90

Recommendations

- * **TWO** letters of recommendation are required from individuals who are able to evaluate your professional performance as well as your capability to pursue graduate management education.
- * At least one of your recommendations should be from a current or most recent supervisor. Personal recommendations from family members or friends are inappropriate.
- * The recommendations can be submitted online or in hard copy format. If submitting paper forms, be sure that your recommender places the letter and forms in a sealed envelope and signs across the seal.

Transcripts

- * Unofficial transcripts from all institutions including degree verification can be used to evaluate your file for admission.
- * **If offered admission to Cox, you are required to submit official transcripts within 30 days of admission.** Be sure that each official transcript is sent to Cox in a sealed envelope with a registrar's signature across the seal. All transcripts must be official copies or notarized copies of originals.
- * If your academic transcripts are not in English, you must submit a notarized, official English translation with the original copy.

Essays

- * Two essays are required and one is optional; see p. 7 for essay topics and further details.

Interviews

- * Evaluative interviews are conducted by invitation only, once an application is completed, submitted, and reviewed by the Cox MBA Admissions Committee. The Cox MBA Admissions staff will contact you to set up a one-on-one interview.
- * In-person interviews are strongly recommended. Telephone interviews will be scheduled when a trip to the Dallas-Fort Worth area is not feasible.

International Applicant Information

We strongly encourage international applicants to apply by January 15 if applying to the Cox Full-Time MBA program in order to allow enough time to obtain any required visas. All Full-Time MBA international students will be required to be in the United States by August 1 or one week prior to the REQUIRED international orientation.

TOEFL

- * All applicants whose native language is not English are required to submit a TOEFL score.
- * A TOEFL waiver can be requested for international applicants who hold degrees from English-speaking countries only. Please visit the MBA Admissions website at <http://www.coxmba.com> and select the Frequently Asked Questions section.
- * The Cox School recommends a minimum TOEFL score of 600 (paper-based test), 250 (computer-based test), or 100 (Internet-based test).
- * TOEFL scores should be reported to the Cox School using the SMU code number (6660) and Department code 02. Scores are valid for two years.

Financial Certification (Full-time MBA program only)

- * International students must submit Financial Certification indicating an ample source of funds required for study at the Cox School. The forms are not required to be submitted at the same time as the application but if you are admitted and you plan to attend the Cox MBA program no action can be taken on your student visa paperwork without these documents.
- * Financial resources should be equal to the total cost of living and attendance at the Cox School for a 12-month period.
- * International applicants are eligible for and encouraged to compete for merit scholarships awarded by the Cox School; however, they are not eligible to receive federal or state financial assistance (loans) without a U.S. co-signer.

SMU Honor Code

- * The SMU Honor Code provides that it shall be the responsibility of every student at SMU to obey and support the enforcement of the Honor Code, which prohibits any dishonest practices including unauthorized aid and plagiarism. As an applicant to the Cox School at SMU, you are expected to conform to the spirit of the SMU Honor Code throughout the application process. Upon enrollment in the Cox School, all students, regardless of their status, agree to uphold the SMU Honor Code.

Financial Aid

- * U.S. citizens and permanent residents are eligible for U.S. Federal loans.
- * Submit a FAFSA (Free Application for Federal Student Loan) form available at www.ed.gov/offices/OPE/express.html SMU Title IV code is: 003613.
- * Contact the SMU Financial Aid office at finaid@mail.smu.edu or 214-768-2371.

Application Fee Payment

- * Payment to SMU may be made via wire transfer with funds submitted to: Bank of America; 1401 Elm Street, 4th Floor; Dallas, TX 75202; SMU Concentration; Account #: 125-480-207-1, Route #: 111 000012

Contact Us

Mailing Address

**MBA Admissions Office
Cox School of Business
SMU
PO Box 750333
Dallas, TX 75275-0333
Phone: 214-768-1214
Email: mbainfo@cox.smu.edu**

Courier Address

**MBA Admissions Office
Cox School of Business
SMU
6212 Bishop Blvd
Dallas, TX 75275-0333
Toll Free: 1-800-472-3622
Web Site: <http://www.cox.smu.edu/grad/>**