

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. 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

- Online application with uploaded professional resume and essays
- Degreed transcripts (and transcripts where 12 or more credit hours apply toward your earned degree, as applicable)
- GMAT Score Report
- Two professional references
- TOEFL or Pearson Test of English Score Report (as applicable)

### Full-time MBA Application Deadlines - August 2012 enrollment

Decision Round	Deadline	Decision Round	Deadline
Round 1	November 2, 2011	Round 3	March 7, 2012
Round 2	January 11, 2012	Round 4	May 2, 2012

Application decisions are generally released six to 10 weeks from the time a completed application is received. Please keep in mind the following when planning when to apply:

- Round 1 Ensures the earliest possible admission decision.
- Round 2 STRONGLY recommended for international candidates, those who plan to apply for the Cox Distinguished MBA Scholars program, and those who wish to receive a decision in time to attend Sneak Preview weekend.
- Round 3 Final admissions opportunity for those who wish to be considered for merit-based scholarships.
- Round 4 Final regular deadline; after this deadline, applications will be accepted on a rolling basis if space remains in the class.

## Joint Degree Applicants

The Cox School of Business offers joint degree programs with the Dedman School of Law (JD/MBA – offered on a full-time or part-time basis) and the Meadows School of the Arts (MA/MBA – offered on a full-time basis). We recommend you contact an MBA admissions officer at the Cox School of Business prior to submitting your application to ensure there are no questions about the application process.

- JD/MBA applicants must submit complete applications to and be admitted to both the Dedman School of Law and the Cox School of Business. The MBA application can either be submitted concurrently with the JD application, or during the first year of the JD program. Current first-year law students **must** seek permission from the law school prior to submitting an application to the Cox School. An information session for 1L students is held in the fall semester.
- MA/MBA applicants submit ONE application through the Cox School of Business. The application will be the same as for MBA applicants with one exception (a different question for essay 3). Completed application packages are copied and delivered to the Meadow School of the Arts. Both schools would jointly issue an interview invitation and your campus visit would be coordinated by the Cox School of Business.

## Instructions for College Seniors

The Cox School of Business offers two opportunities for candidates to apply in their senior year of college:

- Cox MBA Direct – for a select group of students who are admitted to enter the Cox MBA program immediately after completing their college degree. Please note the following application information:
  - Do not submit your application until an undergraduate transcript with all but your final semesters' grades is available; we will need to see as complete a transcript as possible.
  - Due to the timing of the start of the MBA program's orientation activities, summer semester graduates are not eligible for admission.
  - An offer of admission would only be extended contingent upon successful completion of your undergraduate degree and a receipt of a final, degreed transcript.
  - As applicable, please use the supplemental essay to provide additional information as to why you are hoping to enter as a younger candidate so the Admissions Committee has a clear picture.
- Accelerated Admission – for those who wish to complete the application process early to secure your seat in a future class after gaining post-college work experience.
  - You are advised to apply after you have received a final, degreed transcript; if you wish to apply earlier, an offer of admission would only be extended contingent upon successful completion of your undergraduate degree.
  - Applications must be submitted no later than July 31 for consideration. If offered admission, you would be required to work for a minimum of two and a maximum of five years prior to enrollment in the Cox MBA program.

## 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.

## Applying Online and Sending Supporting Documents

- You must apply online via our online application, which can be accessed in the Admissions section of our website ([www.coxmba.com](http://www.coxmba.com)).
- Once you create an application account, you can log in and out as many times as you need to before submitting the final information.
- If you forget your log-in information please contact the technical support team through the online link. **Do not start a new application record.**
- There is no application fee.
- Our application process allows you to submit all of your application materials at once or submit each element as it is completed.
- Unofficial copies of transcripts and/or test scores can be sent to our office via e-mail ([apps@cox.smu.edu](mailto:apps@cox.smu.edu)) or fax (**214-768-3956**). This information cannot be uploaded into the online system. If you are admitted, official copies must be in our office within 30 days.
- We will keep track of all of your materials as they arrive but **will not send confirmation of receipt of individual items until your online application has been received** by our office. At that time you can track receipt of supplemental materials through the online application system; thorough details of how this process works are sent via e-mail at the time of the online application submission. Due to application volume, the admissions team is unable to answer questions about document receipt.
- Please keep the deadlines on page 1 in mind when moving through the submission process.

## Resume

- Through the online application system, you will upload a current professional resume that provides an overview of your career history as well as your educational and professional interests. Any format is accepted as long as it communicates this information clearly.
- Please list specific dates (i.e. June 2006) rather than simply a year (i.e. 2006) when referencing the start or end of any experience listed.
- We recommend (but do not require) that those with less than 10 years of post-college work experience use a one-page resume format.

## Essays

All applicants must answer questions 1 and 2. Please note that there are two different versions of question 3; the program you indicate you are applying to in the system will determine which question you are shown in the application system. Make sure you prepare the correct version of essay 3 to be uploaded into your application. Please read the instructions below for the supplemental question to determine if it is also required for your application.

1 - How did you come to the decision to pursue a graduate business degree? Are there specific skills you wish to develop or enhance? What are your post-graduate career goals? How will a graduate degree from the Cox School of Business help you in your professional development? (2 pages maximum; double spaced; minimum 10 point font)

2 - Please describe a challenge faced in the workplace and the steps you took to resolve it. Would you make the same decision again? If not, what would you do differently? (2 pages maximum; double spaced; minimum 10 point font)

**This question will be visible in the system for those seeking FTMBA and JDMBA entry only**

3 - The Cox School of Business seeks students who desire to become leaders with purpose – those who will positively influence the global business community, whether in a small way or on a large scale. What have you done thus far in your career to make a difference? (2 pages maximum; double spaced; 10 point font minimum)

**This question will be visible in the system for those seeking MA/MBA entry only.**

3 –How do you plan to make an impact on the arts/non-profit community and how specifically would your graduate education help you do so? (2 pages maximum; double spaced; minimum 10 point font)

SUPPLEMENTAL – If you answered “yes” to the questions related to academic/disciplinary issues or criminal history you **MUST** submit this essay. Otherwise, please only use this space to address essential issues not covered in the rest of your application package. (2 pages maximum; double spaced; minimum 10 point font)

## Professional References

The Cox MBA Admissions Committee no longer requires applicants to submit letters of recommendation. Instead, we ask you to submit the names (with applicable contact information) of two people who could serve as professional references if needed during the review process. The best references are those who know you in a professional capacity, such as current or former supervisors. You should not submit professors or personal references. If this is not something you are able to do or if you have questions, you can contact the Admissions team at [mbainfo@cox.smu.edu](mailto:mbainfo@cox.smu.edu) in advance of submitting your application or use the Supplemental essay to explain who you have instead selected.

## Transcripts

- Your application **must** contain a transcript of your undergraduate degree which outlines all classes taken and grades earned in those classes. The transcript or any accompanying degree documents must also list the degree earned (i.e. Bachelor of Arts), course of study (i.e. History), and date of degree. If this information is not contained on one document, please send all documents which verify this information.
- If you completed 12 or more credit hours at another school that were applied to your earned degree, transcripts from those universities are also required.
- If you have also completed a graduate degree, copies of those transcripts are also required.
- If your academic transcripts are not provided by your university in English, you **must** submit an official English translation in addition to the original copy.
- We do not require degree evaluation for transcripts from schools outside of the United States.
- Unofficial transcripts from all institutions can be used to evaluate your file for admission. An “unofficial” transcript is anything that is not sent to the admissions office in a sealed envelope with the school’s stamp/signature across the seal.
- Unofficial documents can be mailed to our office or e-mailed to [apps@cox.smu.edu](mailto:apps@cox.smu.edu); we discourage faxes as transmission generally leaves the documents unreadable.
- **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.

## Graduate Management Admissions Test (GMAT)

- **All applicants are required to take the GMAT without exception.** For more information about the GMAT or to register for a test appointment, visit [www.mba.com](http://www.mba.com).
- The Admissions Committee will assess your application using your highest total score. There are no limits to the number of times you can take the test aside from those outlined by GMAC.
- GMAT scores are valid for five years from the month of completion. If you are unsure if your test score is valid, please contact the admissions office.
- If you know at the time you take the test that you wish for an official score report copy to be sent to Cox, please select us as one of your five free schools. If you do not select Cox at the time you take the test, you will need to later pay \$28.00 to do so.
- Use the following Cox MBA school code for all full-time programs (including dual degrees) to report your score: HWG-KN-06
- 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.
- Unofficial scores can be reported in the online application, faxed to our office at 214-768-3956, or e-mailed to [apps@cox.smu.edu](mailto:apps@cox.smu.edu).
- **If offered admission to Cox, you are required to submit an official score report within 30 days of admission.**

## Language Proficiency – TOEFL or Pearson Test of English

- Unless you have an **earned** (not in-progress) degree from any of the following countries – the United States, the United Kingdom, Australia, New Zealand, South Africa, Canada or Singapore – you are required to submit a valid TOEFL or PTE score as part of your application.
- A TOEFL or PTE waiver can be requested for international applicants who hold degrees from English-speaking countries only. Please visit the MBA Admissions website at [www.coxmba.com](http://www.coxmba.com) and select the Frequently Asked Questions section for instructions on how to submit a waiver request. A waiver **MUST** be requested prior to submission of the online application; late waivers are not likely to be granted.
- We will accept an unofficial score report to begin the review process. **If offered admission to Cox, you are required to submit an official score report within 30 days of admission.**
- Unofficial scores can be reported in the online application, faxed to our office at 214-768-3956, or e-mailed to [apps@cox.smu.edu](mailto:apps@cox.smu.edu).
- We will **ONLY** accept either the TOEFL or the Pearson Test of English (PTE). We do not accept any other language proficiency tests for any reason.
- There are no minimum score requirements; for guidance on suggested scores to ensure your entire application package is competitive, please visit the MBA Admissions website at [www.coxmba.com](http://www.coxmba.com) and select the Frequently Asked Questions section for information on test scores.
- TOEFL scores should be reported to the Cox School using the SMU code number (6660) and Department code 02. PTE scores should be reported to the Cox School using the code 73S-2Q-37. For both tests, scores are valid for two years.

## International Applicant Information

### Application Timing

We **strongly** encourage international applicants to apply by the Round 2 deadline (January 11, 2012) 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 approximately one week prior to the **required** international orientation in early August (date to be specified in admission offer letter).

### Financial Certification

- International students must submit Financial Certification indicating an ample source of funds required for study at the Cox School. **These forms and checklist of required supplemental materials are ONLY sent to admitted students; no paperwork is required at the time of applying.**
- If you are admitted and plan to attend the Cox MBA program, no action can be taken on your student visa paperwork without original copies of these documents.
- Financial resources should be equal to the total cost of living and attendance at the Cox School for a 12-month period. This specific amount would be outlined in the forms provided at admission.
- The documents submitted to demonstrate financial resources must be dated within six months of the start of the program. For this reason, we discourage sending such documents at the time of submitting an application for admission.
- International applicants are eligible for and encouraged to apply in a timely manner to be considered for merit scholarships awarded by the Cox School; however, they are not eligible to receive federal or state financial assistance (loans) at this time without a U.S. co-signer.
- If a scholarship is awarded, 50% of the total award – the amount which would be applied to the first year of study – can be used to demonstrate financial resources.

## Application Review and Admissions Interviews

- Once an application is complete, it will move to the review process for the admissions team to begin to learn about you as a candidate. A “complete” application contains the following information:
  - Online application submission with uploaded resume and essays
  - Undergraduate transcripts (unofficial are acceptable to begin review)
  - GMAT score (unofficial/self-reported is acceptable to begin review)
  - Two professional references
  - As applicable, TOEFL/PTE score (unofficial/self-reported is acceptable to begin review)
- After review, if the Admissions Committee wishes to know more about you before issuing a final decision, you would be invited to interview. The timing of an interview invitation depends on how long it takes for you to ensure all supporting materials arrive in the admissions office as well as the current size of the applicant pool. Instructions on how to schedule an interview would be e-mailed to you.
- Candidates who interview on campus also have the opportunity to learn more about the program by attending class and meeting with current students. However, we will allow for videos to be conducted via Skype or off campus as necessary; if invited to interview, you would be provided with a full overview of your options.
- Admissions decisions are usually communicated within 2 weeks of a completed interview.

## Financial Aid

### Merit-based Scholarships/Graduate Assistantships

- Candidates who **complete** their application packages by the Round 3 (March 7, 2012) deadline and who check the box on their application for admission will receive priority consideration for merit-based scholarship opportunities. For more information, please visit the MBA Admissions website at [www.coxmba.com](http://www.coxmba.com) and select the Financing the MBA information.
- If your application is submitted on time but we are missing any of the supporting materials, your file would not be considered complete and would not receive priority consideration.
- Competitive candidates for scholarships have significant professional accomplishments in addition to a solid academic background.
- There are up to 10 full-tuition scholarship opportunities available each year through the Cox Distinguished Scholars program. To be considered you MUST apply for admission by the Round 2 (January 11, 2012) deadline and submit a Scholars application. For more information, please visit the MBA Admissions website at [www.coxmba.com](http://www.coxmba.com) and select the Financing the MBA information.
- Information on the Cox Marketing Scholars program will be available on our website.
- We also offer a small number of graduate assistantships each year; if you are offered admission and would like to be considered for a GA position, please e-mail the MBA Admissions office.

### Need-based Funding (loans)

- U.S. citizens and permanent residents are eligible for U.S. Federal loans. At this time, we do not have loan opportunities for international students without a US co-signer.
- Qualified graduate students are eligible for Stafford loans of up to \$20,500 per academic year; additional loans can be secured through additional Federal programs such as Grad PLUS or through consumer-based loans.
- To start the process, submit a FAFSA (Free Application for Federal Student Loan) form available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). SMU's Title IV code is: 003613.
- Contact the SMU Financial Aid office at 214-768-2371 with additional questions.

## Final Checklist

- Online application with uploaded professional resume and essays
- Degreed transcripts (see Transcripts section for more details)
- GMAT score
- Two professional references
- As applicable, TOEFL or PTE score

## Learn More

We offer a variety of ways to learn more about the Cox MBA program, including on-campus information sessions, visits to MBA fairs around the world and monthly online chats. Please check our website for a current schedule; questions about these events can be sent to [mbainfo@cox.smu.edu](mailto:mbainfo@cox.smu.edu).

## Contact Us

Phone: 214-768-1214 or 800-472-3622 (toll free)  
Fax: 214-768-3956  
E-mail: [mbainfo@cox.smu.edu](mailto:mbainfo@cox.smu.edu) (for questions)  
[apps@cox.smu.edu](mailto:apps@cox.smu.edu) (to submit unofficial transcripts/test score reports only)  
Instant Messenger: AskCoxMBA – on AIM, Yahoo and MSN  
Twitter: SMUCoxMBA

## Mailing Addresses

### Physical Address – for courier packages

Cox Graduate Admissions  
6212 Bishop Blvd.  
125 Fincher Building  
Dallas, TX 75205

### Mailing address – for postal mail only

Cox Graduate Admissions  
PO Box 750333  
Dallas, TX 75275-0333