



## M.S. in Commerce Application Checklist

- 1. We encourage everyone to start an application early. You may go back to an application at any time and make changes before submitting it for official review. <http://virginiagrad.askadmissions.net/vip/>
- 2. Schedule **the Graduate Management Admissions Test (GMAT)** and have your official scores sent to the University of Virginia - McIntire School of Commerce, code KC7-K3-31. Do not select the generic University of Virginia code. Scores will only reach the M.S. in Commerce Program if you select the McIntire School code. (Applicants who have already taken the General Record Examination (GRE) or plan to take it in order to apply to other graduate programs may substitute the GRE for the GMAT. Official GRE scores should be sent to the Graduate Programs Office at the University of Virginia – Code 5820. However, please note the GMAT is strongly preferred.)
- 3. Applications require **two letters of recommendation**. At least one recommender must be someone who has taught you in an academic environment and can attest to your academic abilities. There is a section of the online application which allows you to add each recommender's name and contact information. Recommenders then receive an online recommendation form that will automatically attach to your application once he or she completes and submits their recommendation. Applicants receive confirmation once a recommendation has been submitted on their behalf.
- 4. All **official transcripts** must be sent directly from undergraduate institution(s) to:

<b>POSTAL ADDRESS</b>	<b>PHYSICAL ADDRESS</b>
Graduate Programs Office McIntire School of Commerce PO Box 400173 Charlottesville, Virginia 22904 Attn: Cathy Fox	Graduate Programs Office McIntire School of Commerce 125 Ruppel Drive Charlottesville, Virginia 22903 Attn: Cathy Fox
- 5. Complete all sections of the **online application**, including essays and resume.
- 6. The \$75 application fee can be paid through your online application or by check. **Submit your application** after careful review. Once an application has been submitted, you will not be able to make changes to the application.
- 7. You can **track your application's progress** by logging into the application. Candidates are encouraged to keep copies of all admissions materials for their personal files. Every attempt will be made to review applications within the requested evaluation period or round. However, incomplete applications will not be reviewed. Missing documentation may result in holding an application until a later round.