

# Master of Business and Science (MBS)

## APPLICATION CHECKLIST

- ❑ **Online Application Form:** Visit [www.kgi.edu](http://www.kgi.edu) to complete the online form.
- ❑ **Application Fee:** A \$75 fee is required and payable with the online application.
- ❑ **Resume:** A resume including your educational background, professional experience, and other relevant information is required.
- ❑ **Personal Statement:** Submit a personal statement describing your academic, career, and personal objectives. Please limit your response to three double-spaced, typed pages.
- ❑ **Transcripts:** Complete transcripts from each college or university attended are required, showing all courses and marks. Unofficial copies are acceptable for evaluation purposes. Before matriculating, official copies are required. *Submissions must be in English.*
- ❑ **Standardized Test Scores:** We require scores from one of the following standardized tests: GRE, GMAT, or MCAT. Unofficial copies and self-reported scores are allowable for evaluation purposes. Before matriculating, official copies are required.
- ❑ **English Proficiency Exam Scores:** International students are required to submit official scores from one of the following tests of English proficiency: TOEFL, PTE, IELTS, or iTEP. Students who have studied at a U.S. institution for more than 2 years and those from a country where English is the primary or official language are exempt from this requirement. Unofficial copies and self-reported scores are allowable for evaluation purposes. Before matriculating, official copies are required.
- ❑ **One Letter of Recommendation:** Contact information for one recommender is required during the online application process. This person should be able to evaluate your qualification and potential for success in our program. You can choose to use a professional or academic reference. Only one recommendation is required but 1-2 additional recommendations are allowable. Recommenders will be contacted via email with a link to submit their recommendation online.
- ❑ **Admissions Interview:** A Skype or on-campus interview is required. An admissions counselor will schedule an interview after your application is complete.