



UNIVERSITY OF RICHMOND

---

ROBINS SCHOOL OF BUSINESS

Application For Admission To The  
Master of Business Administration Program

# ADMISSION

Applicants must meet the specified admission requirements to be eligible for admission to one of the programs offered by the Robins School of Business. However, meeting these requirements does not ensure acceptance. Acceptance is determined by the Graduate Council of the Robins School of Business. Equal opportunity for admission is assured to all applicants subject to qualifications, space and class-size limitations.

Application for admission to the MBA Program or the JD/MBA program must be made on the MBA application form. A \$50 nonrefundable fee must be submitted with the application.

Applicants for the JD/MBA program are required to meet the admission standards of both the MBA program (as set forth in this bulletin) and the University of Richmond School of Law. Applications must be made separately to the MBA program and to the School of Law. A bulletin and application form for the School of Law may be obtained from: Director of Admissions, University of Richmond School of Law, University of Richmond, VA 23173.

## Admission Requirements

To be considered for admission to the MBA program, an applicant must:

- Hold a baccalaureate degree from an accredited college or university
- Have a grade point average (GPA) on all college and university academic work attempted that meets current admission standards
- Have a score on the Graduate Management Admission Test (GMAT) that meets current admission standards. The GMAT score must be no more than five years old at the time of application. Information on the GMAT may be obtained from the Educational Testing Service, Princeton, New Jersey 08541 or at [www.gmat.com](http://www.gmat.com).

**Note:** Students whose native language is not English, or whose collegiate level instruction was not in English, also must earn a score of at least 600 on the paper-based or 250 on the computer-based Test of English as a Foreign Language (TOEFL). Information about the TOEFL may be obtained from the Educational Testing Service, Princeton, New Jersey 08541 or at [www.toefl.org](http://www.toefl.org).

Applicants for the MBA also are expected to have had at least two years of relevant work experience after completion of the baccalaureate. The two-year work experience requirement is waived for JD/MBA students, for those who hold another advanced degree, and for full-time applicants with exceptional academic records. However, applicants who hold the Bachelor of Science in Business Administration degree from the Robins School of Business are discouraged from applying to the MBA program until they have had two years of work experience beyond the baccalaureate.

Before an applicant will be considered for admission, the following documents must be on file in the MBA Office:

1. A completed application form
2. Official transcripts of all college and university work attempted from each college and university attended. An applicant whose prior experience in higher education includes work taken at a non-United States college or university may be required to have the academic record evaluated by an independent credentials evaluation service. In addition, non-United States citizens are required to submit additional documents to meet Immigration and Naturalization Service requests. Such students should contact the director at least six months prior to the application deadline to determine if a transcript evaluation will be required and/or what additional documents must be submitted.
3. Official GMAT score report
4. Official TOEFL score report (when applicable)
5. Current résumé

Official documents verifying college and university work and test scores must be sent from the institution or agency responsible for the information directly to the MBA Office.

Students are admitted for the fall semester. **All application materials must be in the MBA Office by May 1 in order to be considered for admission for the upcoming fall semester.**

## The address for all application materials:

*Director, MBA Program  
Robins School of Business  
University of Richmond, VA 23173*

# APPLICATION

## Robins School of Business MBA Program, University of Richmond

*Nonrefundable application fee of \$50 must accompany this form.*

Program to which you are applying (check one only):  Evening MBA  JD/MBA

Session for which you are seeking admission: Fall 20\_\_\_\_\_

Classification (check one only):

Full-time student (9 or more hours/semester)  Part-time student (less than 9 hours/semester)

Name: Mr./Ms./Dr. \_\_\_\_\_

Maiden Name: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Type of U.S. Visa (if any): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Sex:  Male  Female  
month day year

Ethnic Group (check one)  American Indian/Alaskan Native  Black, non-Hispanic  White, non-Hispanic  
 Asian/Pacific Islander  Hispanic

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street  
\_\_\_\_\_ City State Zip

County or city of residence: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_  
Street  
\_\_\_\_\_ City State Zip

Work Phone: \_\_\_\_\_

### Work Experience

Date: From/To	Job Title	Company
_____	_____	_____
_____	_____	_____
_____	_____	_____

List all colleges and universities attended, dates of attendance, degrees earned and dates conferred:

Institution	Dates Attended	Degree and Date Conferred
_____	_____	_____
_____	_____	_____
_____	_____	_____

List all professional certificates you have earned (e.g., CPA, CLU, CMA, etc.)

---

---

Have you ever been convicted of a misdemeanor, felony, or other crime? \_\_\_\_\_

If yes, please explain.

---

---

NOTE: In addition to this application form you must:

1. Have official transcripts sent directly to MBA Program, Robins School of Business from each college or university you have attended. (Student whose education includes work at non-U.S. colleges or universities should contact the Director to determine if an evaluation of the academic record by an independent credential-evaluation service is required.)
2. Have official GMAT score report sent directly from the test center to MBA Program, Robins School of Business. (Test must have been taken within five years of session for which you are applying.) Please give the date that you took/will take the GMAT:  $\frac{\text{month}}{\text{year}}$ . If you have taken the GMAT, did you instruct the test center to forward an official score report to MBA Program, Robins School of Business? Yes \_\_\_\_\_ No \_\_\_\_\_. If not, additional score reports may be ordered at [www.mba.com](http://www.mba.com). Click on "Send your GMAT scores to schools."
3. Have official TOEFL scores (for foreign students whose native language is not English) sent directly to MBA Program, Robins School of Business from Educational Testing Service. If you have taken the TOEFL and requested that a score report be sent to MBA Program, Robins School of Business, please give the month and year that you took the TOEFL:  $\frac{\text{month}}{\text{year}}$ .

---

Signature

Date

**Please Return to:**

*Director, MBA Program*

*Robins School of Business*

*University of Richmond, Virginia 23173*

**This application, the application fee and all required documents (official GMAT score report, official university and college transcripts, and when applicable, official TOEFL score report and transcript evaluation report) must be received by May 1 to apply for Fall semester admission.**