INTERNATIONAL & INTERCULTURAL CENTER

Guide to a Complete International Application for Graduate Admission: The Alverno Master of Business Administration

In order to be considered for admission to the Master of Business Administration (MBA) program at Alverno College, please submit all of the materials listed below. The MBA program requires that you be currently employed full-time in a business-related field.

If you will need to obtain an F1 international student visa, you may submit these items in two steps, thereby separating the admission decision from the issuance of the Form I-20 or you may submit all of the items in one mailing. A Form I-20 will not be issued prior to final acceptance to the graduate program.

You should apply to both an ESL school and Alverno College at the same time if you do not meet the minimum English proficiency requirement and you wish to be considered for “conditional admission.” Please see the application document entitled “Conditional Acceptance for International Students,” for a listing of the schools with which Alverno College has made conditional acceptance arrangements.

For a conditional acceptance, please submit items 1 through 6. You will then need to submit items 7 and 8, proof of English language proficiency and your Portfolio, before your conditional acceptance can become a full final acceptance.

Alverno does not require the GMAT. Instead, your Portfolio will be used to help determine your potential for success and ability to benefit from our graduate program. You should therefore commit significant time and give serious thought to the preparation of your Portfolio. The Portfolio requirements are explained below.

The following are the steps required for admission. It is your responsibility to arrange for the items you submit to be translated into English.

STEP 1—Submit the following to be considered for graduate admission:

1. Application for Graduate Admission: International Student
   Please apply online through this website link and answer all questions on the application: https://apply.alverno.edu/grad/contact.aspx

2. Application Fee (Waived if you apply online.)
   Please submit a $50.00 (U.S.) application fee.

3. Three Professional Recommendations
   Please submit three professional recommendations using the forms on our website. One of them must refer to your suitability for graduate study and one who oversees your current position.
   Recommendation forms can be found at this link: http://www.alverno.edu/prospective_students/grad_rec_form.pdf

4. Proof of Baccalaureate Degree
   Verification of completion of a Baccalaureate degree is required to begin graduate studies. Please have your university forward official (i.e., sealed and certified originals) transcripts verifying graduation directly to Alverno College.
5. **University transcripts**
   Please have your non-U.S. transcripts evaluated by Educational Credential Evaluators, Inc. (ECE). Follow the instructions on the enclosed ECE “Application for Evaluation of Foreign Educational Credits.” Choose a “Course by Course” evaluation for university/college transcripts. If you are transferring from a U.S. college or university, please have the college or university forward official (i.e., sealed and certified originals) transcripts directly to Alverno College. If you have courses in progress, please plan to submit a final official transcript verifying completion of a Baccalaureate degree after all grades and scores have been posted. It is possible for the ECE evaluation to provide the proof of baccalaureate degree.

6. **Professional Resume or CV**
   The resume or CV you submit must cover your employment history including your current position. Please be sure to include each employer name and location, your latest title or position there as well as the dates of employment.

7. **Proof of English Language Proficiency (F-1 Visa Requirement)**
   If English is not your first language, and you want to obtain an F-1 international student visa, you are required to submit proof of your English proficiency. Options for proving proficiency are outlined in the application document entitled, “Options for Proving English Proficiency.”

8. **Portfolio (Please read carefully as this is an important part of your application.)**
   Your Portfolio should include the following:
   A. **Goal Statement**: Identify your goals for graduate study and describe how the Alverno MBA will help you achieve greater influence and impact on personal, professional, community and organizational levels. The suggested length of the goal statement is one to two pages, double-spaced.
   B. **Performance Narrative**: Identify three specific work/professional experiences from your employment history/professional experience and represented in your resume/CV. Reflect upon these experiences to provide evidence you meet the relevant work experience requirement for admission to the MBA program and have the requisite business knowledge to be successful.

   Relevant work/professional experiences include:
   a. Three or more years of work/professional experience
   b. Increasing levels of responsibility
   c. Line, staff or project responsibility
   d. Business/managerial experience (such as planning, organizing, leading, controlling, evaluating)
   e. Interaction with management, department functions or external audiences outside own area of responsibility

   For each experience be sure to identify:
   - The situation; what happened and what lead up to it?
   - Who was involved; the relationships?
   - What you did; what you accomplished?

   Your narrative should be descriptive, evaluative and reflective about the experiences you have chosen to include in it. Suggested length is two to three double-spaced pages per experience.
If you are transferring from another U.S. college or university, also submit the following:

9. Certification of Current School for Transferring F-1 Students
   If you will be transferring from a school in the United States, you are required to have a Designated School Official (DSO or PDSO) complete the “International Student Notice of Intent to Transfer In.” If you need this form and one is not enclosed, please request one from us.

STEP 2— At the time of application or after final acceptance, submit the following to obtain the Form I-20:

10. Statement of Evidence of Financial Support
    Follow the instructions on the “Statement of Evidence of Financial Support” to provide us with official (i.e., certified) evidence of your financial ability to live and study in the United States for the first academic year. It is advisable to prepare two original sets of this official evidence. Send the first set to Alverno College and save the second set to present to the consular officer when you apply for your visa. You should, of course, have the financial resources to live and study in the U.S. for the duration of your academic program.

Application Deadlines

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Note: If you will be studying at an ESL school prior to coming to Alverno College the deadlines will be different.

Please direct questions concerning this process to:

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International and Intercultural Center
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heidi.matera@alverno.edu