



## **MBA Admissions Checklist**

- \_\_\_\_\_ 1. Application to Graduate Studies (online at [applytolee.com](http://applytolee.com))
- \_\_\_\_\_ 2. \$25 Application fee (non-refundable)
- \_\_\_\_\_ 3. Official transcripts of all college work
- \_\_\_\_\_ 4. Statement of background and professional goals (no more than two typewritten pages, instructions can be found in the application)
- \_\_\_\_\_ 5. Two recommendation forms
- \_\_\_\_\_ 6. Resume

### **International Applicants only**

- \_\_\_\_\_ 8. Official Test of English as a Foreign Language (TOEFL) scores
- \_\_\_\_\_ 9. Official transcripts evaluated by WES, JSilny, or SpanTran
- \_\_\_\_\_ 10. Notarized Affidavit of Support and Estimate of Expenses (see Graduate International Student Booklet). Note: this is not required for students taking only online courses.

The TOEFL and Affidavit of Support must be submitted and accepted by the University prior to review and issuance of the INS form I-20 for U.S. visa. International applicants must also include proof of tuberculin PPD skin test within a one-year period of application date. For detailed information, please contact the Office of Graduate Studies in Business at [mba@leeuniversity.edu](mailto:mba@leeuniversity.edu).