



MBA Application Checklist Availability: Public Review Date: 17 May 2023

Please note that all documents must be submitted in PDF format and only the recent passport-sized photograph in JPEG.

Make sure that each PDF file you upload does NOT exceed 10 MBs.

This checklist must be completed to proceed with your application:

- Pay the admissions [application fee](#). *(this does not apply to Audit application)*
- Complete the [online admissions application](#).
- Submit an official copy of all undergraduate and other degrees certificates and transcripts in the English language.
- Submit official GMAT/GRE scores if you do not have at least 4 years of work experience or 2 years of managerial experience. For more information, please see our [FAQs](#).
- Submit official TOEFL/IELTS scores if you do not hold an undergraduate or postgraduate degree that was taught in the English language (*TOEFL iBT Score of 78, and IELTS score of 6.5, or equivalent*).
- Submit a Letter of Motivation detailing the reasons we should consider your application for our MBA program (minimum 500 words).
- Submit two professional letters of recommendation (*a formal letter typically written by a previous or current employer of the applicant*).
- Submit an updated Resume/CV.
- Submit a clear and valid copy of your National ID (*front and back*) or Passport.
- Submit a recent passport-sized photograph in JPEG format.