



The Online MBA From William & Mary

Application Checklist

To apply to the [Online MBA program](#) at William & Mary, you must submit or fulfill the following admissions requirements:

- A bachelor's degree** from a regionally accredited university with a GPA of 3.0 or higher (on a 4.0 scale)
 - Current [resume or CV](#)** indicating a minimum of **two years of professional work experience**
 - [A completed online application](#)**, including:
 - Two letters of professional recommendation**
 - Completion of **[two personal essays](#)**. To learn more about essay prompts, please visit the [online application portal](#) or contact your Admissions Advisor
 - Official academic transcripts** (from all institutions attended). We prefer electronic official transcripts, but we also accept hard-copy official transcripts
 - Electronic transcripts must be sent directly from the institution to eedunne@wm.edu
 - Hard-copy official transcripts should arrive in a sealed envelope with the signature of the registrar across the seal. **DO NOT OPEN OFFICIAL TRANSCRIPTS.** Hard-copy official transcripts must be sent directly from your academic institution or forwarded in a sealed envelope from you to the following address:

College of William & Mary
Raymond A. Mason School of Business
Attn: Online Programs Office - Erin Dunne
P.O. Box 8795
Williamsburg, VA 23187
- NOTE: You can upload unofficial transcripts with your application, which will suffice for the initial admissions decision; if accepted, you must submit official transcripts before the first day of class. In the case of incomplete transcripts, or if you have significant transfer credits, W&M reserves the right to delay passing a decision on your application until official transcripts are received.*
- Proof of English language proficiency** for non-U.S. citizens. Applicants must have a TOEFL score of at least 100 if internet-based, 250 if computer-based or 600 if paper-based, or an IELTS score of at least 7. Exemptions may be granted for applicants who have earned a degree from an accredited U.S. institution or lived and worked full time in a predominantly English-speaking country for the past two years



- Application fee** of \$100 or a **fee waiver**. The application fee may be waived for W&M undergraduates and alumni; early applicants (by priority deadline); referred applicants; high-quality applicants (academically or professionally); active duty military or veterans; volunteers who have served in humanitarian organizations such as the U.S. Peace Corps, Teach for America or AmeriCorps; and at the discretion of the Admissions Office. Contact an Admissions Advisor to discuss whether you qualify for a fee waiver
- GMAT/GRE test scores** or **waiver**. Test scores can be emailed to eedunne@wm.edu, or you can designate the College of William & Mary Mason School of Business as a score recipient when taking your exam by submitting the appropriate code:
 - GMAT Code: 9DD-X7-17
 - GRE Code: 1422
 - Test scores are valid for five years. While waiting on official test scores, unofficial scores may be sent to expedite application review
 - To qualify for a GMAT/GRE waiver, you must satisfy one of the following options:
 - **Option A:** Possess a graduate degree in a quantitative field
 - **Option B:** Have earned a cumulative GPA of 3.0 or higher (on a 4.0 scale) over the last four undergraduate courses taken in math, statistics, economics, finance or accounting
 - **Option C:** Complete the online MBA Math preparatory course at MBAMath.com with scores of at least 90% on each of the five assessment areas
- Personal admission interview**. Qualified applicants who have submitted and completed their application will be invited to schedule a personal admission interview. Interviews can be conducted on campus, via Skype or by telephone