

APPLICATION PROCEDURES

International Applicants for the Online MBA program in Supply Chain Management

The deadline to apply is August 1 and this program begins in the fall semesters only.

**Complete and return the application to the Office of Graduate Business Programs, Clarkson University,
PO Box 5770 (UPS/FedEx use 8 Clarkson Avenue), Potsdam, NY USA 13699-5770**

- Applicants outside the U.S. and Canada are required to pay a \$35 application fee, which cannot be waived or deferred. You are encouraged to apply on-line at <http://www.applyweb.com/apply/clarksng/index.html>.
 - Submit a Resume or Curriculum Vitae.
 - Submit written essays for the following two topics (one page in length each, double-spaced):
 - A. Describe your career progress to date and your future short-term and long-term career goals. How do you expect an online MBA in Supply Chain Management from Clarkson University to help you achieve these goals?
 - B. Describe a personal characteristic or something in your background that will help the Graduate Admission Committee to know you better.

OPTIONAL: If you feel there are extenuating circumstances of which the Committee should be aware, please explain them here (i.e. gaps in work experience, academic performance, choice of references, significant strengths or weaknesses to your application, etc.)
 - Ask three references who can evaluate your work and overall motivation to pursue your degree. You must register your referees on-line at <http://www.applyweb.com/apply/clarksng/index.html> so that they can complete their letters of recommendation electronically (unless otherwise requested).
 - Send official transcripts of all college coursework and course syllabi directly to the Office of Graduate Business Programs.
 - Applicants must submit an official score report from either the Graduate Management Admissions Test (GMAT) or the Graduate Record Examination (GRE). The test score may be submitted directly with the application or forwarded by the appropriate testing service. For the GMAT, you may request your score from the Graduate Management Admissions Council at www.mba.com. Clarkson's GMAT school code is VIG-53-52. For the GRE, you may request your score from the Educational Testing Service at www.gre.org. Clarkson's GRE school code is 2084.
 - Test of English as a First Language (TOEFL) scores are required (minimum 600 PBT, 250 CBT, or 100 iBT) for all international applicants whose native language is not English. A TSE (Test of Spoken English) exam is required for international applicants unless the TOEFL iBT test was taken with a score of 100 or better. Otherwise, the TSE may be waived with a telephone interview by calling the Office of Graduate Business Programs at 1-315-268-6613 (Clarkson's TOEFL code is 2084, and information can be found at www.toefl.org).
- NOTE:** *International applicants may submit an IELTS exam in lieu of the TOEFL (minimum 7.0 score is required). Information for this exam can be found at www.ielts.org.*
- Your application will be reviewed when your file is complete. A complete file includes the application, three letters of reference, all college transcripts, resume, essays and all required test scores.

*For more information about Clarkson's online MBA program in Supply Chain Management,
please contact the Office of Graduate Business Programs; phone 1-315-268-6613;
fax 1-315-268-3810; email busgrad@clarkson.edu*

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