

## APPLICATION PROCEDURES

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.*

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**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 13699-5770**

- There is no application fee for those applying for the online MBA in Supply Chain Management program. You are encouraged to apply on-line at <http://www.applyweb.com/apply/clarksng/index.html>.
  - Submit a detailed Resume.
  - 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 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](http://www.mba.com). Clarkson's GMAT school code is V1G-53-52. For the GRE, you may request your score from the Educational Testing Service at [www.gre.org](http://www.gre.org). Clarkson's GRE school code is 2084.
  - 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.
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*For more information about Clarkson's online MBA program in Supply Chain Management, please contact the Office of Graduate Business Programs; phone 315-268-6613; toll free number 1-866-333-6613; fax 315-268-3810; email [busgrad@clarkson.edu](mailto:busgrad@clarkson.edu)*