

MIT SLOAN FELLOWS PROGRAM: APPLICATION CHECKLIST

Application Deadlines:

- September 28, 2015
- November 9, 2015
- January 18, 2016

For planning purposes (interviews, visas) we strongly recommend that international applicants apply before November 9, 2015.

Application Checklist - Please refer to the [Application Process](#) on the specific requirements pertaining to the application materials.

- ✓ **Personal Profile:** Name, contact information, citizenship, biographical information, etc.
- ✓ **Resume:** Standard business format covering education and work experience (please be specific about dates). Upload your resume on the [Work Experience](#) tab,
- ✓ **Statement of Objectives and Essays:** Upload your Statement of Objective and (2) essays
- ✓ **Transcripts** – Original copies of all transcripts for undergraduate and graduate programs must be scanned and uploaded. Do not mail in your official academic records or transcripts
- ✓ **Test Scores:** Test score reports may be scanned and uploaded or sent directly to us.

GMAT or GRE: Required unless you are requesting a waiver. You may request a waiver by indicating on your application and your transcript(s) the corresponding courses that meet the waiver requirement.

TOEFL or IELTS: Required for all international applicants. You may request a waiver by indicating on your application the name of the program/institution that was conducted in English.

- ✓ **Two (2) Recommendations:** Up to 4 names may be entered – only 2 recommendations are required. Once you enter your recommender's name and email address, the system will generate an email to your recommender with the instructions and link for submitting their recommendation electronically. We suggest you select recommenders who can give specific examples that are relative to your leadership, teamwork and personal development. If you are a company-sponsored applicant, one of your recommendations should come from your supervisor.
- ✓ **Application Fee:** \$250.00. Only active members of the US Armed Forces qualify for a fee waiver. If you qualify, email Saul Horowitz at sauldh@mit.edu before submitting your application.
- ✓ **(Optional) Scholarship Essay:** To be considered for a scholarship award, respond to the essay question by uploading a .docx/.pdf document or video file.
- ✓ **(Optional) Additional Information:** Use this section to include any additional information you would like the Admissions Committee to consider when reviewing your application