

## Admission requirements for U.S. citizens and permanent residents:

- Completed [MBA Application](#).
- \$30.00 Application Fee payable to Valparaiso University and sent to MBA Office.
- 2 Letters of Recommendation. Free form letters may be emailed directly to our office at [mba@valpo.edu](mailto:mba@valpo.edu). Students may also choose to use the following [form](#).
- Cover Letter and Resume. A one-page personal statement that states what you hope to achieve by receiving an MBA from Valpo along with your current resume. This can be emailed directly to our office at [mba@valpo.edu](mailto:mba@valpo.edu).
- Official transcripts from all undergraduate/post-undergraduate institutions. These transcripts must be mailed directly from the institution in a sealed envelope to our office at:

MBA Office 1909 Chapel Drive 104 Urschel Hall Valparaiso, IN 46383

- GMAT. Valparaiso University's institution code is 1874. Please note a minimum score of 500 is required. For more information on the GMAT, please visit [www.gmat.com](http://www.gmat.com).

## Admission Requirements for Dual Degree JD/MBA Students:

Admission to this program requires acceptance to both the Valparaiso University School of Law and the MBA program. These decisions are made independently by the School of Law and the MBA Program and admission into one program does not guarantee admission into the other. In addition, students with an undergraduate major or minor in business, an acceptable LSAT score, and an acceptable G.P.A. may qualify for a /GMAT waiver/. Please contact our office at (219) 465-7952, or [mba@valpo.edu](mailto:mba@valpo.edu) , for more information about your possibility of a GMAT waiver.

- Completed School of Law application, including the LSAT (please visit [www.valpo.edu/law](http://www.valpo.edu/law) for more information)
- Completed [MBA Application](#)
- Cover Letter A one-page personal statement that states what you hope to achieve by receiving an MBA from Valpo. This can be emailed directly to our office at [mba@valpo.edu](mailto:mba@valpo.edu).
- Graduate Management Admissions Test (GMAT), for those without a GMAT waiver. To register for the GMAT or to get more information, please go to [www.gmat.com](http://www.gmat.com). Please note a minimum score of 500 is required.
- \$20.00 application fee payable to Valparaiso University and sent to the MBA Office.
- \$500.00 Seat Deposit fee payable to Valparaiso University and sent to the MBA Office.
- All application materials can be mailed to our office at:

Admission Requirements - MBA - Graduate School of Business - Valparaiso University

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