

# MBA in Applied Leadership and Decision-Making

## Your Guide to Completing the MBA Program Application

Email questions to: [mbainfo@uwsp.edu](mailto:mbainfo@uwsp.edu)

Call our MBA Director, Lyna Matesi at: 715-346-4988



# Preparing to Submit an MBA Program Application

- **Two applications.** To apply for the MBA program, you will submit—
  - 1) a [University of Wisconsin System application](#) and
  - 2) a [UW-Stevens Point MBA online program application](#),
- **UW-Stevens Point MBA program application.** This document is a guide for the *UW-Stevens Point MBA program application*.
- **Do it one time.** The *UW-Stevens Point MBA program application* should be completed at a computer in one sitting. You should allow about 30 minutes.
- **Gather your documents and information before beginning.** Before beginning the *UW-Stevens Point MBA program application* you will want to gather all the necessary documents and information. This guide will help you understand everything you need to apply.

## To submit a complete application, you need to—

- Submit the [University of Wisconsin System application](#)
- Pay the \$56 nonrefundable [University of Wisconsin System application fee](#)
- Send all of your official transcripts to the UWSP Admissions Office
- If you are seeking financial aid, complete the FAFSA
- Submit to the UW-Stevens Point MBA Program—
  - Your official or unofficial transcripts
  - Your GRE/GMAT Score or Waiver Request
  - Your Letter of Intent
  - Your Resume
  - Contact information for 2-3 references



# Contact Information

On this application screen you will provide your—

- Full Name
- Mailing Address
- Contact Information
- Daytime Phone Number
- Mobile/Cell Phone Number
- Preferred Email



# Enrollment Preferences

On this application screen you will provide your—

- **Your enrollment preference.** Select one of two options. The full-time option will allow you to complete the MBA in 1 year of study. The part-time option will allow you to complete the MBA with 2 years of study. If you are unsure, select the option that is most accurate.
- **Your campus preference.** We offer MBA classes on all three UWSP campuses, Stevens Point, Marshfield and Wausau. Select the campus where you will attend all face-to-face sessions.
- **Your first term preference.** Select the term that you intend to begin the program from the options provided.



# Transcripts

On this application screen you will attach scanned copies of your transcripts from all post-secondary school(s) you have attended/earned credit—

- **Post-Secondary Transcripts.** Upload scanned transcripts for all schools you attended or earned credit at after high school.
- **Official Transcripts.** Official transcripts are required for the University of Wisconsin System application.



# Waiver Request or Exam Scores

On this application screen you will indicate your preference for requesting a waiver or submitting GRE/GMAT test score results. Three options are available. Please select the one that is most appropriate for you.

## Waiver Request Option

- **Determine Your Waiver Criteria.** Use one or more of the five applicable criteria listed in the box to the right.
- **Upload Waiver Request.** Submit a letter that outlines:
  - a) why you are requesting a waiver, and
  - b) the criteria that you meet to do so.

Address your letter to:

Lyna Matesi, MBA Director  
UW-Stevens Point, School of Business and Economics  
2100 Main Street  
Stevens Point, WI 54481-3897

## Test Score Option

Select the examination score you will to submit.

- **Submit GRE Scores, or**
- **Submit GMAT Scores**

Order/Submit Test Score Results.

Have your official examination results sent to UWSP.

**Waiver Criteria.** Applicants may request that the graduate admission test requirement (GRE/GMAT) be waived. Applicants must submit this request in writing to the Admission Committee before admission. The GRE/GMAT requirement may be waived for applicants who meet one or more of the following criteria:

- **GPA**
  - Strong GPA (3.0+) from UW-Stevens Point or other schools holding specialized accredited undergraduate programs.
- **Membership**
  - Multi-year membership in academic honors fraternities for business or non-business majors.
- **Work Experience**
  - Demonstration of six or more years of relevant work experience with at least two years of management and budgetary responsibility.
- **Degree**
  - Completion of another graduate degree, i.e., master's or Ph.D. degree.
- **Certification or Licensure**
  - Completion of a qualified professional certification or licensure.



# Letter of Intent and Resume

On this application screen you will submit a clear, well-written and persuasive Letter of Intent and a Resume.

- **Your Letter of Intent.** Submit a letter of intent explaining your goals for the SBE MBA program and highlights of your professional history. A strong letter of intent will discuss—
  - **Your Education.** What is your educational background and GPA? Address any factors leading to a GPA score falling below 3.0.
  - **Your Goals.** What are your career, education or personal goals?
  - **Your Experience.** What degrees, jobs, volunteer roles or others experiences have prepared you to be an MBA candidate?
  - **Your Future.** How does the MBA in Applied Leadership and Decision-Making support your professional career or fit in your plans for the future?
  - Address your letter to:  
Lyna Matesi, MBA Director  
UW-Stevens Point, School of Business and Economics  
2100 Main Street  
Stevens Point, WI 54481-3897
- **Your Resume.** Submit a resume that outlines your education, employment, volunteer roles and other experiences.
  - Visit the Academic and Career Advising Center for resume tips if you are unsure how to best format your resume.  
<https://www.uwsp.edu/acac/pages/career-documents.aspx>



# References

On this application screen you will enter contact information for 2-3 individuals who are prepared to provide a professional or academic recommendation on your behalf. We will contact your references via email and they will complete an online reference. They will also have the option to upload a personal reference letter. For each reference you will provide—

- Reference Full Name
- Reference Organization Name and Title
- Your Relationship (i.e. manager, professor, etc.)
- Reference Email Address

You will also select your option for waiving access to review the reference information submitted on your behalf.

**Your right to access reference information.** The majority of applicants will waive the right to view the recommendation information submitted on their behalf. Waiving your right to access ensures the recommendation information maintains confidentiality for the recommender. Under the Family Educational Rights and Privacy Act of 1974, admitted and enrolled students at UWSP have access to their educational records. Educational records may include letters of recommendation on file unless he/she has waived such access. Such materials, upon admission and enrollment are available for review only by the applicant. Third parties may not view the material. The student will not automatically be provided a copy of the recommendation information. The only intent of recommendation information is for the admission decision process.





# Your Checklist

**You are not done yet!** On this application screen you will have an opportunity to review all the steps necessary to complete your application for the UW-Stevens Point MBA in Applied Leadership and Decision-Making.

- Have you submitted the University of Wisconsin System application?
- Have you paid the \$56 nonrefundable University of Wisconsin System application fee?
- Have you sent all of your official transcripts to the UWSP Admissions Office?
- If you are seeking financial aid, have you completed the FAFSA?
- Did you submit in this application to the UW-Stevens Point MBA Program--
  - Your official or unofficial transcripts?
  - Your GRE/GMAT Score or Waiver Request?
  - Your Letter of Intent?
  - Your Resume?
  - Contact information for 2-3 references?

