

## Application for Admission

To be considered for MBA admission, an international student must:

- Apply for and be approved for University Admission through the Office of International Programs.
- Submit the required international application materials to the Office of International Programs. A complete list of the required documentation can be viewed online at: [www.washburn.edu/academics/international-programs/international-students/index.html](http://www.washburn.edu/academics/international-programs/international-students/index.html).
- Submit official transcripts to Washburn University, from institutions granting the undergraduate degree or graduate degree.
- Arrange for two letters of reference to be submitted by academicians, employers or other persons who can attest to the applicant's potential for success in graduate study in business.
- Request an official ECE or WES course-by-course evaluation be sent to the Office of International Programs, unless applying through an approved partner program.
- Request the results of a TOEFL iBT, an IELTS, or a Duolingo English proficiency examination be sent to the Office of International Programs.
- Submit a completed application to the Washburn MBA Program. This application is completed online and is found at: [www.washburn.edu/mba](http://www.washburn.edu/mba). The application form will provide for the submission of the unofficial academic transcript and letters of reference.
- The application to the Office of International Programs and application to the MBA program can be done simultaneously through a single application (link listed above); however, admission to the MBA Program will not take place until: admission to Washburn University has first been granted through the Office of International Programs, the applicant's English proficiency has been determined (if applicable), and either an ECE or WES course-by-course evaluation of the applicant's transcripts has been completed (if applicable).

## Program Entry Competency

Students are expected to enter the program with competency in College Algebra or an equivalent course. If no such competency exists, the student will be required to successfully complete a College Algebra or equivalent course prior to entrance into the MBA program.

## Application Schedule

Applications are processed on a continuous basis. Priority for acceptance will be given to applicants whose file is complete by November 15 (for spring enrollment), April 1 (for summer enrollment), and June 15 (for fall enrollment). Files are considered complete when the application and all supporting documents, including reference letters, have been received by the MBA Director. International applicants, or applicants applying from outside of the United States, should start the application process early in order to meet the application deadlines.

## Transfer Credit

A maximum of nine hours of graduate credit in business-related disciplines from AACSB-accredited business schools may be transferred to Washburn University.

## Law School Courses

Up to six hours of credit from an ABA-accredited law school may be applied towards the 30-hour upper-level MBA requirement. The law school credit must be in business-related, non-required law school courses approved by the School of Business. Washburn University offers a dual JD/MBA degree. A statement of that degree is provided at: [www.washburn.edu/academics/college-schools/business/MBA/Dual-MBA-Degrees.html](http://www.washburn.edu/academics/college-schools/business/MBA/Dual-MBA-Degrees.html)

## MBA Program Admission

Admission will be granted to students showing high promise of success in graduate business study. Professional work experience, managerial experience, and professional certifications may be taken into consideration in the admissions decision at the discretion of the School of Business/MBA Director. Professional work experience is defined as business-

relevant and typically consists of full-time, salaried work.

### To be admitted, an international student must:

- Hold a university credential that is equivalent to a U.S. baccalaureate (bachelor's) degree.
- Achieve a minimum 3.0 GPA (2.8 GPA for Washburn graduates/AACSB-accredited business school graduates) on a 4.0 scale in a baccalaureate or graduate degree program.
- Achieve a balanced TOEFL iBT score of 80 or greater OR balanced IELTS score of 6.5 or greater OR Duolingo English Test score of 105 or greater.  
\*Note: Applicants from English-speaking countries, as determined by the Washburn University Office of International Programs, are not required to provide English proficiency test scores.
- The GMAT or GRE will be waived for students that meet or exceed the requirements for admission listed above. Significant professional/managerial experience and/or prior graduate degrees earned may also be considered for a GMAT waiver decision. Students who do not meet above requirements could be eligible to apply for provisional admission. See below for provisional admission criteria based upon low GPA and/or provisional admission due to English proficiency needs.

### Students with a BBA Degree

- Foundational-level courses are not required of students with a BBA degree who also meet or exceed English proficiency standards (if applicable) and GPA requirements listed above. These students will advance directly into the 10-course/30-credit hour upper-level core MBA program. MBA program general academic performance, probation and dismissal policies for admitted students regarding 600-level courses apply.

### Students without a BBA Degree

- \*Students without a BBA degree who otherwise meet or exceed English proficiency standards (if applicable) and GPA requirements listed above will be considered 'admitted' on contingency of satisfactory completion of any assigned foundational-level courses.
- The student must complete up to nine credit hours/three foundational-level pre-MBA courses with a grade of 'C' or better prior to taking 600-level courses in the core MBA program. Foundational-level course requirements will be determined by the MBA Director through transcript analysis. Foundational-level courses (or equivalents) previously taken and successfully completed with a grade of 'C' or better will be waived. Under limited circumstances at the discretion of the MBA Director, 600-level courses may be taken simultaneously with any needed foundational courses. These simultaneous 600-level courses will be determined and assigned by the MBA Director. MBA program general academic performance, probation, and dismissal policies for admitted students regarding foundational-level and 600-level courses apply.

### Provisional Admission for International Students

Applicants of outstanding promise, but whose applications are incomplete, whose GPA is marginally below the minimum for full admission, or whose English proficiency exam score is marginally below the minimum for full admission could be granted provisional admission to the MBA program based upon successful completion of certain conditions communicated upon the offer of provisional admission. Upon successful completion of all conditions of provisional admission, the provisional student will be granted full admission to the MBA program. Definite statements as to the length of the applicant's MBA program, including final determination on waivers and transfer courses, cannot be made until after the applicant has been granted full admission to the MBA program. Professional work experience, managerial experience, and professional certifications may be taken into consideration in a provisional admissions decision at the discretion of the School of Business/MBA Director. Professional work experience is defined as business-relevant and typically consists of full-time, salaried work.

### Provisional Admission Due to GPA

Students with a minimum 2.0 – 2.99 GPA (2.0 – 2.79 for Washburn Graduates/AACSB accredited business school graduates) on a 4.0 scale may obtain provisional admission based on the following:

- GMAT minimum score of 450 OR GRE minimum score of 300.

## For International Students

- **Students with a BBA Degree:** The student must complete up to three foundational-level pre-MBA courses in which a grade below a ‘B’ was earned during undergraduate/graduate coursework. These courses will be determined via transcript analysis and assigned at the discretion of the MBA Director. Assigned foundational-level courses must be satisfactorily completed with a grade of ‘B’ or better prior to taking 600-level courses in the core MBA program. Under limited circumstances at the discretion of the MBA Director, 600-level courses may be taken simultaneously with any needed foundational courses. These simultaneous 600-level courses will be determined and assigned by the MBA Director. In this case, a grade of ‘B’ or better must be earned in any 600-level course. A 3.0 or greater GPA must be attained during the provisional semester(s) and in the first 18 hours of coursework, with no grade below ‘B’ permitted.
- **Students without a BBA Degree:** The student must complete up to nine credit hours/three foundational-level pre-MBA courses with a grade of ‘B’ or better prior to taking 600-level courses in the core MBA program. Foundational-level course requirements will be determined by the MBA Director through transcript analysis. Foundational-level courses (or equivalents) previously taken and successfully completed with a grade of ‘B’ or better will be waived. Under limited circumstances at the discretion of the MBA Director, 600-level courses may be taken simultaneously with any needed foundational courses. These simultaneous 600-level courses will be determined and assigned by the MBA Director. In this case, a grade of ‘B’ or better must be earned in any 600-level course. A 3.0 or greater GPA must be attained during the provisional semester(s) and in the first 18 hours of coursework, with no grade below ‘B’ permitted.
- **\*NOTE:** Provisionally admitted students who do not meet the above academic performance requirements during the first provisional semester will be dismissed from the program at the end of that semester. Provisionally admitted students will not have the option to re-take any course assigned during the provisional semester(s). In the case that a second provisional semester is necessary, after satisfactorily completing the first, then the original academic performance standards must again be met during the second semester; otherwise the student will be dismissed from the program at the end of the second semester. Upon successful completion with a ‘B’ or better in any assigned foundational courses, a ‘B’ or better in any 600-level courses taken simultaneously (if applicable) during the provisional semester(s), and a 3.0 or greater GPA in the first 18 hours of coursework, the student will then be fully admitted and eligible to continue into further 600-level MBA courses.

### Provisional Admission Due to English Proficiency Needs

Students applying to the MBA program with the following OVERALL English proficiency score ranges may be considered for provisional admission:

- Overall Balanced TOEFL iBT Score Range: Minimum 72 – 79
- Overall Balanced IELTS Score Range: Minimum 6.0 – 6.4
- Overall Duolingo English Test Score Range: Minimum 95 – 104

\*NOTE: Applicants from English-speaking countries, as determined by the Washburn University Office of International Programs, are not required to provide English proficiency test scores.

### Conditions of provisional admission due to English proficiency needs include one of the following:

- Completion of up to three English courses pertaining to listening/speaking, reading or writing categories in which a category sub-score is less than or equal to the following:

	Listening	Reading	Writing	Speaking
IELTS	Less than or equal to 6.4	Less than or equal to 6.4	Less than or equal to 6.4	Less than or equal to 6.4
TOEFL iBT	Less than or equal to 19	Less than or equal to 19	Less than or equal to 19	Less than or equal to 19
	Average of Conversation & Comprehension Scores	Average of Literacy & Comprehension Scores	Average of Literacy & Production Scores	Average of Conversation & Production Scores
Duolingo	Less than or equal to 104	Less than or equal to 104	Less than or equal to 104	Less than or equal to 104

Some or all of the following three English proficiency preparatory courses could be required of a student scoring at or below the listed sub-scores for listening/speaking, reading, or writing listed in the table above. These courses will be determined and assigned by the MBA Director in conjunction with the Office of International Programs. Any assigned English proficiency preparatory course(s) must be satisfactorily completed with a grade of 'B' or better prior to taking 600-level courses in the core MBA program. A 3.0 or greater GPA must be attained during the provisional semester(s) and in the first 18 hours of coursework, with no grade below 'B' permitted.

### English Preparatory Courses:

- Listening and/or Speaking: CN150 Public Speaking or TH103 Voice, Diction & Interpretation
  - Reading: EN103 Reading and Research or an appropriate upper level research methods course
  - Writing: EN 101 First-Year Writing or EN 208 Professional Writing
- OR
- In place of English preparatory courses, a student may opt to take the GMAT or GRE exam with the following minimum scores: GMAT minimum score of 450 OR GRE minimum score of 300.

**\*NOTE:** Students admitted provisionally due to English proficiency needs who opt to take English proficiency courses and do not meet satisfactory academic performance requirements during the first provisional semester will be dismissed from the program at the end of that semester. Provisionally-admitted students will not have the option to re-take any course assigned during the provisional semester(s). In the case that a second provisional semester is necessary, after satisfactorily completing the first, then the original academic performance standards must again be met during the second semester; otherwise the student will be dismissed from the program at the end of the second semester. Upon successful completion with a 'B' or better in any assigned English preparatory course(s) and any foundational-level business courses taken simultaneously during the provisional semester(s), and a 3.0 or greater GPA in the first 18 hours of coursework, the student will then be fully admitted and eligible to continue into 600-level MBA courses. Only foundational-level (below 600-level) courses can be taken simultaneously with any English preparatory course(s).