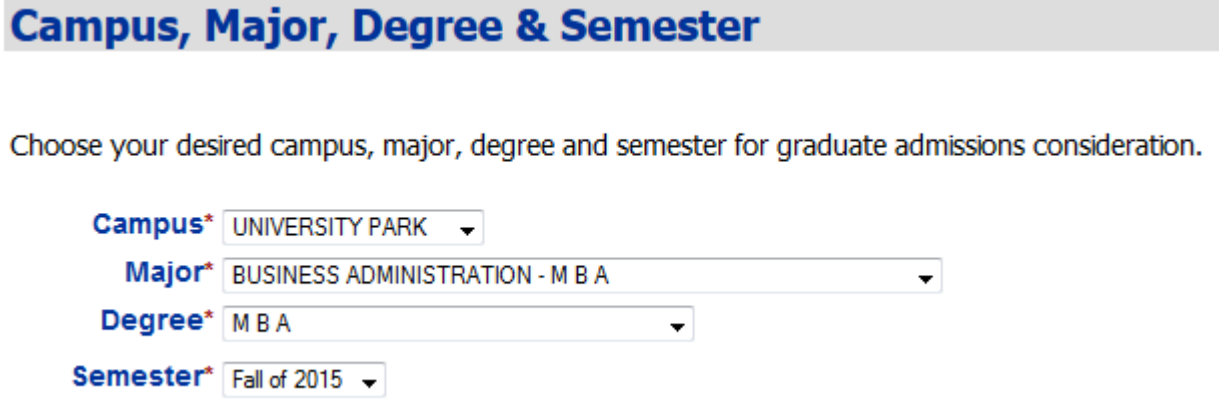
To check your application status please email us at smealmba@psu.edu. This is the only way to accurately check which of materials have been received and whether or not your application is complete.

Application Instructions

All parts of the application, including recommendation letters and essays, must be received by the applicable deadline to consider the application complete.

Part 1: The Application

- Please use the following Portal to access the Penn State Graduate School Application. You can return to this portal anytime during the process to access your application. http://www.gradsch.psu.edu/portal/
- After you begin your application, you will be asked to select the desired program. Your selections for the full-time residential Smeal MBA program at Penn State should be:



- Complete application and upload resume and essays as prompted. This includes completing the Program Specific questions section of the application.

Part 2: Essay, Resume, and Transcripts

- **Format:** Please complete the following essay and upload it to the application in .pdf or .rtf format.
- **Length:** Please limit your essay to the word limit provided.
- **Academic Integrity:** Please follow academic integrity guidelines regarding plagiarism (http://www.libraries.psu.edu/instruction/infolit/andyou/mod9/Plagiarism_Handout.pdf) "using someone else's words or ideas without properly giving credit." To ensure academic integrity, all essays will be confirmed through Turnitin for Admissions (https://www.turnitinadmissions.com/index.html) authenticity software.
- **Essay Question**: What are your short-term and long-term career goals? What is your plan for achieving these goals? Please be as specific as possible, including industry and function. How do you see your experience at Smeal fitting into this plan? (600 words)
- **Resume:** Please submit a current version of your resume, including all work experience and secondary education up until the date of application. The sample PDF posted at (www.smeal.psu.edu/mba/admission/college-resume-sample) is the format in which we require our students to complete their resume. While this format is NOT required for application, you may find it to be a useful resource when preparing your resume.

- **Transcripts:** Upload a copy of your Undergraduate Transcripts for the initial review of your application. **If you are admitted and enroll, Original/Official copies of these transcripts from your undergraduate institution will be required.** Even though official transcripts are not needed to determine an admissions decision we encourage you to submit your official copies as early as possible to prevent any delay in processes after admission.

Part 3: Video Application Questions

- In addition to your written essay, we also require each applicant to complete the Video Application Questions portion of our application. The video will allow the admissions committee to both evaluate your communication skills and get to know you better. Your application will not be considered complete or evaluated by the committee until you have completed this requirement.

LikeLive upload yourself To record your video, click here: http://college.likelive.com/UnAuth/Pages/LoginInv.aspx?AppId=985&CollegeID=29baefcb-5050-4977-91f4-a413b10daf48.

Part 4: Letters of Recommendation

- Two letters of recommendation are required.
- The online application "References" section may be left blank and Saved, as the site below will register your two references.
- Use the following link to register yourself. After creating your account, login and submit your two recommenders. Upon submission, they will be sent access to a webform to complete their recommendations. You may go back to the registration page to change recommenders. (http://php.smeal.psu.edu/mba/recommendation/index.php)
- If your recommenders are unable to use the electronic form above, please have them fill out and mail the following form. (http://www.smeal.psu.edu/mba/admission/Recommendation%20Form.pdf)
- Additional recommendation letters may be submitted as supplements, however, we prefer that only the form is used. This allows us to most equitable compare candidates, and ensures that candidates' assessments rely on specific ratings rather than their references' varied language and writing styles.

Additional Information

- If you need additional information on the application process, please visit:
  Domestic Applicant Requirements
  International Applicant Requirements
- If you still have questions after consulting the resources on the website, please contact us at 814-863-0474 or via e-mail at smealmba@psu.edu.
- The only accurate way to check the status of your application and whether or not your materials have been received is to contact us at smealmba@psu.edu. The information available on https://secure.gradsch.psu.edu/status/ is not up to date.

Materials Mailing Address:
Penn State Smeal MBA Program
Admissions Office
220 Business Building

University Park, PA 16802
USA