

## PMBA Application Instructions

Applying to the Online Professional MBA is a two-part process (two applications)

### **Part I – Complete the Application to the UTC Graduate School**

1. Go to [www.utc.edu/pmba](http://www.utc.edu/pmba)
2. Scroll down to the section labeled “Applying is a two-step process:”
3. Under “Part 1,” click on the button “Apply to Graduate School.” You will be taken to the UTC Application page.
4. Scroll down and look for the box labeled “Graduate Students.”
5. At the bottom of the “Graduate Students” box, click on the term to which you want to apply. For example: Graduate Summer 2016 OR Graduate Fall 2016 OR Graduate Spring 2017. (Spring should be chosen for both the January and March start dates; Summer term should be chosen for both the May and June start dates; Fall should be chosen for both the August and October start dates.)
6. Look for the “Create Account” box and complete the fields as follows:
  - a. Username: enter a username of your choice
  - b. First Name – enter your full official first name
  - c. Last Name – enter your full official last name
  - d. Email – enter an email address that you use regularly – this is the email to which your admission status will be sent
  - e. Password – enter a password that you will remember
  - f. Re-enter Password
  - g. NOTE: Please keep a record of the Username and Password you have created for this application. You will need it later to complete Part II AND to check the status of your application in the future.
  - h. Click on “Create Account”
  - i. A message will display indicating that an email has been sent to the email address you provided.
7. Log into the email address that was used above when setting up your account.
  - a. Click on the “Verify Your Email” link within the email message that came from UTC Graduate School.
  - b. You will be taken back to the UTC Graduate School application login screen.
8. In the box labeled “UTC Graduate School Application {term/year that you selected},” enter the Username and Password that you created above.
9. Complete all information required under each of the following tabs:
  - a. Contact Information – enter all required fields
  - b. Personal Information– enter all required fields
  - c. Educational Information
    - i. Enrollment Information Box:
      1. Planned Course of Study: select “MBA Business Admin: Pro Business (Online)” for the traditional MBA **OR** “MBA Bus Admin: ProBusAnalytics” for the PMBA with Business Analytics Concentration
      2. Part-time

3. Type of Application: Graduate School
  - ii. Enter all other required fields in the other boxes on this tab.
- d. Prior Experiences – You may enter only your most recent job held. Later, in the PMBA application, you will be asked for a complete resume listing all work experience; it can be uploaded as a Word or PDF file during Part II below.
- e. Supplemental Data - “Please select the most recent Graduate Admissions Test that you have taken or plan to take” – select a GMAT or GRE date regardless of whether or not you are seeking the GMAT waiver. You will be asked about the waiver later in the PMBA Program Application Screens during Part II.
- f. Requirements – this is a checklist that will indicate if you have missed any required fields. If you have, please return to the appropriate tab and complete the information required.
- g. Charges and Additional Items
  - i. The application fee will appear.
  - ii. Under “Additional Items – Please Select 1,” click on the box next to either International Student Application OR Domestic Student (U.S. Citizen) – you MUST choose one.
- h. Click on the Submit button at the bottom of the screen. THIS IS VERY IMPORTANT. Your application will not be considered complete until you have done this. Once you have done this, you will see a box pop up that says “Notice” in the header and the message “Your Application Form has been submitted successfully.” Click “OK.”
- i. The next screen to appear is the payment screen.
  - i. Enter your credit card information
  - ii. Enter your Billing information
  - iii. Click on “Continue” once you have completed the payment information.
  - iv. NOTE: If you have paid an application fee to the UTC Graduate School in the past, you do not have to pay this fee again. Simply close this web browser window and proceed to Part II below to complete the PMBA application screens. \*\*\* A UTC undergraduate application fee does not qualify for a waiver of this fee; you must pay the Graduate Application fee one time regardless of whether you attended UTC as an undergraduate or not. \*\*\*

**SPECIAL NOTES:**

- Select Save as you complete each section.
- You may logout and return later to finish the application, but your application cannot be submitted and will not be considered complete until all required fields have been completed AND the Submit button has been selected after the final screen labeled Charges and Additional Items.

**DOCUMENTS REQUIRED BY THE GRADUATE SCHOOL TO COMPLETE YOUR APPLICATION PART 1:**

1. Official transcripts from all undergraduate and graduate institutions attended (if you attended UTC, you do not need to order those transcripts). **NOTE:** Transcripts should be either ordered electronically through [www.eScrip-safe.com](http://www.eScrip-safe.com), [www.parchment.com](http://www.parchment.com) (use [bonny-clark@utc.edu](mailto:bonny-clark@utc.edu) if you must supply an email) OR should be mailed directly from the institution(s) to UTC Graduate School, attn: Bonny Clark, 615 McCallie Ave, Dept. 5305, Chattanooga TN 37403.
2. Order GMAT or GRE scores from a test taken in the last five years - Overall score of 450 or higher on the GMAT (average accepted score is 500) OR GRE composite score of 296 or higher AND minimum scores of 146 on the Verbal section and 144 on the Quantitative section. Scores should be reported to the University of Tennessee-Chattanooga (institutional code 1831). For

the GMAT, visit [www.mba.com](http://www.mba.com). Or, for the GRE, visit [www.ets.org/gre](http://www.ets.org/gre). NOTE: Applicants to the online PMBA can be considered for a GMAT/GRE waiver for two reasons: (1) Applicants to the UTC online Professional MBA who have at least a 3.25 undergraduate GPA and 5 or more years of professional work experience may qualify for a GMAT waiver; additionally, a phone interview is conducted as part of the waiver evaluation; or, (2) applicants with a conferred advanced degree from an accredited institution may have their GMAT requirement waived.

## **Part II – Complete the Application to the online Professional MBA Program**

1. Go to [www.utc.edu/pmba](http://www.utc.edu/pmba)
2. Scroll down to the section labeled “Applying is a two-Part process:”
3. Under “Part 2,” click on the button for the term to which you want to apply. For example: PMBA Fall 2016 Application or PMBA Spring 2017 Application or PMBA Summer 2017 Application. This must match the term you selected above in Part I.
4. In the box labeled “Sign In,” enter the Username and Password that you created when you completed the UTC Graduate School application above in Part I and click “Sign In.”
5. The Admission Overview page will appear with several other tabs. Please read through the page noting that you should have already complete Part I – UTC Graduate School Application.
  - a. Read through Part 2 – Online Professional MBA (PMBA) Program Application noting the items that will be needed to complete the PMBA program application. You may log out at any time to collect the information you need for the application and return again at a later time to complete. Once “Submit” has been selected on the last tab, the application will be submitted and it cannot be edited or changed.
  - b. Items needed:
    - i. Resume with entire work experience – this file will be uploaded during the application process
    - ii. Statement of Purpose – you will be asked several questions about why you are seeking an MBA. The questions are listed later in the document.
    - iii. Two references – you will be asked to supply the email addresses for two past or present employers/supervisors – these should be professional references and not personal friends, past professors or clergy unless you have worked directly for them.
6. Click “Next” to proceed.
7. On the “Contact Information” tab, complete any required fields that have not been automatically populated from your Graduate School application. Click “Next” to proceed.
  - a. Indicate whether your mailing address and permanent address are the same and complete the appropriate fields.
  - b. Under “Are you seeking a GMAT Waiver based on:” select the appropriate answer. You MUST meet the requirements listed. No exceptions are made for the GMAT waiver. If you do not meet the GMAT waiver requirements, choose “I do not meet any of the above criteria.” If your GPA was close to the cutoff, but you are unsure, you may select the GMAT waiver, but the GPA will be confirmed and you may have to take the GMAT if you do not meet the minimum required GPA.
8. On the Work Experience tab, enter all prior work experience including type (Employment), title, organization name, city, state and start and end dates of employment. Click on “Add Another Response” to add multiple prior positions. Select the “Current Employer” button for your current position only.

9. Click "Next" to proceed.
10. Complete the four sections of the Statement of Purpose tab, addressing each question specifically and keeping your responses concise and relevant. Click "Next" to proceed once these have been answered.
  - a. Please share why you are pursuing a MBA and how it fits with your career plan.
  - b. Why do you believe the UTC online Professional MBA is a good fit for you?
  - c. What (1) personal qualities AND (2) past experiences (work, school or volunteer) do you feel will make you a successful student in the online Professional MBA?
  - d. Please share why you are pursuing your MBA in an online format as opposed to a campus program.
11. On the Recommendations tab, enter the first name, last name and email address for two separate recommenders. Recommenders must be past or present employers/supervisors. Once the name and email have been entered, click on "Send Invitation" and an automated but personalized email will be sent to the recommender requesting that they complete a recommendation for you. The recommender should follow the link provided in the email to complete the recommendation form online. Please let your recommenders know to expect an email from UTC inviting them to complete the recommendation for you. Your application will not be considered complete until two recommendations have been completed using this form. Complete all other fields on this tab and then click "Next" to proceed.
12. NOTE: If a recommender requests a new invite be sent or you would like to send an invite to a completely new person or email, log back into the PMBA Application Screen (see Part II, #1 of the PMBA Application above), and once logged back in you may select the PMBA application by clicking on Continue or Summary and then clicking on the Recommenders tab and either "Re-send Invitation" to resend to an existing recommender or "Clear" to enter a new recommender.
13. At the bottom of the Requirements tab, in the box labeled "Resume," click on "Attach file" then "Choose File" and select your resume file to upload. Then click on "Upload Selected File." Your resume file should now be listed in the box. You may upload a Word or PDF file. This is required.
14. On the Requirements tab, all items should have a green check next to them. If they do not, return to the appropriate area and complete any missing information. Otherwise, click "Continue."
15. If all requirements have been met, a "Submit" button will now appear at the bottom of the screen. Click "Submit" to submit your PMBA application. A message that your application form has been submitted successfully should appear. Click "OK."
16. If you need to return at a later date to complete any of the missing information, click Save and then Logout without clicking Submit. NOTE: You MUST click Submit to submit your application for review. Unless Submit is selected, your application will not be considered complete and submitted for consideration. You will find the Submit button at the bottom of the "Requirements" tab.
17. You will be taken back to the Application Self Service Center at this point. This is also the screen that you will see if you log back in to Check Status of your application. You may click on Applications to view all applications you have submitted. You should see two applications: One to the College of Business for the PMBA Program and one to Graduate for the Graduate School.
18. You may click on the Summary button below the Business application to view the status of your PMBA application. This is where you can:

- a. Upload your resume if you did not do so the first time or if it was not received.
  - b. Resend your request for a recommendation to your recommenders.
19. You may click on the Summary button below the Graduate application to view the status of your Graduate School application. This is where you can:
- a. View the status of transcript receipt
  - b. View the status of GRE or GMAT test score receipt
  - c. Make your application fee payment if you did not do so when initially applying