



Application Checklist

Application for Admission

The application will be provided after you are nominated by an leader in the field of education.

Essays

As a part of the application process, you will be required to submit three essays on the following topics. Each essays should be no longer than 500 words.

- Why do you want to become an education leader and what is it about this particular program that most intrigues you?
- What do you believe are the 3-4 most important characteristics/traits/abilities of effective education leaders?
- What do you see as your greatest strengths relative to those characteristics and those areas in which you see yourself as being in greatest need of development and why?

Résumé

Please include a current professional resume detailing your management and work experience. Your résumé can be uploaded with your online application.

Transcripts

Please send one official transcript from every institution you've attended. Each transcript must be enclosed in the registrar's sealed envelope. If you earned a degree from the University of New Mexico, we will request your transcript. The Admission Committee looks for a GPA of 3.0 or higher on your last 60 credit hours of college coursework.

Domestic applicants with foreign transcripts must have those transcripts evaluated, even if they are in English. This must be a course by course evaluation that shows the foreign education level of study in comparison to the U.S. education level of study and the US education equivalent cumulative GPA. We recommend the following credential evaluators. Education Credential Evaluators (<https://www.ece.org>); National Association of Credential Evaluation Services (<http://www.naces.org/>); World Education Services (<http://www.wes.org/>).

Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE)

The GMAT and GRE are administered computer-adaptive tests, which are available year-round. The Admission Committee looks to see that you have a score of 500 or higher on the GMAT or an equivalent score on the GRE.

A waiver of the Anderson School's entrance exam requirement may be granted for one of the following conditions:

- A Ph.D. in any field or an M.D.
- A Master's Degree with substantial quantitative coursework
- A Bachelor's Degree in Business from an AACSB accredited institution with a 3.5 GPA in upper-level courses

Your application will be evaluated holistically. A lower GPA (2.7-2.99) or entrance exam score (450-490) will not bar you from admission as long as the rest of your application is strong. Calculators for GPA and GRE score conversion are available online.

Interview

When your application has been submitted, you will participate in a behavioral event interview to determine your eligibility.

Please email material to:
Krista Savoca
atsirk@unm.edu

Please mail application material to: *MBA in Education Leadership*
MSC05 3090
1 University of New Mexico
Albuquerque, NM 87131