

**Checklist for Completion of Graduate Application  
Business Administration (MBA)**

- \_\_\_ Completed application form
- \_\_\_ \$30 non-refundable application fee; make check payable to Clarion University
- \_\_\_ One **official** transcript of all undergraduate work  
(Clarion undergraduates need not provide a Clarion transcript)
- \_\_\_ One **official** transcript of all graduate work
- \_\_\_ Three current faculty and/or professional recommendations on Clarion University  
recommendation forms (must be returned in sealed envelope by evaluator).
- \_\_\_ Resume
- \_\_\_ GMAT Test scores
- \_\_\_ Mail all materials, except test scores (if required) to:

Office of Graduate Studies  
Clarion University of Pennsylvania  
840 Wood Street  
Clarion, PA 16214

**AND**

- \_\_\_ Have scores for the Graduate Management Admissions Test (GMAT) sent to  
Graduate Studies at Clarion University.
- \_\_\_ On a separate sheet of paper provide a list of your work experience including  
employer, job title, and years of employment. This information can be included in  
your resume.