University at Buffalo
School of Management

Master of Science Admissions Checklist

Preparing for Application:

☐ Sign up for the GMAT or GRE examination early; unofficial score reports must be uploaded to the application portal by the intended application deadline. *Accounting applicants* must complete the GMAT examination, GRE scores not accepted.

☐ *International applicants* should arrange to take the TOEFL or IELTS examination early; unofficial score reports must be uploaded to the application portal by the intended application deadline.

☐ Students receiving undergraduate degrees outside of the United States are encouraged to submit a World Education Services (WES) Basic Course-by-Course Evaluation in addition to their unofficial transcripts. **This evaluation is encouraged, but not required.**

☐ Secure two professional references that are willing to provide online recommendations; record the title, organization name, phone number and email address of each reference. *Accounting applicants* should have at least one recommendation from a professor within their undergraduate accounting program.

☐ Prepare the required personal statement (approximately 700 words).

☐ Prepare a professional resume or curriculum vitae showing relevant work experience, including months and years of employment, and education.

☐ Assemble PDF copies of academic transcripts from **all** post-secondary institutions attended. *Applicants from India & China* must also provide proof of degree or a provisional certificate. *Applicants from China* must provide transcripts in both the original language, as well as English.

☐ A prerequisite of calculus is a requirement for the Master of Science in **Finance** program. If not already satisfied, plan to take a calculus course in the semester (or summer) prior to intended enrollment.

☐ A copy of a valid passport photo page is required for *International applicants*. This document should be scanned and saved as a PDF, which can be uploaded after acceptance; I-20 documentation cannot be issued without this item.

☐ *International applicants* should complete the International Application Financial Form and assemble supporting financial documents. These documents should be scanned and saved as PDF's, which can be uploaded after acceptance; I-20 documentation cannot be issued without these items.

Applying to a Master of Science program:

☐ Begin the online MS application. Once started, the online application can be saved for completion at a later time.

☐ A username and password will be provided upon submission of the completed application. Please be sure to notate this username and password to access the Interactive Graduate Application Site in the future.

☐ Pay the $100 application fee (non-refundable).

☐ Visit the Interactive Graduate Application Site regularly to monitor application status.

☐ Follow up with references to ensure timely submission of recommendation letters. Both letters must be received by the intended application deadline for admission consideration.

☐ Monitor the email account provided during application for important messages.

☐ Contact the Graduate Programs office with any outstanding questions or concerns: **som-apps@buffalo.edu** or (716) 645-3204.