



## Domestic Applicants

### I. Description of Degree

The MBA degree is a broad-based program designed to provide the student exposure to management and analytical decision-making skills necessary to function in a changing business environment. The MBA program is designed for those who desire to pursue advanced study in a multicultural business environment as a means of enhancing their business and administrative careers. Specifically, the program is designed to aid in meeting the career needs of those who: Are just starting their business careers and wish to enhance their career opportunities, wish to broaden their knowledge in the functional business areas in order to be more effective and self-assured in their management skills are in executive or administrative positions in business, industry, government and service sectors who wish to be more effective as well as innovative in their functional areas; and plan to continue their study leading to the Doctor of Philosophy or Doctor of Business Administration degree.

### II. Program Requirements

1. Online Application: The application to UTPA's graduate programs can be completed online at [www.utpa.edu/gradapply](http://www.utpa.edu/gradapply)
2. Application Fee: The University application fee of \$50 as can be paid online by credit card or electronic check (in the online application), or in the form of money order or check and sent to the Office of Payments and Collections. In the case of money order or check, the applicant is responsible for submitting a copy of the receipt to the Graduate Studies office for documentation. All application fees are non-refundable.
3. Official Transcripts\*: Official college transcripts are to be sent to the Graduate Studies office directly from all the institutions attended. If the applicant attended UTPA at any time, those official transcripts





will be handled by the Graduate Studies office; however, the applicant is responsible for requesting official transcripts to be sent directly from all other institution(s).

\*Transcripts must be sealed and sent directly from the institution to be considered official. Transcripts will be considered unofficial if they are hand delivered by the applicant or third party regardless if sealed by the institution. Failure to submit a complete/correct application and official transcripts from all institutions attended will result in one of the following: rejection of application, withdrawal of admission offer or disciplinary action including expulsion if the student is enrolled. All submitted documents become the property of UTPA and will not be returned. Admission documents will remain on file for one year if the applicant does not attend the University. Documents will be retained for seven years for students enrolled in a master's level program and for ten years for students enrolled in a doctoral program. Please review the [Student File Retention Schedule](#) for more details.

4. Official GMAT scores taken within the last 5 years are required. A minimum of 400 points is required. [GMAT Link](#)
5. Short essay questions. Please see appendix 1, at the end
6. Three Online Recommendations from professors or supervisors (Submit Online)
7. Updated resume (submit online)
8. Unconditional Admission Formula:  
 $(\text{GPA} \times 200) + \text{GMAT} = 1000$   
Minimum GPA= 3.0  
Minimum GMAT = 400
9. Conditional Admission Formula:

Cases where the composite score, GPA or GMAT is not satisfactory, applicants may submit an appeal to the MBA Committee. Appeals are evaluated on a case by case basis.

### III. Deadlines

|  | <b>Fall</b> | <b>Spring</b> |
|--|-------------|---------------|
| <i>Deadlines for Priority Registration</i> | March 1     | Oct. 1        |
| <i>Application Deadlines*</i>              | Aug. 1      | Dec. 1        |

\* Applicants must submit all application documents and meet all other requirements by the published deadline date for the semester to which they are applying in order to be considered for admission. Note:





Priority deadlines have been established that allow ample time for the application review to be completed before the first day of registration.

#### IV. Offers of Admission to the Graduate School

Official admission offers will be made only by the Office of Graduate Studies and are valid only for the semester requested on the application. Through the [Online Application Web site](#), you will be able to view the status of your application. Students who are accepted but do not attend the semester requested on the application must submit an application for readmission to enroll for a later semester. An additional application fee will be charged if the student reapplies more than one year from the semester originally requested. [Re-Apply](#)

#### V. Program Contact Information

Program Website: [MBA Link](#)

Program Director: Dr. Angelica Cortes

Email: [cortesa@utpa.edu](mailto:cortesa@utpa.edu) and [mbaprogram@utpa.edu](mailto:mbaprogram@utpa.edu)

Phone: (956) 381-3313

#### VI. Application Checklist:

1.  Online application
2.  Application fee
3.  Official transcripts
4.  Official GMAT test scores taken within the last 5 years
5.  Essay questions (see appendix 1, at the end)
6.  Three online recommendations
7.  Updated Resume (Submit Online)

For conditional Admission formula

8.  Letter of appeal (focus on your academic strengths)





## VII. Additional Information

1. Mandatory Orientation, the Saturday after classes start

### Appendix 1

#### Short essay questions MBA application

These short answer questions are an opportunity to demonstrate your writing competency and communication skills. Your thoughtful responses will help us to get to know you and give us a sense of who you are and learn about your values and the experiences that shaped your attitudes, behavior and aspirations, rather than what you have achieved professionally. Please

1. At CoBA, we place great importance in values, initiative and professionalism. Describe one example of how you have demonstrated these qualities
2. What are your career aspirations? How will your education at CoBA help you achieve them? Why this is the right time for you to pursue an MBA?
3. Describe an occasion when you built or developed a team
4. Describe an experience when you felt most effective as a leader
5. Describe a situation when you successfully reached a goal or completed a task that was challenging, difficult, or frustrating

#### Instructions:

- Use a 12-point font, double space
- Please stay within the limit of words indicated: **250 words per essay maximum** – One of most valuable skills in business is to be able to communicate in a precise and concise manner.
- Indicate which essay question you are answering at the beginning of each essay
- Number all the pages
- Upload all five essays as one document
- Preview the uploaded document to ensure that the formatting is true to the original
- Save a copy of your essay

