

# MBA CHECKLIST

College of Business at New Mexico State University



## ADMISSION CRITERIA

Applicants must be admitted to the Graduate School before they are considered for admission to the MBA program. To gain admission to the MBA program, applicants must meet one of the following criteria:

1. Have an undergraduate degree with a GPA of at least 3.0 from a regionally accredited U.S. college or university, or
2. Have achieved a minimum Graduate Management Admission Test (GMAT) or equivalent GRE score of at least 400 and a combined GMAT or GRE score and undergraduate GPA such that  $(\text{GPA} \times 200) + \text{GMAT} \geq 1050$ ; or
3. Have a graduate degree from a regionally accredited U.S. college or university, or
4. Have a professional certification in one of the following: Certified Public Accountant (CPA), Project Management Professional (PMP), Certified Management Accountant (CMA), Chartered Financial Analyst (CFA), or Certified Financial Planner (CFP) with an official copy of certification; or
5. Have completed at least five years of relevant, full-time, post-degree, professional work experience with an undergraduate GPA of at least 2.5 from a regionally accredited U.S. college or university.

Regardless of the pathway to admission, all students must have an undergraduate degree and complete the required Background Knowledge with a grade of “B” or better in each course.

## BACKGROUND KNOWLEDGE / PREREQUISITES (Requires a grade of “B”)

- Financial Accounting: ACCT 221
- Managerial Accounting: ACCT 222
- Macroeconomics: ECON 251
- Financial Analysis: FIN 341
- Calculus: MATH 142G or MATH 191
- Statistics: A ST 251G or STAT 251, or A ST 311G

As an alternative to the three credit courses above, students may take one credit courses in the Summer to satisfy the background knowledge requirements. These courses are ACCT 500, B A 500, B A 501, FIN 500.

**Important Note:** Students may take no more than 3 MBA courses or 9 credits before completing the background knowledge (prerequisite) courses.

## APPLICATION PROCESS

- TAKE THE GMAT OR GRE *if needed*. For more information about the test and recommendations for preparing, go to the website on the following links: [https://www.ets.org/gre/revised\\_general/about/mba](https://www.ets.org/gre/revised_general/about/mba) or <http://www.mba.com/us/the-gmat-exam/about-the-gmat-exam.aspx>. NMSU’s institutional code for test score reporting is 4531.
- SUBMIT YOUR MBA APPLICATION. If you have not taken your GMAT or GRE, but would like to get started in your prerequisites, you can apply as an UNDECLARED Grad Student until you are admissible. Follow this link: <https://gradschool.nmsu.edu/apply/>
- SUBMIT YOUR OFFICIAL TRANSCRIPTS TO THE GRADUATE SCHOOL. Electronic transcripts can be sent to [gradinfo@nmsu.edu](mailto:gradinfo@nmsu.edu)
- SUBMIT YOUR CURRENT RESUME TO THE MBA PROGRAM ADVISOR.

After completing your application, contact the College of Business [MBA advisor](#) or [mbaprog@nmsu.edu](mailto:mbaprog@nmsu.edu), 575.646.8003