

# MBA APPLICATION CHECK LIST

As you complete the application process, it may be useful to keep a record of the completed

**Materials. Please use this checklist for your own personal record keeping.**

Application form: Completed \_\_\_\_/\_\_\_\_/\_\_\_\_  
Sent \_\_\_\_/\_\_\_\_/\_\_\_\_

**\$40 Application Fee:**

Transcripts Requested \_\_\_\_/\_\_\_\_/\_\_\_\_ From \_\_\_\_\_

Transcript #2 Requested \_\_\_\_/\_\_\_\_/\_\_\_\_ From \_\_\_\_\_

Recommendation Form #1 Requested \_\_\_\_/\_\_\_\_/\_\_\_\_ From \_\_\_\_\_

Recommendation Form #2 Requested \_\_\_\_/\_\_\_\_/\_\_\_\_ From \_\_\_\_\_

Recommendation Form #3 Requested \_\_\_\_/\_\_\_\_/\_\_\_\_ From \_\_\_\_\_

Resume or Vita: Sent \_\_\_\_/\_\_\_\_/\_\_\_\_

500 Word Essay Sent \_\_\_\_/\_\_\_\_/\_\_\_\_

GMAT Exam Test Taken \_\_\_\_/\_\_\_\_/\_\_\_\_  
Score Sent \_\_\_\_/\_\_\_\_/\_\_\_\_

TOEFL Results Test Taken \_\_\_\_/\_\_\_\_/\_\_\_\_  
Score Sent \_\_\_\_/\_\_\_\_/\_\_\_\_

Interview (If needed) schedule \_\_\_\_/\_\_\_\_/\_\_\_\_

## CORRESPONDENCE

All correspondence should be directed to the Claflin MBA Program at the following address:

Claflin University  
School of Business  
MBA Program  
400 Magnolia Street  
Orangeburg, SC 29115  
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