



Tuck School of Business at Dartmouth

Instructions for Applicants

MBA Program Application 2013-14

Office of Admissions
 Tuck School of Business at Dartmouth
 100 Tuck Hall
 Hanover, NH 03755-9000 USA

These instructions have been prepared as a guide for completing the Tuck School of Business MBA Program Application.

General Information

Applicants must apply via our online application, which can be found on the Tuck website at www.tuck.dartmouth.edu/admissions. If you are unable to apply online, please contact us at tuck.admissions@dartmouth.edu or at 603-646-3162.

To the degree possible, please use the space provided to respond to all questions. We recommend that you make a copy of your application form and all other application materials for your files.

As you complete your application, please keep in mind the following Tuck Admissions policies:

- Applicants to Tuck are expected to adhere to Tuck’s Academic Honor Principle: “Integrity and honesty in the performance of academic activities, both in the classroom and outside, are essential to the educational experience for which the Tuck School has always stood. Each member of the Tuck community accepts the personal responsibility to uphold and defend high ethical standards in all academic endeavors, and to promote an atmosphere in which honest and imaginative academic work may flourish.”

- Tuck expects that the work contained in your application, including the essays and all accompanying materials, is completely accurate and exclusively your own. Content should not be provided by outside sources, such as consultants.
- Letters of recommendation/Confidential Statements of Qualifications are to be completed by the recommender and no one else. Drafting, writing or translating your own recommendation, even if asked to do so by your recommender, is inappropriate and a violation of the terms of our application process and Tuck’s Academic Honor Principle. Applicants are expected to inform recommenders of this policy.
- Tuck reserves the right to verify all information and recommendations contained within your application. Tuck further reserves the right to rescind an offer of admission or terminate a student’s enrollment should it discover that any misrepresentation or omission occurred in the application process or if it learns that you have engaged in behavior prior to matriculation that indicates a lack of judgment or integrity. In some cases, Tuck may require an applicant to provide additional verification of the information and documents submitted as part of his or her application and/or may require authorization for the release of such information. If an applicant is unable or unwilling to do so, Tuck reserves the right to cease

Key Deadlines

| | Application and CSQs Due | Applicant-initiated Interview Complete* | Admissions Decision Released | Nonrefundable Enrollment Deposit [†] | Nonrefundable Enrollment Deposit Due | Application for Tuck School of Business Scholarships Due [‡] | Financial Aid Documentation Due [§] |
|----------------|--------------------------|-----------------------------------------|------------------------------|-----------------------------------------------|--------------------------------------|-----------------------------------------------------------------------|----------------------------------------------|
| Early Action | Oct. 9, 2013 | Nov. 1, 2013 | Dec. 18, 2013 | \$4,500 | Jan. 17, 2014 | Oct. 16, 2013 | Mar. 3, 2014 |
| November Round | Nov. 6, 2013 | Nov. 22, 2013 | Feb. 7, 2014 | \$2,500 | Apr. 25, 2014 | Nov. 13, 2013 | Mar. 3, 2014 |
| January Round | Jan. 3, 2014 | Jan. 31, 2014 | Mar. 14, 2014 | \$2,500 | Apr. 25, 2014 | Jan. 10, 2014 | Mar. 21, 2014 |
| April Round | Apr. 2, 2014 | Apr. 2, 2014 | May 16, 2014 | \$2,500 | June 6, 2014 | Apr. 9, 2014 | May 30, 2014 |

* Tuck does not require an interview; however, interviews are strongly encouraged. If you have not been able to come to Hanover for an interview by the above deadline, the admissions committee may invite you to interview. Such invitations are made only after an initial review of an applicant’s file. Unfortunately, we cannot invite all applicants to interview; therefore, we underscore the importance of taking advantage of applicant-initiated on-campus interviews.

[†] All accepted applicants who wish to reserve a seat in the incoming class are required to submit a nonrefundable deposit, which is applied against tuition.

[‡] The Application for Tuck School of Business Scholarships must be completed and received by the deadline in order for an applicant to be considered for scholarships.

[§] Financial aid documentation consists of the FAFSA (for U.S. citizens and permanent residents) or the International Application for Tuck School of Business Financial Aid (for international applicants).



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consideration of the application, to withdraw any offer of admission already made, and/or to terminate a student's enrollment.

- All applications and deposits must be received in the Tuck Office of Admissions or the Office of Financial Aid on the due date specified (5:00 P.M. EST). Please review the key deadlines shown below and posted on our website.
- All applications and supplemental materials submitted become the property of the Tuck School of Business and cannot be returned.
- Please contact Tuck Admissions at tuck.admissions@dartmouth.edu or 603-646-3162 with any questions. If you experience technical problems with the application, please click the ONLINE SUPPORT link at the top of the page to contact ApplyYourself's technical support staff.

Early Action

For reapplicants or prospective students who have completed their business-school research and know that Tuck is their first choice, the Early Action round is a great option. Early Action provides you with the certainty of learning whether you have been offered admission to Tuck no later than December 18, 2013. This offer is nonbinding, giving you the opportunity to explore other options up until the January 17, 2014, response deadline. Any applicant who is accepted in the Early Action round and who would like to secure a spot in the incoming class will be required to submit a nonrefundable deposit of \$4,500—which is applied against tuition—by January 17, 2014.

Information for International Applicants

International applicants may apply in any round; however, for applicants who cannot secure a U.S. visa by August 1, 2014, admission will be deferred to the following year. U.S. visa eligibility forms will be made available to all accepted international students. These forms cannot be processed until the student has paid his/her enrollment deposit. Verification of financial sup-

port is required for all enrolling international students. Tuck provides assistance in facilitating the U.S. visa process through the Dartmouth Office of Visa and Immigration Services (OVIS). Please visit www.dartmouth.edu/~ovis for further details.

Consortium for Graduate Study in Management

Tuck is a proud member of the Consortium for Graduate Study in Management. The Consortium has a separate application form and deadlines. The first Consortium deadline is October 15, 2013, and the second is January 5, 2014. Applicants choosing to apply to Tuck through the Consortium in the November or January rounds should complete the Consortium application in lieu of the Tuck application, and will receive an admissions decision when Tuck releases its November and January Round decisions.

It is very important to note that, as with all candidates, Consortium applicants are strongly encouraged to visit the Tuck campus and to schedule an applicant-initiated interview. Please see the instructions regarding campus visits and interviews below. Consortium applicants applying in the first round must complete the applicant-initiated interview no later than November 6, 2013. Consortium applicants in the second round must complete the applicant-initiated interview no later than January 31, 2014.

Information for Reapplicants

Historically, Tuck has looked favorably upon reapplicants who have been able to strengthen their candidacy in ways such as new leadership opportunities, additional coursework that addresses academic concerns, or improved results on the Graduate Management Admission Test® (GMAT®) or GRE® General Test. Each reapplicant is required to submit a new application, essays (including the reapplicant essay), Confidential Statement of Qualifications (CSQs), and a nonrefundable application fee. We strongly encourage all reapplicants to schedule an on-campus interview to better help us understand how they have strengthened their candidacy. Reapplicants who applied last year (between August 2012 and April 2013) only need to submit one new CSQ.



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The new CSQ should be from a third person who was not one of your recommenders last year.

Information for MBA Holders

Tuck does not accept applications from individuals who have already earned an MBA. If you hold a similar graduate degree from another country that is not an MBA, we will consider your application; however, you must provide us with an additional essay explaining why you need an MBA in addition to your current degree.

Information for Joint- and Dual-Degree Applicants

Tuck offers several joint- and dual-degree programs. Applicants who are interested in these programs must apply separately to each school. If a student is admitted to both schools, Tuck will assist the student with specific curricular details. Please visit www.tuck.dartmouth.edu/mba for more details on joint- and dual-degree programs.

Deferred Admission

Tuck grants a limited number of deferred admission requests each year. One-year deferrals are only granted for exceptional, unforeseen circumstances. Admitted students must enroll before requesting a deferral, and requests must be submitted in writing. Please contact us at 603-646-3162 for more information.

Nonrefundable Application Fee

Tuck requires each applicant to submit a nonrefundable application fee. The online application fee is \$225 and is payable by Visa® or MasterCard®. The application fee is waived for participants of the on-campus Tuck Business Bridge Program® and current or recently active (last three years) U.S. military personnel. Please contact us if you have any questions about payment.

Campus Visits and Interviews

We strongly encourage all applicants, including international applicants, to visit the campus in order to experience Tuck's educational approach and community firsthand. During your visit, you will have an opportunity to tour the campus, attend a class, attend a question and answer session, and meet students, faculty, and

staff. You may also interview during your visit if you schedule your interview in advance.

At Tuck, we believe that strong interpersonal skills are essential for success as a leader and a team member. Accordingly, admissions interviews play a critical role in the evaluation process and give us a more complete understanding of you as a candidate. Although an interview is not a required component of the application, we strongly recommend that all applicants (including reapplicants, Consortium applicants, and international applicants) schedule an on-campus interview.

Applicant-Initiated Interviews

Tuck offers all applicants the opportunity to interview on campus in Hanover. Interviews are scheduled online on a first-come, first-served basis and must be completed by the published deadline for the round for which you are applying. To schedule an on-campus interview, visit www.tuck.dartmouth.edu/admissions. Please note that all applicant-initiated interviews are conducted on campus only.

Committee-Initiated Interviews

If you have not been able to come to Hanover for an on-campus interview by the published deadline, the admissions committee may invite you to interview. Such invitations are made only after an initial review of a candidate's application. Unfortunately, we cannot invite all applicants to interview; therefore, we underscore the importance of taking advantage of applicant-initiated on-campus interviews. Committee-initiated interviews will be conducted on campus, off campus, or by telephone/video call.

Tuck's Interviewers

On-campus interviews are conducted by admissions committee members or admissions associates (selected second-year students). Off-campus interviews are conducted by admissions committee members, admissions associates, or alumni interviewers. All interviews are evaluated equally, regardless of interviewer, location, or how initiated.



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Academic Transcripts

You will be required to scan and upload a copy of the academic transcript issued by the institution(s) from which you obtained your undergraduate (bachelor's or first) degree and any advanced/graduate degrees. If your transcript is not in English, you must scan and upload a copy of it that has been translated into English. Transcripts and translated transcripts should include the following kinds of information: course names, course numbers, dates, grades (including incompletes, failed courses, and withdrawals), and grade modes (pass/fail). If you attended institutions other than those from which your degrees were granted, you will be required to scan and upload your academic transcripts from these institutions (transfer coursework, domestic or study-abroad programs, post-graduate non-degree coursework, etc.). If you have more than three undergraduate transcripts or three graduate transcripts to upload, please combine them by uploading a file that contains more than one transcript.

When scanning and uploading your academic transcripts, please keep in mind the following:

- Remember to scan both sides of your transcript (provided that the second side is not blank).
- Various scanners and image software work differently. One option is to insert individual images (.jpg) into a word processing document so that all of the individual pages comprise one document for upload. If your scanning software produces a .pdf file, you may simply upload that file.
- The file you upload must be in a standard file format. See the online application for details. The online application supports standard file formats.
- Do not scan and upload a copy of your diploma.
- Do not upload a password-protected file or a file that has macros in it. This will cause the upload process to fail.

- The size of each file you upload must not exceed 1 megabyte.
- View each uploaded document to make sure it is legible. You may do this as soon as your upload is complete and when you review your entire application prior to submission.

If admitted to Tuck, you will need to provide us with official transcripts for all undergraduate and graduate courses taken, as well as any transfer courses, study-abroad programs, or postcollege nondegree courses, within 30 days from when you submit your enrollment deposit. This requirement also applies to applicants who received their undergraduate or graduate degrees from Dartmouth College. **Tuck reserves the right to rescind an offer of admission or terminate a student's enrollment should any misrepresentation or omission occur.** If your official transcript is not in English, you must make arrangements to have all academic records translated and sent to Tuck with the originals. If your institution has a policy of issuing only one official transcript, you may submit a copy validated by your school, a foreign affairs ministry, the Fulbright Commission, or a U.S. consular official.

Confidential Statements of Qualifications (CSQs)

The CSQ forms should be given to two people capable of commenting on your professional, leadership, and intellectual capabilities. We have found that the most useful evaluations are those from people who are able to speak with certainty about your leadership, maturity, team orientation, communication skills, intellectual ability, and interpersonal skills. If you are currently employed, we prefer that you submit CSQs from people who know you well and are in a position to judge your professional performance and leadership, such as your direct supervisor. If you are unable to provide a CSQ from a direct supervisor, please include a brief explanation as to why in the optional essay section. Generally, we do not find CSQs from professors to be helpful in our evaluations.



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Getting independent perspective about your qualifications from a third party is very valuable to the Admissions Committee, therefore the CSQs are to be completed by the recommender and no one else. Drafting, writing, or translating your own recommendation, even if asked to do so by your recommender, is a violation of the terms of our application process and Tuck's Academic Honor Principle and could result in rescission of our offer of admission or termination of a student's enrollment. Applicants are expected to inform recommenders of this policy.

If your recommender is not able to complete the CSQ in English, he or she should write it in their native language and have it translated by an outside translation service. You should not translate the recommendation into English for your recommender.

Please contact your evaluators well in advance to give them sufficient time to write and return their evaluations by the application-round deadline for which you are applying. Given the importance we place on CSQs, we do not review any applications until we have received CSQs from both of the evaluators you listed in your application. If your CSQs are received after the deadline for submission, your application will not be considered until the next round. It is your responsibility to make sure that your evaluators are aware of the deadlines and to ensure that both CSQs have been submitted. If you would like to make any changes to your list of evaluators, please contact Tuck admissions at tuck.admissions@dartmouth.edu.

GMAT® and GRE® Test Scores

Tuck accepts either the GMAT® (Graduate Management Admission Test®) or the GRE® (Graduate Record Examinations®) General Test. Results (scores and percentiles) should be self-reported on the application, and you must arrange to have your GMAT® Official Score Report released to Tuck by the application deadline for the round in which you apply. It may take up to 20 calendar days for Tuck to receive your GMAT® Official Score Report after you take the test. Results must not be more than five years old. If you have taken the GMAT® or the

GRE® multiple times, please report only your highest two scores for each test. For more information on how to register to take the GMAT®, please visit www.mba.com. Please use code Zo4-NH-64 to send your GMAT® scores to Tuck. For information on how to register to take the GRE®, please visit www.ets.org/gre. Please use code 4887 to send your GRE® test scores to Tuck.

Your application will not be considered complete without GMAT® or GRE® General Test scores and percentiles reported on the application. We do not allow substitution or replacement of test scores after an application has been submitted. Check with each testing organization to ensure that you will receive your scores in time for you to submit your application.

Tuck accepts students with a range of test scores. There is no minimum score required. If you do not score well on any part of a test or if you do not feel that your scores are reflective of your abilities, we encourage you to consider retaking the test in an effort to improve your score. If offered admission, your self-reported GMAT® and/or GRE® score(s) will be verified. **Tuck reserves the right to rescind an offer of admission or terminate a student's enrollment should any misrepresentation or omission occur.**

English Language Proficiency

Tuck accepts the TOEFL® (Test of English as a Foreign Language™), the PTE Academic (Pearson Test of English Academic), and the IELTS™ (International English Language Testing System) to demonstrate English language proficiency. All nonnative English speakers must self report results (scores and percentiles, if applicable) from either the TOEFL®, the PTE Academic, or the IELTS™. This requirement is waived for applicants who have recently lived for at least three years in an English-speaking country or who received a degree from an institution outside the U.S. where instruction is in English. It is not necessary to seek our pre-approval or submit documentation to prove eligibility for this waiver.

Results must not be more than two years old. If you have taken the TOEFL®, PTE Academic, or IELTS™ multiple



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times, please self report only the highest two scores for each test. We do not allow substitution or replacement of test scores after an application has been submitted. For information on how to register for the TOEFL®, please visit the TOEFL® website at www.ets.org/toefl. Please use Tuck code 3351 on your TOEFL® exam. For information on how to register for the PTE Academic, please visit www.pearsonpte.com. For information on how to register for the IELTS™, please visit www.ielts.org.

If offered admission to Tuck, your self-reported scores will be verified. **Tuck reserves the right to rescind an offer of admission or terminate a student's enrollment should any misrepresentation or omission occur.**

Essay Questions

The essay questions provide you with an opportunity to help the admissions committee gain greater insight about you as a potential member of the Tuck community. We do not allow substitution or replacement of essay responses after an application has been submitted. Please be clear, succinct, forthright, and thoughtful in your responses. Additionally, we ask that you share what you truly feel, as opposed to writing what you think the admissions committee would like to read. There are no right or wrong answers. Reapplicants should also complete the reapplicant essay. Tuck expects that the work contained in the essays is completely accurate and exclusively your own. Use of professional essay-writing services violates Tuck's admissions policies.

Funding Your Education

Application for Scholarships

If you wish to be considered for scholarships, please submit the following documents by the deadline on the first page. The complete application for scholarships consists of the following:

U.S. citizens, permanent residents, and international citizens:

- Application for Tuck School of Business Scholarships
- A brief biographical essay

Consortium for Graduate Study in Management applicants will also need to complete the Application for

Tuck School of Business Scholarships and essay. Students who do not receive scholarships in their first year should not expect to receive scholarships in the second year.

A student will not be considered for scholarships if the application is not received by the deadline.

Educational Loans

If you wish to be considered for financial aid in the form of educational loans, please submit the following documents by the deadline for your application round below.

U.S. citizens and permanent residents:

- Completion of the Free Application for Federal Student Aid (FAFSA). Please file an electronic FAFSA at www.fafsa.ed.gov. The Federal Student Aid Center telephone number is 800-4-FEDAID (800-433-3243). Dartmouth's code is 002573.

International citizens:

- International Application for Tuck School of Business Financial Aid (educational loans)
- Signed copies of all pages of the latest tax return you filed in your country (and those of your spouse, if applicable). If you are not required to file a return, please submit a statement from your employer stating all earnings, allowances, and taxes paid during 2013. All amounts on tax returns, pay stubs, and financial statements must be converted to U.S. dollars (\$), and the corresponding lines related to income, allowances, and taxes must be translated into English.

For detailed information, deadlines, and to apply for financial aid and scholarships, please go to www.tuck.dartmouth.edu/admissions/finance-your-degree/financial-aid-applications/.

Clery Act Notification to Prospective Students

Dartmouth College prepares an annual Security and Fire Safety Report which is available to all current and prospective employees and students. The report includes statistics concerning reported crimes that occurred on campus, in certain off-campus buildings, or on property owned or controlled by Dartmouth College



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and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Director of Safety and Security and the College Proctor at 603-646-4000 or by accessing the following website: www.dartmouth.edu/~security/information/clery-act.

Nondiscrimination Policy

Dartmouth College is committed to the principle of equal opportunity for all its students, faculty, employees, and applicants for admission and employment. For that reason Dartmouth does not discriminate on the basis of race, color, religion, sex, age, sexual orientation, gender identity or expression, national origin, disability, or military or veteran status in its programs, organizations, and conditions of employment and admission. (Dartmouth College refers to the entire institution, including the professional schools, graduate programs and auxiliary activities.) If you have any questions or concerns regarding this stated policy, please feel free to contact the Dartmouth Office of Institutional Diversity and Equity at 603-646-3197.

Contact Information

Office of Admissions: 603-646-3162

Fax: 603-646-1441

Email: tuck.admissions@dartmouth.edu

Financial Aid Office: 603-646-9743

Fax: 603-646-9741

Email: tuck.financial.aid@dartmouth.edu

Dartmouth Office of Visa and Immigration Services:

603-646-3474

Fax: 603-646-1616

Email: visa.and.immigration.services@dartmouth.edu

Website: www.dartmouth.edu/~ovis

Website: www.tuck.dartmouth.edu

Tuck Mailing Address:

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