



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

General Information

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 Reference (LORs) are to be completed by the recommender and no one else. Drafting, writing, or translating your own Letter of Reference, even if asked to do so by your recommender is inappropriate and a violation of both our application policies and Tuck’s Academic Honor Principle. Applicants are expected to inform recommenders of this policy.
- Tuck reserves the right to verify all information and Letters of Reference 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 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. Eastern Time). Please review the key [deadlines](#) posted on our website.
- All applications and supplemental materials submitted become the property of the Tuck School of Business and cannot be returned.



- If you experience technical problems with the application or have any questions, please contact Tuck [Admissions](#) or call 603-646-3162.

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 15, 2017. This offer is nonbinding. 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 19, 2018.

Information for International Applicants

International applicants may apply in any round; however, for applicants who cannot secure a U.S. visa by August 1, 2018 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 support 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 the [OVIS](#) website 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 separate deadlines. The first Consortium deadline is October 15, 2017, and the second is January 5, 2018. Applicants choosing to apply to Tuck through the Consortium should complete the Consortium application in lieu of the Tuck application.

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 view the [instructions](#) regarding campus visits and interviews.

Consortium applicants applying in the first round must complete the applicant-initiated interview no later than October 31, 2017. Consortium applicants in the second round must complete the applicant-initiated interview no later than January 31, 2018.

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 GMAT or GRE. Each reapplicant is required to submit a new application, essays (including the reapplicant essay), Letters of Reference (LORs), 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 July 2016 and April 2017) only need to submit one new LOR. The new LOR 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. We consider the Post Graduate Diploma in Management (PDGM) from Indian universities to be the equivalent of an MBA and typically do not admit applicants who already hold such a 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 [our website](#) 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 \$250 and is payable by Visa or MasterCard. The application fee is waived for participants of the on-campus Tuck Business Bridge Program and for U.S. military personnel past and present. 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 (depending on availability), 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 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) 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. Visit [our website](#) to schedule an on-campus interview. 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

Interviews are conducted by Admissions Committee members or Admissions Associates (selected second-year students). All interviews are evaluated equally, regardless of interviewer, location, or how initiated.

Academic Transcripts

You will be required to scan and upload a copy of the academic transcript (not diplomas) 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.).

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).
- 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.
- View each uploaded document to make sure it is legible.

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 post-college non-degree 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.

Letters of Reference (LORS)

You should request references from 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. We prefer that you submit LORs 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 an LOR from a direct supervisor, please include a brief explanation as to why in the optional essay section. We do not find LORs from professors to be helpful in our evaluations.

Getting an independent perspective about your qualifications from a third party is very valuable to the Admissions Committee, therefore the LORs are to be completed by the recommender and no one else. Drafting, writing or translating your own Letter of Reference, 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 LOR 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 Letter of Reference 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 LORs, we do not review any applications until we have received LORs from both of the evaluators you listed in your application. If your LORs 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 LORs have been submitted. If you would like to make any changes to your list of evaluators, please email [Tuck Admissions](#).

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. Please report all valid scores taken within the last five years. Please visit the [GMAT](#) website for more



information on how to register to take the GMAT.

Please use code Z04-NH-64 to send your GMAT scores to Tuck. Please visit the [GRE website](#) for information on how to register to take the GRE. 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. You also must arrange to have your GMAT or GRE official score report released to Tuck so that it arrives before the application submission deadline for which you are applying. 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 where instruction is in English. It is not necessary to seek our pre-approval or submit documentation to prove eligibility for this waiver.

Please report all valid scores taken within the last two years. We do not allow substitution or replacement of test scores after an application has been submitted. Your application will not be considered complete without the TOEFL, PTE or the IELTS test scores and percentiles reported on the application. You also must arrange to have your official score report released to Tuck so that it arrives by the application submission deadline for which you are applying. Check with each testing organization to ensure that we will receive your scores in time for you to submit your application.

For information on how to register for the TOEFL, please visit the [TOEFL website](#). Please use Tuck code 3351 on your TOEFL exam. For information on how to register for the PTE Academic please visit [PTE Academic](#). For information on how to register for the IELTS, please visit [IELTS](#).

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

Scholarships

All applicants admitted into the MBA program are considered for scholarships regardless of citizenship. Scholarships are awarded based on a combination of merit and need. There is no separate application process for Tuck scholarships.

Tuck's admissions and financial aid offices will review the application materials submitted by the candidates for admission. Scholarships are automatically renewed in the second year, provided that a satisfactory academic record is maintained throughout the first year at Tuck.

Educational Loans

Once students are admitted to Tuck, they can apply for educational loans by the published key deadlines.

Clery Act Notification to Prospective Students

Dartmouth College prepares an annual Security and Fire Safety Report which is available to all current and prospective students and employees. 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 and on public property within, or immediately adjacent to and accessible from, the campus. 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 [website](#).

Nondiscrimination Policy

Dartmouth College is committed to the principle of equal opportunity for all its students, faculty, staff, and applicants for admission and employment. For that reason, Dartmouth prohibits any form of discrimination against any person on the basis of race, color, religion, sex, gender identity or expression, pregnancy, age, sexual orientation, marital or parental status, national origin, citizenship, disability, genetic information, military or veteran status, or any other legally protected status in the administration of and access to the College's programs and activities, and in conditions of admission and employment. Dartmouth adheres to all applicable state and



federal equal opportunity laws and regulations. (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 policy, please contact the Dartmouth Office of Institutional Diversity and Equity at 603-646-3197.

Contact Information

Office of Admissions:

Phone: 603-646-3162

Fax: 603-646-1441

Email: tuck.admissions@dartmouth.edu

Financial Aid Office:

Phone: 603-646-9473

Fax: 603-646-9741

Email: tuck.financial.aid@dartmouth.edu

Dartmouth Office of Visa and Immigration Services

Phone: 603-646-3474

Fax: 603-646-1616

Email:

visa.and.immigration.services@dartmouth.edu

Tuck Mailing Address:

Tuck School of Business at Dartmouth

100 Tuck Hall

Hanover, NH 03755-9000 USA