APPLICATION GUIDE

AND TIPS FROM THE ADMISSIONS COMMITTEE!

Wharton MBA Program

A Wharton MBA gives you the business and leadership skills you need to realize your goals throughout your career. But every MBA story starts in the same way, the application. This guide will provide insight and advice on submitting a successful application that puts your academic accomplishments, leadership potential, and your personal and community contributions on display.

Based on the 2022-23 Application

INSIDE THE GUIDE

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Application Guide

BEFORE YOU APPLY

As you begin to think about why you want an MBA, why now, and why Wharton, we want to provide you with a better understanding of our application process, and what we're looking for in your application.

• Two Independent Reads

Every application to the full-time MBA Program is read by two people with no knowledge of what the other reader's feedback is. This allows for us to reduce bias and noise and give everyone a fair and equal shot at being admitted.

• What are we looking for?

When reviewing your application we are asking ourselves 3 questions. What will you be able to achieve and contribute:

• to the Wharton classroom?
• within the Wharton community?
• throughout your post-MBA career?

Each component of your application provides some insight into all three of these questions. As a committee, we use the information you share to forecast your future success in Wharton's highly collaborative and analytically focused environment where communication and teamwork are key.

THE APPLICATION AT A GLANCE

Biographical Information

- ☐ Name
- ☐ Birth Information
- ☐ Citizenship
- ☐ Ethnicity
- ☐ Address
- ☐ Contact Information

Program Information

- ☐ Select a Program

Personal Information

- ☐ Demographic
- ☐ Military
- ☐ Language(s)
- ☐ Family
- ☐ Community Honors
- ☐ Extracurricular Activity

Essays

- ☐ **Essays 1 and 2**
  Required for all applicants
- ☐ **Re-applicant Essay**
  Required for re-applicants
- ☐ **Additional Information Section (Optional Essay)**
  to provide additional context and insights or address any extenuating circumstances

Work Experience and Resume

Beginning with your most recent position, list up to four employments including full-time roles, military roles, and entrepreneurial experiences.

- ☐ Employer Industry
- ☐ Job Function
- ☐ Job Titles
- ☐ Salary & Bonus
- ☐ Location
- ☐ Employment Dates
- ☐ Professional Awards

After listing your employers, you will upload a **one-page PDF resume.**

Academic Information

We ask for information about all of your academic achievements including high school, undergraduate, and any post-secondary degrees.

- ☐ Institution Name
- ☐ Institution Location
- ☐ Dates of attendance
- ☐ Degree(s) received
- ☐ GPA and grading scale
- ☐ Academic Awards
- ☐ Transcript(s)

Test Information

Applicants must submit **all** scores within the accepted test dates for one of the following tests:

- ☐ GMAT **or**
- ☐ GRE

Non-Native English speakers must submit one of the following:

- ☐ TOEFL **or**
- ☐ PTE
- ☐ English Language Test Waiver for applicants who earned a degree from an institution where English was the primary language of instruction.

Recommendations

We require **two letters of recommendations** from individuals who are well acquainted with your performance in a work setting. Once you have submitted their contact information, they will receive an e-mail with instructions and a due date.

Selecting a Program

When selecting your program, expand the **Full-Time MBA Program** header to view all of the program choices available.

MBA: For applicants who are applying to the full-time two year MBA program, select *MBA* and Fall 2023 term.

JD/MBA: For applicants who are applying to the integrated Francis J. & William Polk Carey JD/MBA Program, select *MBA / JD (3 yr Prgm)* and Fall 2023 term. Please note that this program only accepts applications in Round 1 and 2, and requires an additional interview.

MBA/MA: For applicants who are applying to the Lauder Institute's MBA/MA Joint Degree in International Studies Program program, select *MBA / MA (International Studies - Lauder)* and Summer 2023 term. Please note that this program requires a completed Oral Proficiency Interview (OPI), two additional essays, and an additional interview.

Health Care Management Program: For applicants applying to the HCM Program, select *MBA* and Fall 2023 term. You will opt into the HCM Program on the Academic Information page by selecting *Health Care Management* as your intended major. Please note that this program requires an additional interview.

[Click here](#) to see the application requirements for all of these programs.

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Extracurricular Activities

The application allows up to 5 extracurricular activities to be added. We encourage you to select the 5 activities where you have had the greatest impact and most significant contributions, and list them in order of importance.

Please do not select anything from before your undergraduate years. We're interested in learning about your significant college and community involvement.

> 💡 **TIP FROM THE ADMISSIONS COMMITTEE**
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> Use the "brief description" box to your advantage! You have up to 250 characters to describe your contributions and impact.

Awards, Honors, and Recognitions

There are 3 areas within the application that provide space for you to share your awards, honors, and recognitions, and all of them are reviewed by the admissions committee.

• Community Awards
• Academic Awards
• Professional Awards

These are shared within a text box that allows up to 2,000 characters. Please list these out with the title of the award, the date received, and a brief description.

APPLICATION TIPS

Work Experience and Resume

Employers

We ask that you add your work experience starting with your most recent, unless your current position is an externship or secondment. Your regular, full-time employer - the company sponsoring your externship or secondment - should be listed first on the application.

Resume

We expect your resume to be one page only. If you're struggling to edit your resume enough to fit into a single page, try playing around with your formatting or reducing the page margins.

The bullet points for each role should not read like a basic job description. Demonstrate your growth, progressive responsibilities, and accomplishments.

Regardless of the specific industries where you worked, you can also demonstrate your progression of skills developed in areas such as: analytical skills, communication ability, teamwork and collaboration, and leadership and impact.

This is not only your opportunity to share your accomplishments in each role, but also to demonstrate your progression of skills over your years of work experience.

> **TIPS FROM THE ADMISSIONS COMMITTEE**
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> • Quantify the outcomes or impacts of key projects with metrics. Share things like team size, increased revenue, costs saved, valuations, project timelines and budgets, returns on investments, deals closed, etc.
>
> • Don't assume that we know every single company and what they do. If your employer is not a household name, please provide a brief 1-2 sentence company description.

APPLICATION TIPS

Academic Information

Undergraduate College/University: If you attended more than one undergraduate program (transfer, associate's program, etc) please list the college or university that conferred your bachelor's degree **first**. In this scenario, it is okay to report your schools out of chronological order.

Transcripts: Applicants must submit transcripts for all institutions attended. When adding your transcripts into the application, you can either upload unofficial transcripts **or** self-report your grades on our Online Transcript Template. We will request official transcripts upon admission.

Intended Major: With the exception of the Health Care Management major, the intended major is simply an indicator of where your academic interests currently lie. Those who select the Health Care Management major (HCM) will be reviewed specifically for admission into this integrated program; all other major selections will have zero impact on your admissions decision.

Click here to learn about the 18 majors you can choose from in the Wharton MBA Program.

⌾ WHARTON FACTS

- Students have until the spring semester of their second year to establish a major.
- Over 40% of students choose to double major.

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Recommendations

We require two letters of recommendations from individuals who are well acquainted with your performance in a work setting and can provide a comprehensive and up-to-date perspective on your experiences at work. A detailed recommendation from a current or former supervisor or a client will provide us more insight than someone with an impressive title like CEO.

What do your recommenders see?

1. Choose up to two traits that you feel best represent the candidate you are recommending to the Wharton MBA Program.

Select 2 from each list.

List 1

Determined	Analytical
Humble	Flexible
Disciplined	Persistent
Engaged	Conscientious
Intellectually Curious	Results Oriented

List 2

Collaborative	Professional
Persuasive	Resilient
Innovative	Energetic
Confident	Emotionally Stable
Self-Aware	Agreeable

2. Please provide example(s) that illustrate why you believe this candidate will find success in the Wharton MBA classroom.

3. Please provide example(s) that illustrate why you believe this candidate will find success throughout their career.

💡 **TIPS FROM THE ADMISSIONS COMMITTEE**

• Provide your recommender with a copy of your resume, your essay answers, and a list of projects and responsibilities you'd like them to highlight.

• You can submit your application even if your recommendations are not completed yet. Provide reminders to your recommenders to make sure they submit by the application deadline.

• While recommenders are allotted up to 7,500 words for questions 2 and 3, we generally encourage around 300 words for each answer.

• If you're an **entrepreneur** or working for a **family business** consider asking your professional mentors, clients, or business partners to write your recommendations.

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APPLICATION TIPS

Essays

Essay 1 - How do you plan to use the Wharton MBA program to help you achieve your future professional goals? You might consider your past experience, short and long-term goals, and resources available at Wharton. (500 words) *Required for all applicants*

> 💡 **TIPS FROM THE ADMISSIONS COMMITTEE**
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> We recommend approaching this essay by addressing these three points:
>
> - **The Setup:** This is who I am, what I'm doing, and what I've learned
> - **The Pivotal Moment:** I realized I don't know enough about X and need to gain skills in X to succeed
> - **The Future:** These are my short-term and long-term goals, and why I need an MBA from Wharton to achieve them

Essay 2 - Taking into consideration your background - personal, professional, and/or academic - how do you plan to make specific, meaningful contributions to the Wharton community? (400 words) *Required for all applicants*

> This essay provides you with a space to share how you can add value to the student-led, solutions-oriented Wharton community. When approaching this essay, it's helpful to identify one or several extracurricular and/or co-curricular involvements you hope to participate in at Wharton and how your previous experiences might allow you to positively influence those spaces.

Additional Information Section (Optional Essay) - Please use this space to share any additional information about yourself that cannot be found elsewhere in your application and that you would like to share with the Admissions Committee. This space can also be used to address any extenuating circumstances (e.g., unexplained gaps in work experience, choice of recommenders, inconsistent or questionable academic performance, areas of weakness, etc.) that you would like the Admissions Committee to consider. (500 words)

> - Bullet points are OK!
> - Any information that you believe is relevant, but not otherwise stated in your application or warrants additional context, can be added here.
> - Acknowledging any part of your application that you might feel is "weaker" will not disadvantage you in any way.

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Testing

GMAT/GRE: All applicants must submit GMAT or GRE results that are no more than five years old. Both tests can be taken in either a test center or virtually. We look at individual section scores across all valid test dates, so please report your full test history so we can focus on your highest section scores from all test sittings.

We accept self-reported, unofficial scores at the time of the application deadline. If you have unofficial test scores, please share the unofficial raw score and the percentile based on the ETS and GMAT interpretive data tools. If you do not yet have an analytical writing (AWA) score please report them as "1" and e-mail your AWA score and percentile to us as soon as it is made available.

[Click here](#) to see the date ranges your test dates must fall between for each application round.

> 💡 **TIPS FROM THE ADMISSIONS COMMITTEE**
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> We do not have a preference toward the GMAT or GRE, or whether you choose to take it at a test center or at home. If you're struggling to decide which test to take and where to take it, we recommend that you choose the test and location that is best for you!

English Language Test: Non-native English speakers with limited exposure to English are required to submit a TOEFL or PTE score that are no more than two years old. If you earned a bachelor's or master's degree from an institution at which English is the language of instruction, the test may be waived.

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APPLICATION DEADLINES

ROUND 1

Sep 7

2022

ROUND 2

Jan 4

2023

ROUND 3

Mar 29

2023

For Full-Time Professionals

DEFERRED ADMISSION ROUND

Apr 26

2023

For Students in Final Year of Study

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