YOUR GUIDE TO THE ONLINE APPLICATION SYSTEM
Ready to Apply?

Visit the Professional MBA site at:
www.mba.vt.edu/pmba
Ready to Apply?

Click on homepage --> Apply Now
Getting Started

Create A New Account

Welcome to the VT Graduate School Applicant System

Holiday Support

During the holiday season in the United States, Virginia Tech will be closed during the following periods in November and December:

- Thanksgiving Holiday: 27 Nov - 1 Dec
  The university will reopen on 2 Dec.
- Christmas and New Years holidays: 24 Dec - 1 Jan
  The university will reopen on 2 Jan 2014.

During these closures, the Graduate School will continue to provide email support, though at a reduced level. Please allow 1-2 days for responses during this time.

READY TO APPLY?

CREATE A NEW ACCOUNT
click here to create an account

ALREADY AN APPLICANT?

Use your email to login
Email: 
Password: 
login

Forgot Password?
Getting Started

Register with a current email address

CREATE NEW ACCOUNT

Welcome to the VT Graduate School Applicant System

To create an account, start by entering your email address below.
Email: jane.doe@email.com

submit
Getting Started

Enter verification code provided via email

Welcome to the VT Graduate School Applicant System

We have sent an email message that contains a verification code to
the address you entered:

pamwebmba@gmail.com

To continue creating your account, please enter the code from that
message in the box below.

If you have not received this message, please check that the
message has not been sent to your junk mail/spam folder.

Please add gadmin@st.vt.edu to your email client’s list of
accepted email addresses.

Code: 12345678

Submit
Now you can start your application!

Congratulations, your account has been created! Your temporary password has been sent to the email address you entered. Please log in to the system to enter your application.

Log in and start your application.
Fill out preliminary information. Click Save.

Before you can start your application, please tell us your full legal name and date of birth:

- If you are a US Citizen or Permanent Resident, please enter your name as it on your driver's license or government-issued identification card.
- If you are not US citizen or permanent resident, please enter your name as it appears on your passport.

First Name: [ ]
Middle Name: [ ]
Last Name: [ ]
Date of Birth: Month [ ] Day [ ] Year [ ]
Application

Click ‘Complete Your Profile’

Complete Your Profile (6 issues)
Profile

Make sure to fill out all sections, including:

- Phone Number and Address
- Birth Information
- In State Tuition Questionnaire
- Citizenship
- Appalachia Background
- Ethnicity
- Previous Virginia Tech Affiliation
- Any other required information

www.mba.vt.edu/pmba  540-231-6152  mba@vt.edu
By clicking Validate, you can verify information has been entered in all required fields. After that, click save.
Click ‘Complete Your Academic History’
List your previous education, and report your GRE or GMAT scores

**Undergraduate History**

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>City</th>
<th>State/Province</th>
<th>Country</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virginia Tech</td>
<td>Blacksburg</td>
<td>Virginia</td>
<td>United States</td>
<td>Bachelor of Engineering (BE)</td>
</tr>
<tr>
<td>From</td>
<td>07/2005</td>
<td>(mm/yyyy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To</td>
<td>05/2010</td>
<td>(mm/yyyy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grad Date</td>
<td>05/2010</td>
<td>(mm/yyyy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>GPA 4.0 out of 4.0 Last 60 GPA (optional)</td>
</tr>
</tbody>
</table>

**GRE Test Scores**

If you have taken the Graduate Record Exam (GRE), we ask that you report your scores here. If you have taken the GRE, the Virginia Tech Graduate School must receive an official score report from Educational Testing Services in order to consider your scores. The ETS institution code for Virginia Tech is 5859. Departments requiring GRE scores will not consider your application to be complete until the official test score has been received. Most departments have specific score requirements. Please review them before applying to a program.

- Have your official transcripts ready!
- You still have to submit an official report to Virginia Tech
Click ‘Create a New Application’
Application

A pop-up asks for more information:

Create application

Each section may take a while to populate.

Please select an Application Type:
--- Select one ---

Which Application Type Should I Pick?

submit cancel
Application

Complete your form like below:
Click Submit.

Select Roanoke (NOT Blacksburg)
Select the term you would like to enroll.

submit cancel
Application

Click ‘Edit’ to complete Application

[Image of the Virginia Tech application form, highlighting the sections for completing the profile and academic history, and a row in the application table with options to edit, cancel, or submit.]
Review the required documents

APPLICATION

Name: Jane Doe
Program: Business Administration
Program Option: Professional MBA
Degree: Master of Business Administration (MBA)
Campus: Roanoke
Term: Fall 2014

Application Deadlines:
- US Citizens/Permanent Resident Aliens: 08/01/2014
- International Students (including those already in the US): 04/01/2014

Additional Program Information/Notices
- INFORMATION LINKS:
  - Department Website: http://www.mba.vt.edu
  - Graduate Catalog: Business Administration

- LETTERS OF RECOMMENDATION:
  The department requires two (2) letters of recommendation.
  - On-line letters of recommendation are STRONGLY encouraged.
  - Invitations to provide letters will be sent to those you indicate AFTER you submit your completed application.
  - If a recommender is not able or willing to submit a recommendation online, applicants are responsible for ensuring paper letters of recommendation are mailed and received by the department. Please use this form for paper recommendations.
  - Please see the department's website for additional instructions including mailing address.

- STANDARDIZED TESTS: The department requires the following tests:
  - TOEFL: INTERNATIONAL students only, who have NOT GRADUATED from an institution where instruction is primarily conducted in English.
  - See the Graduate Catalog for specific testing requirements as well as required scores.

- GMAT/GRE Requirement: The MBA program accepts either a GMAT or GRE test. We recommend that you submit your online application before May 15 and sit for your exam by June 15. A final decision will remain pending until a GMAT or GRE score has been received.

Prerequisites: The Virginia Tech MBA program requires that attending students complete an accounting prerequisite. This requirement may be satisfied by any of the following:
1. Accounting coursework during completion of undergrad degree OR
2. Accounting undergraduate course completed over the summer prior to enrollment, OR
3. Online accounting course from Harvard Business School prior to enrollment.

Completion of MBA Math (online quantitative short course) is also required. Details on these prerequisites are provided upon admission.

- Interview: All qualified PMBA program applicants will be contacted to schedule an evaluative interview. These interviews can be conducted by Skype or in person at our Blacksburg, Richmond, or Roanoke locations.

PMBA priority deadline is 5/15/14 and final deadline is 8/1/14
Application

Scroll down and enter two (2) recommenders we may contact

Letters of Recommendation
Fields marked with * are required

Please Note
Invitations to submit letters of recommendation are not sent until AFTER your application has been submitted.

Important!
Under the Family Educational Rights and Privacy Act of 1974, a student enrolled at Virginia Tech has access to his or her academic records. We comply with this law, while still allowing the student the option of waiving the right to access specific documents. Waiving this right does not preclude you from access to the rest of your academic records. If you wish to waive the right to examine these evaluations at a later date, please indicate below for each recommendation. Your choice will not affect the consideration of your application to Virginia Tech.

Recommendation 1
Email: *hnsmith@sbconsulting.com First Name: John Last Name: Smith Title: Director

Right to review *
☐ Yes, I WAIVE MY RIGHT to review this letter of recommendation
☐ No, I DO NOT waive my right to review this letter of recommendation

Recommendation 2
Email: *johnson@sbconsulting.com First Name: Erica Last Name: Johnson Title: Partner

Right to review *
☐ Yes, I WAIVE MY RIGHT to review this letter of recommendation
☐ No, I DO NOT waive my right to review this letter of recommendation
Check for remaining documentation

APPLICATION
Name: Jane Doe
Program: Business Administration
Program Option: Professional MBA
Degree: Master of Business Administration (MBA)
Campus: Roanoke
Term: Fall 2014

Application Deadlines:
- US Citizens/Permanent Resident Aliens: 08/01/2014
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- Completion of MBA Math (online quantitative short course) is also required. Details on these prerequisites are provided upon admission.

- Seat Deposit: The Virginia Tech MBA program is a very competitive program. It is important to understand that once admitted a non-refundable $500.00 seat deposit will be required to reserve your seat. The seat deposit will be applied toward your tuition. Details on the seat deposit will be provided upon admission.
Supporting documentation must be sent to:

Professional MBA (MC0209)
Pamplin Hall, Suite 1044
Virginia Tech
880 West Campus Drive
Blacksburg, VA 24061
Application

Scroll down to complete employment

**Employment**
Do you have any management experience?
- Yes
- No

If yes, how many years have you served in a management role?
10

Please indicate your current annual salary
$XX,XXX (For survey purposes only)

Previous Full-time Employment
Summarize your recent employment.

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Employer</th>
<th>Position/Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004</td>
<td>Present</td>
<td>ABC Consulting</td>
<td>Associate</td>
</tr>
</tbody>
</table>
Select the most applicable background

- Industry Background

Please choose the industry which most closely relates to your current work experience.

- Accounting
- Building Construction
- Civil Engineering
- Consulting
- Consumer Products
- E-Commerce
- Engineering
- Entrepreneurship
- Financial Service
- General Management
- Government
- Health Care Administration
- Human Resources Management
- International Business
- Industrial and Systems Engineering
- Manufacturing
- Marketing
- Mechanical Engineering
- Media/Entertainment
- Non-profit
- Petroleum/Energy
- Portfolio Management
- Production/Operations Management
- Real Estate
- Supply Chain Management/Logistics
- Technology
Next, review and answer each essay question. Include your name on all responses and submit as a PDF.

* Essay

Answer each question, restating the question at the beginning. Please include your name with your essays. The Admissions Committee expects your essays to be composed entirely by you, without editing or review by others.

1. If you had access to venture capital and could found your own company, what kind of company would it be and why? (250 words or less)
2. What information about you, that may not be apparent elsewhere in your application, will be important in the assessment of your candidacy to our MBA program (500 words or less)

Browse... No file selected.
Select your essay file (PDF format only, please)

**Essay Questions subject to change from those shown**
Review the resume requirements
Copy and paste a text version in the field

* Resume/CV Text
Please provide a current resume outlining your most recent experiences or by listing those that are most relevant to your application. The resume should include:

- Work/Research Experience
- Research Achievements (including publications, thesis/dissertation, journal or conference papers)
- Honors/Awards
- Related Courses/Skills
- Minors and/or Specialty Areas
- Professional Organizations/Affiliations

Please paste a text-only version of your resume in the box below.

* Attach Resume/CV
DO NOT send paper-copies of individual achievement certificates. Please list these on the resume.

[Button] Browse
No file selected.
Select your resume (PDF format only, please)
Academic and Professional Goals

Provide 1-2 pages, double spaced about:

• Why do you qualify to pursue a graduate degree at Virginia Tech?
• What do you expect to derive from your program of study?
• If you have a concentration in mind, briefly outline your interests in this area. (No need to answer for PMBA)
• What do you expect to contribute as a student and subsequently as a member of the profession?
• If you have not previously indicated in your application the names of faculty members you are interested in working with, please include that information in this statement. (No need to answer for PMBA)
Please note the Professional MBA program does not offer graduate assistantships due to its satellite locations.

Indicating that you wish to be considered for an assistantship does not mean that you will be offered one. Please select No for this section.
Application

At the bottom right, click save!

the terms of a finding under advisement?

Terms:

cancel  save  validate
If there are any issues, a pop-up will open directing you to areas that must be addressed.
Wrapping Up

Finally click submit.
That’s it! Your application is sent.

If you have any questions, please contact us:

540-231-6152
or
pmba@vt.edu