

VIRGINIA TECH PMBA APPLICATION INSTRUCTIONS

PMBA APPLICATION

The Virginia Tech PMBA Program office requires an application, GMAT score (the GMAT code for the PMBA program is 53B-XS-66), 2 letters of recommendation, official transcripts, resume, and a TOEFL if applicable. All applications and supporting documents should be directed to:

Admissions Coordinator
Virginia Tech PMBA Program
1044 Pamplin Hall
Blacksburg, VA 24061

Please be reminded that you should also send an official transcript to the Graduate School at:

Graduate Admissions
134 GLC at Donaldson Brown
Blacksburg, VA 24061

DEADLINES FOR ADMISSION

Our office reviews applications on a structured rolling admissions basis. Our program has established an early application date in November for “Priority” decisions. Complete applications (application, transcript, letters of recommendation, GMAT examination score report, and TOEFL, if applicable) received by this date will receive a priority decision in January. The PMBA early application deadline is April 1. Any applications received after that date, will be processed on a rolling basis. Information on our various application deadlines is listed below. If you have questions regarding these deadlines we encourage you to contact our offices directly.

November 16	Priority Application Deadline
April 1	Early Application Deadline
May 1	International Student Application Deadline
June 1	Final Domestic Student Deadline

ENTRY REQUIREMENTS

Applicants to the Pamplin PMBA must have submitted a complete application and must have received a four-year bachelor of science or bachelor of arts degree from an accredited college or university. Generally, applicants should have at least a B average in previous course work. The Virginia Tech PMBA program no longer has formal academic prerequisite courses required in Accounting and Calculus; however, we do now require our entering students to successfully complete MBA Math. MBA Math is a learning tool

specifically designed for meeting the quantitative learning needs of incoming PMBA students. This program will prepare you for the necessary skills in Accounting, Economics, Finance, MicroSoft Excel, and Statistics, all courses and software tools you will use throughout your Virginia Tech MBA experience. Further details on registering and completing this entry requirement are given to newly admitted students upon the receipt of the \$500 seat deposit. All PMBA students are required to have access to a computer which meets the minimum hardware specifications published each year by the Pamplin College of Business. The computer is not required to be a laptop, nor is it required that the student be the owner of this computer. However, students must utilize a computer onto which they are permitted to load any software that is required for PMBA courses. Since many companies prohibit their employees from loading new software to company-owned computers, students may need to utilize their own computers in order to comply with this requirement.

DEPARTMENTAL INTERVIEWS

All qualified Professional MBA applicants will be contacted to schedule an evaluative interview. These interviews can be conducted in person at the Richmond and Roanoke locations on various dates, or by telephone.

TUITION AND FEES

For information on tuition and fees, please visit the Bursar website at: <http://www.bursar.vt.edu/>.

For detailed information on in-state residency and tuition, please visit the Graduate School website at: http://www.grads.vt.edu/financial/tuition_residency/instate_residency.html.

CHANGE OF ADDRESS

It is critical that the Pamplin MBA Office be able to contact you while processing your application. Please notify the office and the Virginia Tech Graduate School of any change in your mailing and/or e-mail address.

INTERNATIONAL APPLICANTS

International applicants must submit all materials required of U.S. citizens. All application materials, including transcripts, must be translated in English. In addition, international applicants must provide evidence of English language proficiency and must supply other information in accordance with immigration restrictions. The additional processing of international applicants is completed by the Virginia Tech Graduate School rather than by the Pamplin Office of Graduate and International Programs. Applicants should address all questions about these special requirements to the Virginia Tech Graduate School at (540) 231-8636.

- English Proficiency
All international applicants whose first language is not English and who did not obtain a degree from a U.S., British, or Canadian (excluding Quebec) college or

university are required to submit the results of the Test of English as a Foreign Language (TOEFL). The minimum required score is 213 computer-based (79-80 internet-based or 550 for the paper-based test). Please request that TOEFL scores be sent to Virginia Tech (ETS Institutional Code 5859).

International students admitted to the MBA may also be required to complete an English placement test administered by the Graduate School during the week before classes begin. Students who pass this exam are certified as proficient. Students who demonstrate a need for remedial instruction will be required to enroll in a separate course at their own expense. Such study is counted as a part of the student's regular course load for administrative purposes but does not count as required or elective courses in the MBA plan of study.

- **International Financial Certification and Entrance Documents**
The Virginia Tech Graduate School must receive financial certification documents no later than May 15 to assure sufficient time for processing. For information on these documents, you can visit http://grads.vt.edu/forms/international/immgrinfo_finreq_affidavitofsupport.pdf or contact the Graduate School at (540) 231-8636. No international student will be permitted to register for classes prior to the issuance of a Certificate of Eligibility (I-20 AB or IAP-66) and the approval of the U.S. Immigration Service.

VIRGINIA TECH EMPLOYEES

By university policy, Virginia Tech employees are limited to a credit hour load that is below the requirements of the PMBA. In order to participate in the program, employees must first complete a request for an exception to this policy, and have this request form approved by his or her department head. Forms can be obtained by contacting the MBA office, and completed forms must be submitted as part of the application package.

SERVICES FOR STUDENTS WITH DISABILITIES

Virginia Tech is committed to providing appropriate services and accommodations to allow identified students with disabilities access to academic programs. To achieve this goal, the University provides services through the Services for Students with Disabilities (SSD) office. For more information, please visit <http://www.ssd.vt.edu/>.

PROGRAM DEPOSIT

Please note that once admitted students will be required to pay a non-refundable \$500.00 seat deposit. This \$500.00 will reserve that student's seat in the entering class and will be applied toward fall semester tuition and fees. Information about the deposit and payment due date will be included with the acceptance letter.

