



KOGOD SCHOOL *of* BUSINESS

AMERICAN UNIVERSITY • WASHINGTON, DC

Applying to the Kogod School of Business

The following application guide applies to the Kogod campus-based degree granting programs. If you are interested in our Online MBA or Online Analytics program, please call 855-572-2800 or email admissions@onlinebusiness.american.edu for more information.

The application for admission to a Kogod Graduate degree program is available online only. To begin the application process, please [create an account](#) along with a username and password and enter your personalized information. These credentials will provide access to your online application along with a personalized information page throughout the admissions process.

As you complete your application, we recommend saving changes on each page as you work. Once you submit your application, your responses will remain final, but you can still access your personalized information page to check on missing items. If you have any trouble submitting the application, please contact us at kogodgrad@american.edu.

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Personalized Information Page

A personalized information page will be created for you upon completion of the [online interest form](#) or upon initiation of your application for admission. We encourage you to use this page to learn more about your program of interest, register for events, supplemental items, and to actively manage the

status of your application materials. Updates will be made to your supplemental items check list upon receipt, so it is the most reliable and efficient way to confirm the status of your application.

Deadlines & Decision Timeline

To ensure that your application receives full consideration, your completed application, as well as all required documents and official test scores should be on file in the Kogod Graduate Admissions Office by the application submission dates outlined below.

When a decision is made, you will receive an email notifying you that a decision is available. Your decision letter will be available through your personalized information page.

MBA DEADLINES

Admission to all MBA programs (Full-time & Dual degrees) is offered for the **Fall term only**.

International applicants and those who wish to be considered with priority for scholarship are encouraged to apply during Rounds 1 and 2.

Students applying directly from undergraduate programs with no prior full-time work experience are not eligible for consideration for the MBA program. Internship experience is not considered to be equivalent to full-time professional work experience.

Fall 2017

MBA admissions decisions are made within rounds as detailed:

MBA Round	Application Submission
Round 1	November 15
Round 2*	February 1
Round 3	May 1

**International applicant and priority scholarship consideration deadline*

If your application is not completed, which means the application form and all required supplemental items have not been received, by the application submission date during the round you wish to be considered, your application may be moved to the next round for consideration. You will be notified by email should this apply to you.

Applications received after the May 1, 2017 deadline will be reviewed on a rolling basis. All applications for both MS and MBA programs should be submitted no later than July 1, 2017.

MS DEADLINES

Application deadlines for current AU undergraduate students are different from the regular MS Deadlines and can be found in the [Combined Bachelor's/Master's Application](#) section on page 9.

Fall and Spring Admissions

MS Accounting
MS Taxation

Fall Admissions ONLY

MS Analytics
MS Finance
MS Marketing
MS Real Estate
MS Sustainability

Decisions on all MS program applications are made on a rolling basis. Applicants can check the status of supplemental documents in the Personalized Information Page. Once an applicant receives email confirmation that their application is complete, they can expect an update or admissions decision within fifteen business days from the time of the email confirming your application has been completed is received.

MS APPLICATION DEADLINES

Deadlines to be Eligible to Take Courses during the Fall 2017 Semester	
International Applicant Deadline & Scholarship Priority Deadline	March 1, 2017
Final Scholarship Consideration	May 1, 2017
Final Domestic Applicant Deadline	July 1, 2017
Deadlines to be Eligible to Take Courses during the Spring 2018 Semester	
International Applicant Deadline & Scholarship Priority Deadline	October 15, 2017
Final Scholarship Consideration	November 15, 2017
Final Domestic Applicant Deadline	December 10, 2017

CERTIFICATE DEADLINES (There are no scholarships available for Certificates)

Please note: Scholarships are not available for Certificate applicants and we do not issue student visas for Certificate applicants.

Deadlines to be Eligible to Take Courses during the Fall 2017 Semester	
International Applicant Deadline	March 1, 2017
Final Domestic Applicant Deadline	July 1, 2017
Deadline to be Eligible to Take Courses during the Spring 2018 Semester	
International Applicant Deadline	October 15, 2017
Final Domestic Applicant Deadline	December 10, 2017

Application Requirements

Eligibility

Full-time work experience is not required to apply to the MS programs. Applicants are not required to have completed an undergraduate degree in a field related to the MS program. Additionally, applicants currently in an undergraduate program are eligible to apply, though your undergraduate degree must be conferred prior to matriculation to the Kogod graduate program. Some programs may include pre-requisite courses that should be completed prior to application, or in some cases, may be completed during the first semester of MS enrollment at Kogod. Please review individual program requirements under the [Graduate Programs](#) section of this website prior to application.

Resume

A current copy of your resume is required and must be uploaded in the supplemental items section of the online application. Resumes may be longer than one page long.

Personal Statement

A personal statement is required for all graduate programs including certificate programs and must be uploaded in the supplemental items section of the online application. The prompt for the personal statement is: **What are your short-term and long-term goals, and how do they relate to your pursuit of graduate education at the Kogod School of Business?** We suggest a length of approximately 500 words.

Letters of Recommendation

Two letters of recommendation are required.

MBA applicants should submit professional recommendations, and when possible, should include the recommendation of an immediate supervisor.

MS applicants may submit academic and/or professional recommendations.

Certificate applicants are not required to submit recommendations

Recommendations should be coordinated electronically if possible. Once you have submitted the application form you will add your recommender information in the Supplemental Items section, available on your personalized information page. Once a recommender has been added, the system will notify your recommender. They can complete the entire recommendation online. Once the recommendation has been received an email notification will be sent to you confirming receipt.

If your recommender cannot complete an electronic form, they can send their recommendation in a signed, sealed envelope directly to the Graduate Admissions Office. Please have the recommender mail the documents to:

Via US Mail(USPS)

Kogod Graduate Admissions
Office of Enrollment
4400 Massachusetts Avenue NW
Washington, DC 20016-8081

Courier Address/Overnight: (FEDEX/UPS/DHL, etc)

Kogod Graduate Admissions
Office of Enrollment
3201 New Mexico Avenue, NW
STE B1
Washington, DC 20016-8081
USA

Alternatively, your recommender can submit their letter by email to graduateadmissionsdocuments@american.edu with the subject line 'Kogod Recommendation Enclosed – APPLICANT NAME'.

Transcripts

Transcripts detailing your academic history and record must be provided for all undergraduate and/or graduate institutions attended. Transcripts for courses taken as part of a study abroad program (if listed on your undergraduate transcript) or for courses completed for professional development purposes do not require separate submission.

There are two options for transcript submission:

1. You may upload unofficial copies of your transcript(s) directly to the supplemental items section of the application. The unofficial document(s) can be used by the Admissions Committee to render a decision on your application. If you are admitted to the program, you will be notified that official transcripts are required prior to matriculation.
2. You may request for official transcripts to be sent to Kogod from your prior institution(s) prior to application review. Official transcripts sent directly from your prior institution may be submitted electronically or via mail.

Electronic submissions should be sent to Kogod Graduate Admissions at graduateadmissionsdocuments@american.edu. Paper submissions should be mailed to Kogod Graduate Admissions at the following mailing address:

Via US Mail (USPS)

Kogod Graduate Admissions
Office of Enrollment
4400 Massachusetts Ave NW
Washington, DC 20016-8081

Via Courier Service (FedEx, UPS, DHL, etc)

Kogod Graduate Admissions
Office of Enrollment
3201 New Mexico Avenue NW
STE B1
Washington, DC 20016-8081

Additional Information for Current American University Students and Alumni

Official copies of your transcript must be requested directly from the Office of the Registrar Student Record Services. We are not able to secure this document for you so please be sure to [review the instructions online](#) detailing how to request your official transcript.

Additional Information for All Current Undergraduate Students

If you are applying for admission prior to graduating from an undergraduate program, you will be required to submit an official copy of your transcript upon completion of the program in order to confirm degree conferral prior to matriculation of your graduate program.

GMAT/GRE Scores

For all Kogod Graduate Programs (with the exception of MS Finance) all applicants to the Kogod School of Business are encouraged to submit an official GMAT or GRE score as part of their application. Applicants to the MS Finance program are required to submit an official GMAT or GRE score, unless they meet the waiver criteria outlined below.

MS Finance GMAT/GRE Waiver Criteria

An applicant must meet one (1) of the conditions below to apply for a waiver

- A minimum of three years of work experience in the finance industry or,
- Successful completion of the CFA Level 1 or,
- An undergraduate business degree with a minimum 3.25 GPA (on a 4.0 scale) from an AACSB accredited business school or,
- A graduate degree with a minimum 3.0 GPA (on a 4.0 scale) from an AACSB accredited business school

To apply for a GMAT/GRE waiver, please complete the [MS Finance GMAT/GRE Waiver Application form](#) and follow the instructions on the form. Completed forms should be submitted to KogodGrad@american.edu along with all supporting documents.

SUBMITTING YOUR GRE/GMAT SCORE

Kogod GMAT score report codes:

Full-time MBA (RN4-J4-01)
MS in Accounting (RN4-J4-62)
MS in Analytics (Campus Program) (RN4-J4-07)
MS in Finance (RN4-J4-21)
MS in Marketing (RN4-J4-05)
MS in Real Estate (RN4-J4-94)
MS in Sustainability Management (RN4-J4-26)
MS in Taxation (RN4-J4-28)

Kogod GRE score report code:

All Programs (5007)

*****Please notify the Kogod Graduate Admissions department by emailing us at kogodgrad@american.edu if you are using a different email address with your test scores than the email that you used to create your application. This will expedite the matching process and the time needed to review your application.*****

GMAT/GRE Supplemental Essay:

If you have not taken, nor plan to take the GMAT or GRE you may submit a Supplemental Essay in lieu of submitting a test score. The supplemental option is available in the application in the Standardized Test section. The prompt for the supplemental essay is:

Your manager has asked your team to come up with a more effective way to highlight product features for the customer. Your team determines that your idea, a mobile optimized site comparing product features, would be beneficial and easily accessible for the customer and is the right idea to take to your manager. However, Dan, a team member, is reluctant to accept the idea in team meetings. When you present the idea on behalf of your team to your manager, halfway through the presentation Dan says, ‘I don’t think this will work since customers don’t use our mobile app anyway. How useful can the site even be if they don’t shop on their phones?’ Your manager and team turns to you and waits for your response.

In 500 words or less tell us how would you respond to Dan and why you would choose that response?

English Proficiency Tests

International applicants whose native language is not English (and who do not meet the requirements listed below) are required to demonstrate English language proficiency through completion of the TOEFL or the IELTS. TOEFL test takers should send their scores to code 5007 and **must score 100 or better on**

the internet-based test. IELTS test takers should have their official scores sent to “American University-Kogod School of Business” and **must score a 7.0 or better**. If an applicant fails to meet the minimum score they may be considered for [American University’s Masters Accelerator Program](#).

Waiver of the English language proficiency test requirement is permitted if:

- An applicant has completed three or more years of undergraduate study in the United States, the United Kingdom, Canada, Australia, New Zealand, or Ireland, and has earned a bachelor’s degree. Joint “2+2” programs do not meet this standard
- An applicant has completed two or more years of graduate study in the United States, the United Kingdom, Canada, Australia, New Zealand, or Ireland, and has earned a graduate degree.

Interviews

Interviews are required for admission to the Full-time MBA, MS Analytics, and MS Marketing programs. Evaluative interviews are reserved for candidates whose applications have passed the initial screening phase of the application process and are offered by invitation only. Candidates who are selected for an interview will be contacted to schedule an interview date and time. Applicants are encouraged to conduct their interviews in person; however, we understand this may not be possible for all applicants. Applicants who reside outside the DC Metropolitan area or abroad will be interviewed by Skype, or in some cases, provided with the alternative to interview by phone.

Application Fee

A non-refundable fee of 100 USD is required. Applications without fees will not be processed. Fees can be paid online upon submission of the application form. Application fee waivers are offered to:

- Active duty members or veterans of the US military
- Active or returned Peace Corps, AmeriCorps, or Teach for America Volunteers
- City Year corps members, staff, and alumni
- AU Alumni
- American University employees
- Dual-degree applicants who have already paid an application fee to SIS or WCL

Information for International Applicants

International students admitted to a graduate degree program and needing a visa to study at American University will be required to complete and submit the [CFIS Form](#) or [Immigration Transfer Form](#) along with documentation of financial support. Submission of this documentation is not required to be

considered for admission; however, admitted students planning to enroll will need to submit the documentation in order to initiate the issuance of the I-20.

Additional information about the [Immigration process](#), including [required documentation](#), is available online through [American University's Office of International Student and Scholar Services](#).

Information for American University Combined Bachelors/Masters Applicants

Current American University undergraduate students, including those not part of the Kogod School of Business, have the option to apply for admission to MS programs at the Kogod School of Business as combined bachelors/masters (BS/MS) applicants while still enrolled in their undergraduate program. Applicants are recommended to have already completed 75 undergraduate credit hours at the time of application.

Student interested in the Combined Bachelor's/Master's program should complete their application during the academic semester prior to the semester they would like to take 600-level graduate courses. Students must be admitted and submit the enrollment deposit before they will be allowed to register for 600-level courses.

The application deadlines to be considered for the Combined Bachelor's/Master's Programs at Kogod are different from the regular MS deadlines. Please find the Combined Bachelor's Master's Program application deadlines below.

Deadlines to be Eligible to Take Courses during the Fall Semester	
Application Submitted by	June 1
Application Completed by	July 1
Deadline to be Eligible to Take Courses during the Spring Semester	
Application Submitted by	November 15
Application Completed by	December 1

Students interested in admission to a Kogod School of Business MS program as a combined Bachelors/Masters applicant must:

1. First meet with a Kogod undergraduate academic advisor to confirm that their degree plan is designed to best accommodate the Bachelors/Masters option, if admitted. **Please make an appointment [online](#) or call 202-885-1914 to schedule a Combined Bachelors/Masters advising appointment.**
2. Next meet with a Kogod graduate advisor to confirm which courses are eligible for sharing. Print off the [KSB Combined Bachelors/Masters Confirmation Form](#) and bring to the meeting. **Please make an appointment [online](#).**

3. Complete the full Kogod graduate application process, including submission of all official supplemental application materials according to Combined Bachelors/Masters deadlines outlined above. Please be sure to select the BS/MS program option from the list of Academic Programs. They are towards the bottom of the list. (Example: BS/MS in Accounting instead of MS in Accounting).

Additional Information for Dual Degree Admission

Kogod offers dual degree programs with the School of International Service and the Washington College of Law. Candidates seeking admission to a dual degree program must receive admission from each of the degree programs separately. The Admissions Committees from each school do not collaborate on the decision-making process. Further instructions regarding the timing and submission of application materials for all Kogod dual degree programs is provided below.

MA/MBA with School of International Service

Applicants to the [MA/MBA](#) program should complete the Kogod and [SIS online application](#) forms, but may choose to submit the remainder of the application supplemental materials to either Kogod or SIS. The school to which you submit your full application materials will forward them to the other school for their review and consideration. You should consult with each school separately to ensure transport of application materials. Please email kogodgrad@american.edu if you have any concerns regarding receipt of your documents. While applicants are not required to submit a resume, or letters of recommendation, applicants are strongly encouraged to submit an additional personal statement that speaks directly to the interest in the MA/MBA program if the initial personal statement does not address the dual degree program.

New Applicants to American University

Applicants considering the MA/MBA are encouraged to apply to both programs during the same application term. If admitted to both programs for the same term of study, students are encouraged to spend their first year in the MBA program, completing the MBA core curriculum. During the second and third year of dual degree study, students will take courses at both Kogod and SIS and should be in touch with their academic advisors in both schools prior to registration to ensure that all unique degree requirements are being fulfilled.

Current Degree-Seeking SIS Graduate Students

Students currently enrolled in the MA program should apply for admission to the Full-time MBA program during their first or second semester of study in the MA program. Applicants are encouraged to meet with a Kogod Academic Advisor prior to submitting their MBA application to confirm feasibility of dual degree study.

JD/MBA with Washington College of Law

New Applicants to American University

Applicants considering the JD/MBA are encouraged to apply to both programs during the same application term. Applicants to the JD/MBA program must first receive admission from WCL before being considered for admission to Kogod. After admission or upon enrollment at WCL, applicants should complete the [Kogod online application form](#) and then request that WCL forward their remaining application materials to Kogod for review and consideration.

Candidates admitted to Kogod should plan to complete the MBA immersion year following their 1L or 2L year in law school; students must complete their MBA immersion year prior to the beginning of their 3L year. You will be asked to indicate the term in which you intend to begin your MBA immersion year in the Kogod online application.

Current Degree-Seeking JD Students

Students currently enrolled in the JD program are encouraged to apply for admission to the Full-time MBA program during the first year of study in the JD program and must apply no later than the end of their second year of study in the JD program. Students beginning their third year of study in the JD program are not eligible to apply for admission to the JD/MBA as the MBA immersion year must be completed prior to the 3L year in law school.

If you are currently in your 1L year, your intended term for MBA immersion may be consistent with your term of application or may be for the following year. If you are currently in your 2L year, your intended term for MBA immersion will be consistent with your term of application.

LLM/MBA with Washington College of Law

Applicants considering the LLM/MBA must apply to both programs during the same application term. Applicants to the LLM/MBA program must first receive admission from [WCL](#) before being considered for admission to Kogod. After admission to WCL, applicants should complete the [Kogod online application form](#) and then request that WCL forward their remaining application materials to Kogod for review and consideration, including TOEFL or IELTS scores.

The MBA program only begins in the fall semester, therefore, applicants admitted to the LLM program for the fall term must begin their studies at Kogod, if admitted to the MBA program. Applicants admitted to the LLM program for the spring term will complete their first semester of studies at WCL before completing a one year MBA immersion at Kogod, if admitted to the MBA program.

Re-Applying

Applicants re-applying to Kogod must submit:

1. New application form
2. Application fee
3. Updated resume
4. Personal statement

We also encourage you to submit any additional information you would like to have considered. If you completed a full application within the last two years, the transcripts, letters of recommendation and test scores you submitted may be transferred to your new application. Applications for re-admission are subject to current admissions standards; even if you were previously offered admission, subsequent offers of admission are not guaranteed. Applicants who were denied admission are not eligible for readmission during the same application term but may reapply during the next available term of enrollment.

Deferrals

Admitted students may be granted a deferral to the next term of enrollment upon request. Requests for deferral must be made in writing to the Kogod Admissions Office by emailing kogodgrad@american.edu. Deferrals are offered at the discretion of the Admissions Committee, and are not guaranteed. Deferring students will be required to submit the enrollment deposit to confirm their place in the following enrolling class.

Contact info

Email: KogodGrad@american.edu

Call: 202-885-1913

Chat with Graduate Admissions 9am – 5pm M-F:

http://www.american.edu/kogod/admissions/application_guide.cfm