



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 and certificate granting programs. If you are interested in our Online MBA or Online Analytics program, please call 855-572-2800 for more information.

The application for admission to all Kogod Graduate degree programs and Graduate certificate programs is only available online. To begin the application process, please [create an account](#) along with a username and password. 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 something should change after you have submitted your application, please email 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, and to actively manage the status of your application materials. Updates will be made to your supplemental items checklist upon receipt, so

checking your personalized information page 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 test scores should be on file in the Kogod Graduate Admissions Office by the 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

The Kogod Full-time MBA program only begins in the Fall semester.

Fall 2018

MBA admissions decisions are made within rounds as detailed:

	Application Complete By	Decision Released by	Response Due by
Round 1	October 15, 2017	December 20, 2017	February 15, 2018
Round 2 – Priority Scholarship Consideration Deadline	January 15, 2018	March 9, 2018	April 13, 2018
Round 3 – Applicants Requiring a Student Visa Deadline	March 15, 2018	April 27, 2018	June 1, 2018
Round 4	May 15, 2018	June 15, 2018	July 13, 2018
*Applications will be accepted until July 1, 2018 with consideration based on seat availability.			

MS DEADLINES

All MS programs offer admission in the Fall term.

In the Spring term, admission is also available for the MS Accounting, MS Finance, MS Real Estate, and MS Taxation programs.

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 below](#).

Decisions on all MS program applicants are made on a rolling basis. Applicants can check the status of their 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 that all required supplemental items have been received.

Spring 2018 MS Deadlines	
October 15, 2017	Applicants Requiring a Student Visa Deadline & Priority Scholarship Consideration Deadline for all Applicants
December 8, 2017	Final Deadline
Fall 2018 MS Deadlines	
January 15, 2018	Priority Scholarship Consideration Deadline
March 15, 2018	Applicants Requiring a Student Visa Deadline
April 15, 2018	Priority Course Registration Deadline
*Applications will be accepted until July 1, 2018 with consideration based on seat availability.	

Application Requirements

Work Experience

Full-time work experience of 2+ years is strongly preferred for the Full-time MBA program, but we will consider meaningful internships and other criteria as part of our holistic application review process. 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 an 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. Full-length or long-format resumes are welcome. Applicants DO NOT need to edit their resume down to a one-page version.

Statement of Purpose Essay

A statement of purpose is required for all graduate programs, including certificate programs, and can be completed on the application form. The prompt for the statement of purpose is:

Tell us about your decision to pursue a graduate degree or certificate at the Kogod School of Business. How does this degree help you to achieve both your short-term and long-term goals? What skills will you combine with this degree to achieve them? Please be sure to answer each part of the question.

We suggest a length of approximately 750 words.

Letter of Recommendation

One letter of recommendation is required, and applicants are allowed to submit up to three (3) recommendations. Certificate programs do not require a letter of recommendation.

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. This also includes the option for your recommender to upload a letter. Once the recommendation has been received an email notification will be sent to you confirming receipt.

If your recommender prefers to email their letter, email submissions should be sent to graduateadmissionsdocuments@american.edu with the subject line 'Kogod Recommendation Enclosed – APPLICANT NAME'.

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:

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

Graduate Admissions
Office of Enrollment
4801 Massachusetts Ave. NW
SUITE - 218
Washington, DC 20016-8001

US MAIL (USPS)

Graduate Admissions
Office of Enrollment
4400 Massachusetts Avenue NW
Washington, DC 20016-8001

Transcripts

Transcripts detailing your academic 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 your 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. A transcript is only considered official if it comes to us in a sealed envelope from the issuing school, or is sent in a password protected PDF from the issuing school.

Official transcripts are sent directly from your former institution, either in a sealed envelope or via a direct link from the university. Copies that have been issued to students must remain in a sealed envelope. Once opened, the transcripts are no longer official. Unofficial transcripts can typically be downloaded from a university's student portal or through the office of the registrar.

Transcripts that are not in English must be accompanied by an official English translation. Many schools will be able to accommodate your request to have your transcripts issued in English. While not required, we will also accept a transcript evaluation*. These services will also ask that you send them an official transcript.

*WES, AACRAO, and, for transcripts from China, CDGDC are our accepted credential evaluation services.

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:

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

Graduate Admissions
Office of Enrollment
4801 Massachusetts Ave. NW
SUITE - 218
Washington, DC 20016-8001

US MAIL (USPS)

Graduate Admissions
Office of Enrollment
4400 Massachusetts Avenue NW
Washington, DC 20016-8001

Additional Information for American University Alumni and current American University Undergraduate Students

The Kogod School of Business will work with the University Registrar to receive an official transcript and confirm degree conferral. Alumni applicants are welcome to submit an official transcript, but are not required to, if they have already uploaded an unofficial transcript.

Additional Information for All non-American University 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 to confirm degree conferral prior to matriculation to your graduate program.

GMAT/GRE Scores

All applicants to the Kogod School of Business are encouraged to submit a GMAT or GRE score as part of their application. Unofficial self-reported scores can be used to move an applicant forward in the review process, but official scores sent by the test administering agency are required to release an admissions decision.

Official test scores are those that you have requested to have sent to American University directly from the testing agency (GMAT, GRE, IELTS, TOEFL). Unofficial test scores are those that are provided to you directly by the testing agency.

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 Essay is NOT an option for MS Finance applicants. This option is available in the application in the Standardized Test section.

The prompt for the supplemental essay is:

Tell us about a time that you have used quantitative methods or data to drive a decision-making process, either as a professional, or in your academic experience. We suggest a length of approximately 500-750 words.

If you are choosing to submit a GMAT or GRE score, please note the reporting codes below.

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)

All applicants to the MS Finance program are required to submit a GMAT or GRE score, unless they meet the waiver criteria 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. Submit this form via email to kogodgrad@american.edu and attach appropriate supplemental materials to support your waiver request, based on the criteria you noted above (updated resume, CFA Level 1 completion, proof of minimum GPA from an AACSB-accredited institution, etc.)

English Proficiency Tests

Applicants whose native language is not English must demonstrate English language proficiency through completion of the TOEFL or the IELTS exam. For direct admission to a program, TOEFL test takers should send their scores to **code 5007** and must score **100** or better on the internet-based test (IBT). IELTS test takers should send their scores to “American University-Kogod School of Business” and must score a **7.0** or better. Unofficial scores can be used to move an applicant forward in the review process, but official scores are required to release an admissions decision. If an applicant fails to meet the minimum score they may be considered for American University’s [Masters Accelerator Program](#).

Official test scores are those that you have requested to have sent to American University directly from the testing agency (GMAT, GRE, IELTS, TOEFL). Unofficial test scores are those that are provided to you directly by the testing agency.

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

- An applicant has completed and been conferred an undergraduate or graduate degree in one of the following countries: United States, Anguilla, Antigua & Barbuda, Australia, The Bahamas, Barbados, Belize, Bermuda, British Virgin Islands, Canada (except Quebec), Cayman Islands, Dominica, Ghana, Grenada, Guyana, Ireland, Jamaica, New Zealand, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Trinidad and Tobago, Turks and Caicos Islands, Uganda, or the United Kingdom

- An applicant has completed a dual/joint degree program and two or more years of the duration of study was completed in one of the following countries: United States, Anguilla, Antigua & Barbuda, Australia, The Bahamas, Barbados, Belize, Bermuda, British Virgin Islands, Canada (except Quebec), Cayman Islands, Dominica, Ghana, Grenada, Guyana, Ireland, Jamaica, New Zealand, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Trinidad and Tobago, Turks and Caicos Islands, Uganda, or the United Kingdom

The Kogod Admissions office reserves the right to conduct an English communication assessment with any applicant whose native language is not English over video-enabled Skype or in-person.

Interviews

An interview is required for admission to the Full-time MBA 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 will be interviewed by video via Skype.

Application Fee & Enrollment Deposit

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
- American University alumni
- American University employees
- Dual-degree applicants who have already paid an application fee to the School of International Service (SIS) or the Washington College of Law (WCL).

If an applicant is admitted to a program, a non-refundable enrollment deposit is required to confirm your place in the class. For the Master of Science (MS) programs, the enrollment deposit is \$500 USD and for the full-time MBA program the enrollment deposit is \$1,000 USD. Enrollment deposits are due by the response date in your admit letter. The full amount of your enrollment deposit is applied to your tuition bill for the first term upon matriculation into the graduate program.

Enrollment deposits are waived for active duty military and military veterans. Enrollment deposits are also waived for American University employees or eligible dependents utilizing tuition remission. If you qualify for a waiver, please contact us at kogodgrad@american.edu after you have accepted admission

and request that we process the waiver. All other applicants are required to submit an enrollment deposit.

Scholarships

When filling out the application, simply check the box that reads “I would like to be considered for a scholarship.” All admitted students are eligible for scholarship consideration. Kogod awards merit-based scholarships based upon a holistic review of each applicant. Recipients will be notified about their scholarship award with their admissions decision. Scholarship consideration is not based on financial need. Scholarships are not available for certificate programs.

Information for International Applicants/Visa Request

International students admitted to a graduate degree program who need 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 either document is not required to be considered for admission; however, admitted students planning to enroll will need to submit the documentation 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 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.

Students interested in the BS/MS program should complete their application during the academic term prior to when they would like to take shared credits/graduate level classes. 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 BS/MS programs at Kogod are different from the regular MS deadlines. Please find the BS/MS programs application deadlines below.

BS/MS Deadline to be Eligible to Take 600-Level Courses during the Spring 2018 Semester	
Application Completed by	December 8, 2017
BS/MS Deadline to be Eligible to Take 600-Level Courses during the Fall 2018 Semester	
Application Completed by	June 15, 2018

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

1. Print out the [KSB Combined Bachelors-Masters Confirmation Form](#).
2. Next, meet with a Kogod undergraduate academic advisor to confirm that their degree plan is designed to best accommodate the BS/MS option, if admitted. **Please call 202-885-1914 to schedule a BS/MS advising appointment.** Be certain to take the confirmation form with you to this appointment.
3. Next, meet with a Kogod graduate academic advisor by scheduling an appointment at www.kogod.american.edu/gradadvising, or contact ksbgradadvising@american.edu to schedule an appointment. Be certain to take the KSB Combined Bachelors-Masters Confirmation Form for with you to this appointment and have the graduate advisor sign the form.
4. Complete the entire Kogod graduate application process, including submission of all supplemental application materials according to the deadlines. You must upload a PDF of the signed and completed KSB Combined Bachelors-Masters Confirmation Form. When applying, select the corresponding BS/MS program (e.g. Bach/Mast Accounting instead of MS Accounting) and select the entry term when you will begin the graduate program. Applications will not be reviewed for applicants who have not submitted the confirmation form.

Additional Information for Dual-Degree Admission

Kogod offers dual-degree programs with the School of International Service (SIS) and the Washington College of Law (WCL). 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 School of International Service (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 an additional resume, or an additional letter of recommendation, applicants are strongly encouraged to submit an additional statement of purpose that speaks directly to the interest in the MA/MBA program if the initial statement of purpose 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 the 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 School of International Service (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 School of International Service (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 (WCL)

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 Washington College of Law (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, and after completing their 1L 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 at the Washington College of Law (WCL) are encouraged to apply for admission to the full-time MBA program during the first year of study (1L) in the JD program and must apply no later than the end of their second year of study (2L) in the JD program. Students beginning their third year of study (3L) 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 first year of study (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 second year of study (2L) year, your intended term for MBA immersion will be consistent with your term of application.

LLM/MBA with Washington College of Law (WCL)

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 the Washington College of Law (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.

Applying After Completing Non-Degree Coursework

Applicants that have completed any graduate-level coursework at American University, are required to provide an unofficial transcript, regardless of the subject, and regardless if you earned any credits toward a degree. Non-degree seeking students that are granted admission to a graduate program at Kogod, may be allowed to count up to 12 credits of non-degree study toward their degree provided that the course is part of the curriculum and that a grade of B or higher was earned in the class.

Re-Applying

Applicants re-applying to Kogod must submit a new application form and application fee, as well as an updated resume and statement of purpose. 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, letter(s) 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 at 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 Kogod Graduate Admissions

Email: kogodgrad@american.edu

Call: 202-885-1913

Chat with Graduate Admissions Monday through Friday: 9am – 5pm