

# MIT Sloan School of Management



## MBA APPLICATION PROCESS AND ADMISSION TIPS JANUARY 2020

**Admissions Team**



# WHO WILL YOU BE STUDYING ALONGSIDE?

## PROFILE OF THE MBA CLASS OF 2021

**3.54**

Median GPA  
(out of 4.0)

**5 Years**

Average full-time work  
experience

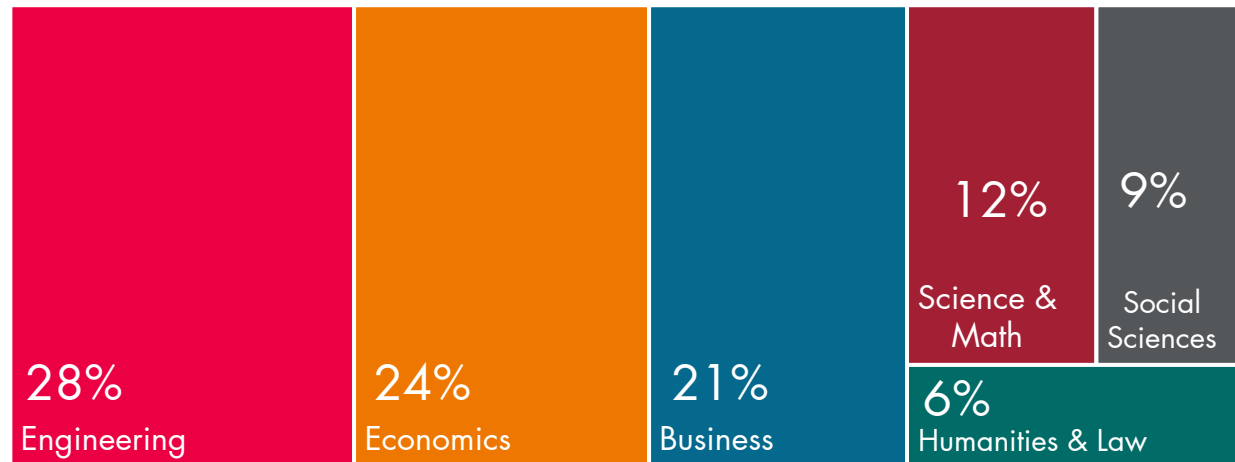
**28**

Average age

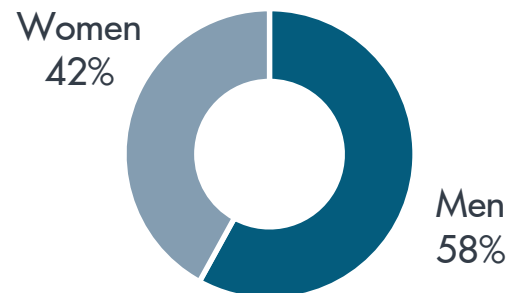
**730**

Median GMAT  
(Middle 80%)

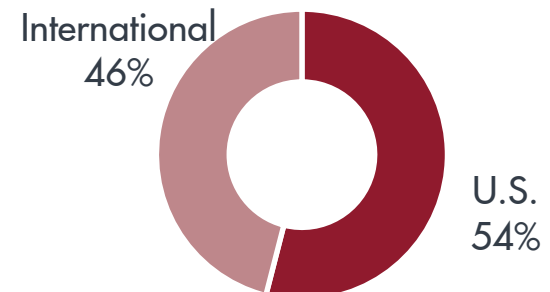
### Undergraduate Majors



### Gender

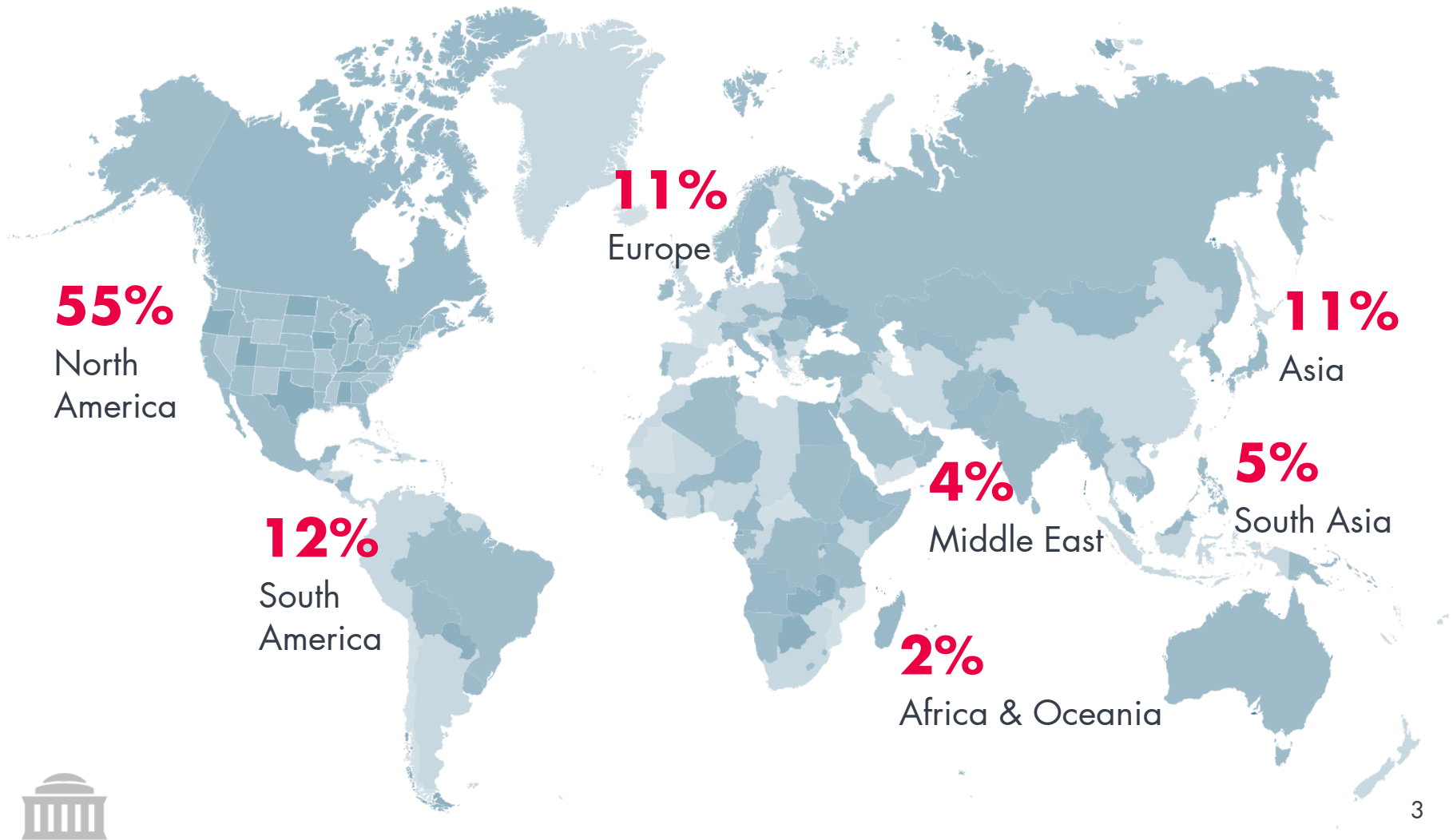


### Citizenship



# WHO WILL YOU BE STUDYING ALONGSIDE?

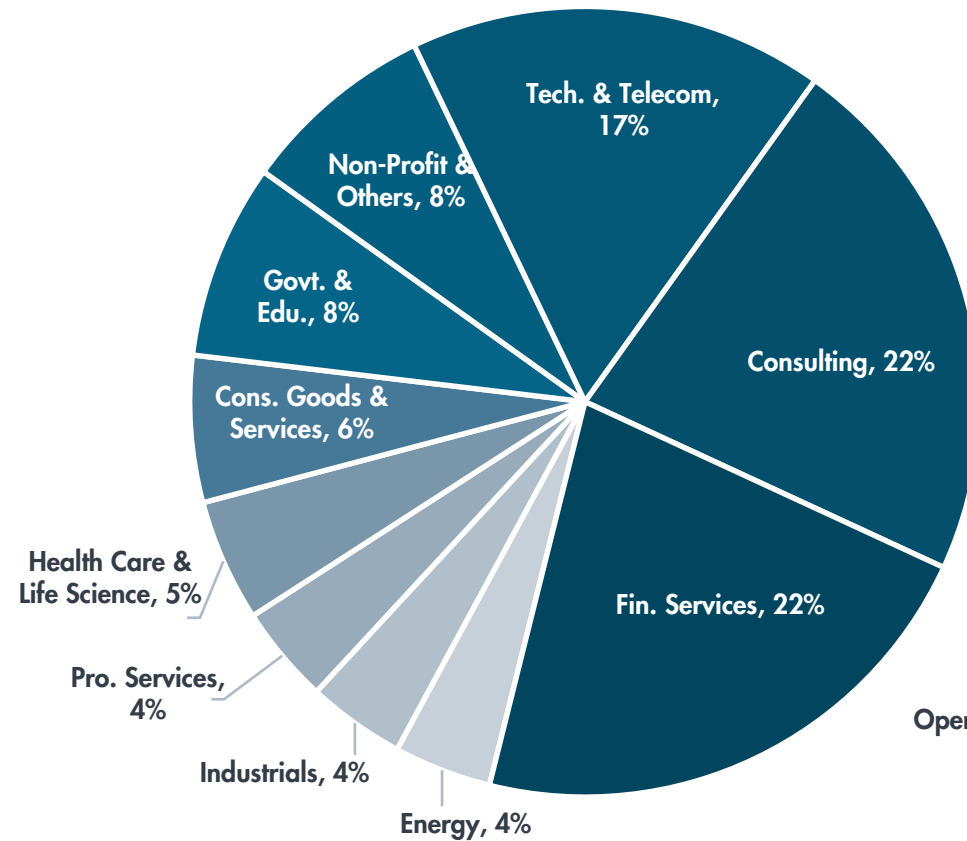
## Region of citizenship for the MBA Class of 2021



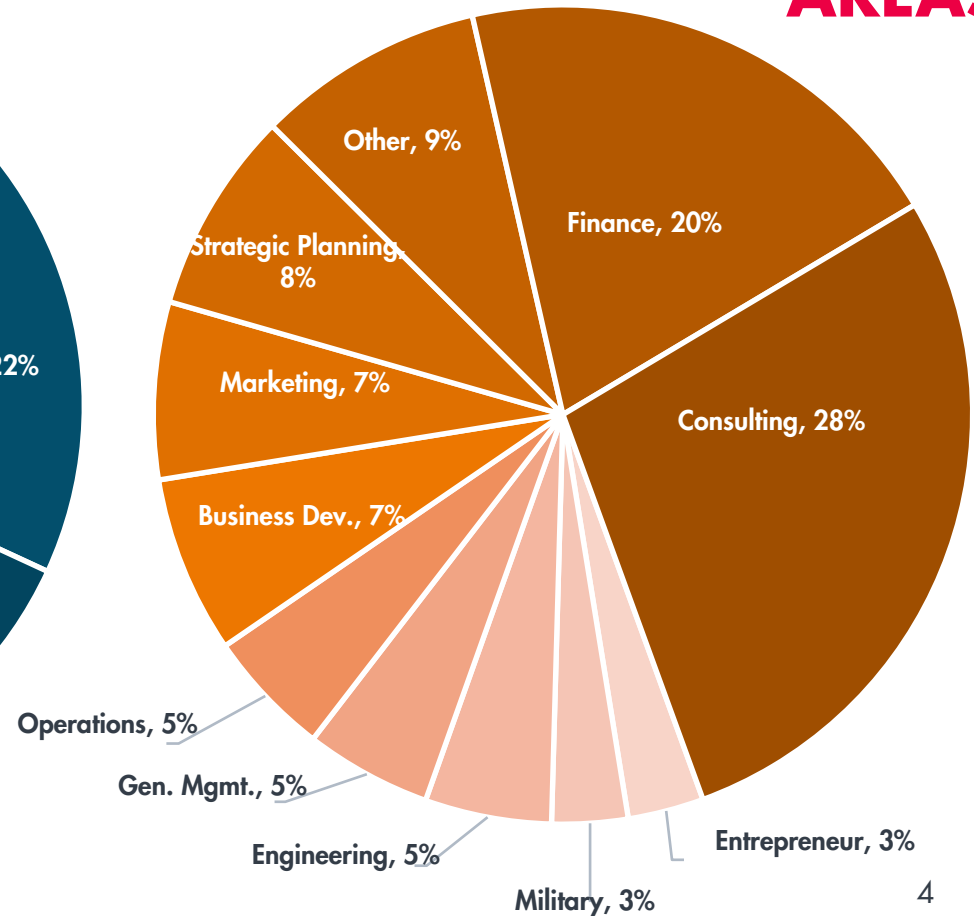
# WHO WILL YOU BE STUDYING ALONGSIDE?

## EMPLOYMENT BACKGROUND FOR THE MBA CLASS OF 2021

### INDUSTRIES



### FUNCTIONAL AREAS





# AS A STUDENT YOU WILL HAVE ACCESS TO:

Innovative Hands-On  
Learning

World Renowned  
Accessible Faculty

The MIT Experience  
Student Life

Rewarding Careers

Powerful Network of MIT  
& MIT Sloan Alumni

Integrated Leadership  
Development



# THE APPLICATION

## Components

- ✓ Resume
- ✓ Cover Letter
- ✓ Organizational Chart
- ✓ Recommendation Letter
- ✓ Academic Transcripts
- ✓ GMAT or GRE Scores
- ✓ 60 second Video Statement
- ✓ 2 Additional References



*Interviews are required, by invitation only, and conducted in person by the admissions committee.*

*Upon invitation, you will receive a short-answer essay to submit before your scheduled interview.*



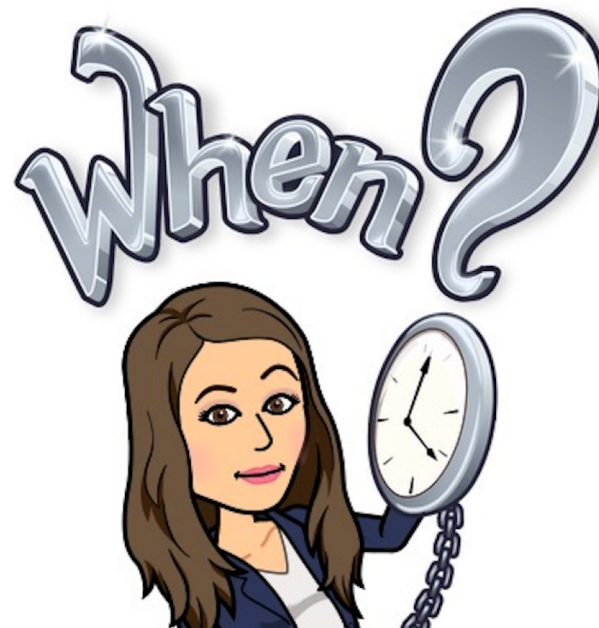
## Deadlines

### **MBA**

~~Round 1~~ October 1, 2019

**Round 2** January 21, 2020

**Round 3** April 9, 2020



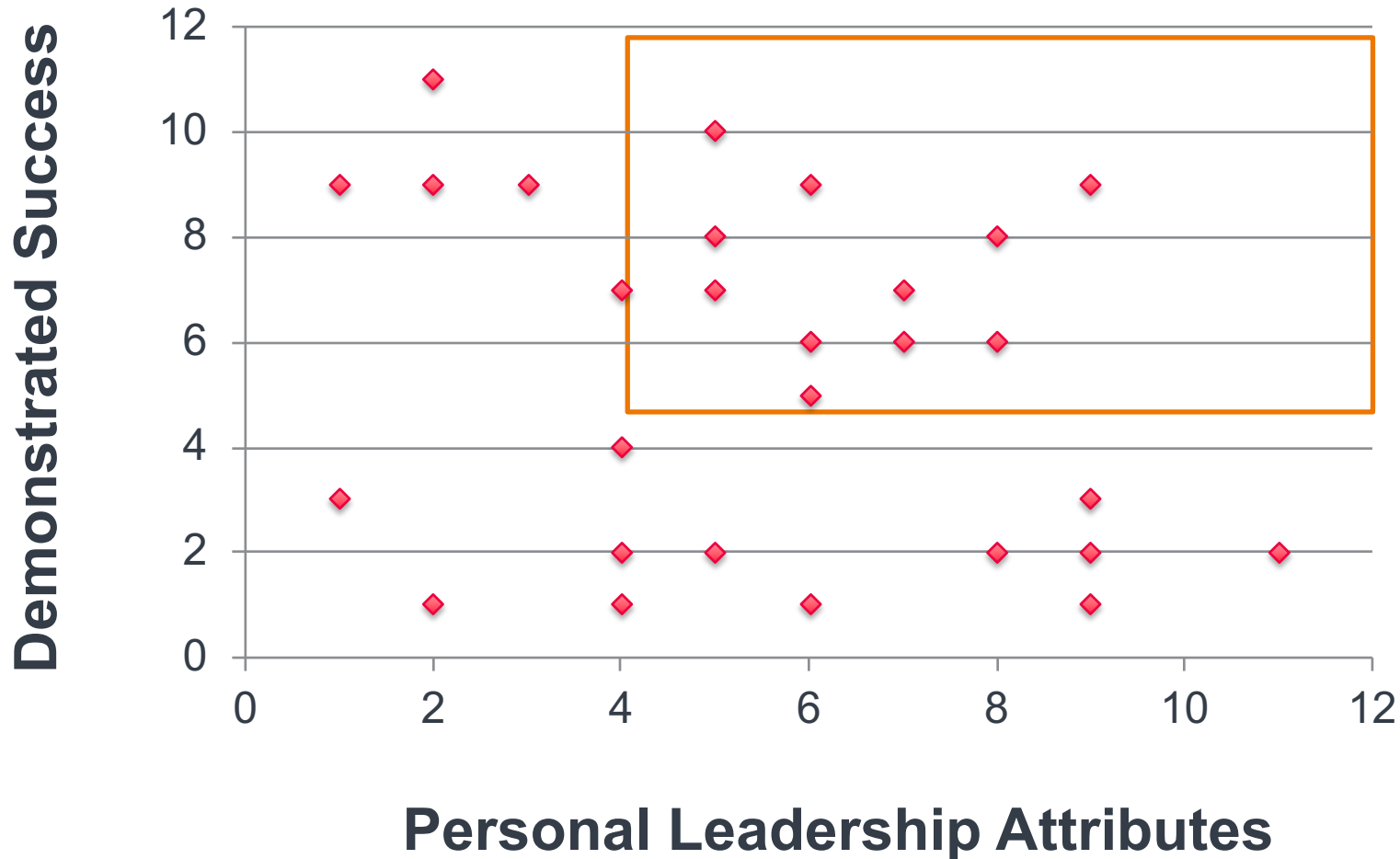
# Evaluation Process Tips

- ✓ **All applications are reviewed after the deadline.** Applications are reviewed exclusively by members of our **professionally-trained Admissions Committee.** Current students and alumni are not involved in the process.
- ✓ During the review process, **we are scoring on different competencies.** These competencies (or attributes) are designed to target areas that what we feel make a successful Sloan student.
- ✓ Our competencies **measure** things like:
  - ✓ how well do you work in a team?
  - ✓ how do you solve problems?
  - ✓ how do you communicate and adapt to change?
  - ✓ how do you gain buy-in?
- ✓ The competencies fall into two categories; Demonstrated Success and Personal Leadership Attributes



# Evaluation Process Tips

## How competencies are analyzed



# COVER LETTER

*MIT Sloan seeks students whose personal characteristics demonstrate that they will make the most of the incredible opportunities at MIT, both academic and non-academic. We are on a quest to find those whose presence will enhance the experience of other students. We seek thoughtful leaders with exceptional intellectual abilities and the drive and determination to put their stamp on the world. We welcome people who are independent, authentic, and fearlessly creative — true doers. We want people who can redefine solutions to conventional problems, and strive to preempt unconventional dilemmas with cutting-edge ideas. We demand integrity and respect passion.*

Taking the above into consideration, please submit a cover letter seeking a place in the MIT Sloan MBA Program. Your letter should conform to a standard business correspondence, include one or more examples that illustrate why you meet the desired criteria above, and be addressed to the Assistant Deans of Admissions, Rod Garcia and Dawna Levenson (300 words or fewer, excluding address and salutation).



# Cover Letter Tips

- ✓ The cover letter is your opportunity to **sell yourself to us**, highlight past accomplishments and tell us **why MIT Sloan** is the best place for you to earn your MBA.
- ✓ The prompt describes what we are seeking in a MIT Sloan student. Use specific examples of times you have already embodied these characteristics or qualities rather than generalities. **Demonstrate why you are a good match with MIT Sloan.**
- ✓ Use **recent** events for your **examples**. We want to see that these are current and consistent behaviors, not one-time actions.





# RESUME

Applicants are asked to submit a resume that meets the following criteria:

- One-page in length
- Times New Roman, 10 point font preferred
- All personal information redacted (name, address, and contact information)
- Resume subsections should be listed in the following order and in reverse chronological order under each
  - Education (including relevant awards, scholarships, professional societies)
  - Work Experience (including company name, title, results-oriented bullets that demonstrate skill set, and dates)
  - Additional Information (including languages, extracurricular activities/community service, technical skills/certifications, special skills/interests (if appropriate))



# Resume Tips

- ✓ Show us quantifiable accomplishments, not a description of your day-to-day responsibilities. We are looking to see your **professional success and impact.**
- ✓ Make your resume **easy to read** and use a **standard format.** Fancy designs or a rainbow of colors make it difficult for us to find what is important.
- ✓ The resume is an excellent place to **showcase volunteer work, extracurricular activities, leadership positions and additional certifications.** We also enjoy reading about your personal interests here!
- ✓ We are looking to see that all of your experiences and transitions make sense, **how does your resume tell your story?**



# VIDEO STATEMENT

**Please introduce yourself to your future classmates via a brief video statement.**

*We are using this video to further assess your fit with MIT Sloan and to gather additional insight into your personality, presence, and passions! The question is designed for us to get to know you better! The video is for internal Admissions Committee use only.*

Videos should be a single take (no editing) lasting no more than one minute and consisting of you speaking directly to the camera. We recommend using an application such as QuickTime or iMovie to record yourself.

Video will be uploaded DIRECTLY into Slate.



# Video Tips

- ✓ The best videos tell us something about the applicant that we can't glean from other parts of their application. This is an opportunity to **show us your personality and differentiate yourself!**
- ✓ **Keep it simple.** Please refrain from editing, animation, or other video effects; this should just be you speaking to the camera.
- ✓ **Use your best judgement!** You do not need to record yourself in a suit and tie, but you also should not be in a bikini! We want to learn more about you, but this is still a professional application.
- ✓ **Be aware of your surroundings** (avoid background noise or dirty laundry in the frame, for example)! This shows us you put some thought into your submission.



# RECOMMENDATION LETTER

MBA applicants must submit one letter of recommendation. A professional recommendation is preferred, from an individual who is able to speak with certainty about your professional achievements and potential. We do not accept recommendations from family members. The recommender must submit their letter online. We only accept electronic recommendation letters. The recommendation may be in either letter or short answer format and should not exceed two pages. [MIT Sloan utilizes the GMAC Common Letter of Recommendation form.](#)

- Please choose a recommender who is able to provide specific answers to the following questions:
  - Please provide a brief description of your interaction with the applicant and, if applicable, the applicant's role in your organization. (Maximum word count: 50 words)
  - How does the performance of the applicant compare to that of other well-qualified individuals in similar roles? (e.g., what are the applicant's principal strengths?) (Max word count: 500 words)
  - Describe the most important piece of constructive feedback you have given the applicant. Please detail the circumstances and the applicant's response. (Max word count: 500 words)
  - Is there anything else we should know? (Optional)



# Recommendation Letter Tips

- ✓ We are evaluating you, not your recommender; **choose individuals who know you best** and can speak to your progression and impact, not the CEO who has met you once in the elevator.
- ✓ It is helpful to meet with your recommenders to discuss why you are applying to MIT Sloan and what you hope their letters can convey (and how they can compliment the rest of your application). That being said, **you should NOT write the letter for them!**
- ✓ Ask your recommenders early! **Their responses are due by the same deadline that your application is due.** Give them plenty of time so they can provide the best response possible.
- ✓ You are able to check the status of your recommendations on your application portal. Please remind recommenders to submit on time!
- ✓ Some corporate servers block our automated recommendation link emails. Please check with your recommenders to ensure they receive the link, and follow up with [appsupport.mitsloan@mit.edu](mailto:appsupport.mitsloan@mit.edu) if they do not.





# ADDITIONAL REFERENCES

MBA Applicants must provide contact information for two additional references. We request the names and contact information (phone and email) for each additional reference as well as where they work and their relationship to you.

Similar to the role of a Recommender, these additional reference contacts should be able to speak to your professional and/or academic background. A member of the Admissions Committee may reach out to these references at any time during the evaluation process, should we have additional questions about your background and/or experiences.



# Additional References, Tips

- ✓ References will serve as an opportunity for us to learn more about an applicant – *should we still have questions.*
- ✓ It is interesting for us to see who you select as your additional references – and how you know these people
- ✓ A member of the admissions staff may reach out to your references, at any time during the process
- ✓ The questions asked during a reference check/call would be similar to those asked on the Recommendation Letter form
- ✓ We have realistic expectations for a response from a reference, should a call be necessary, we will email in advance to schedule a convenient time.



# ORGANIZATIONAL CHART

**Please upload an organizational chart which outlines the internal structure of your department and organization. Limit to two pages.**

*Note: You may choose to create your own document or redact individuals' names. However, please provide as much information as possible.*

We should be able to see your line of reporting to the top of your organization, and to easily find you, your peers, your supervisor, their peers, and your direct reports (should you have any), as well as any other recommenders from your current organization. For those in consulting, please submit an organizational chart of a current or previous project you were staffed on.



# Organizational Chart Tips

- ✓ The organization chart helps us to better **understand your role within the greater organization**. It is not intended for us to count up the number of direct reports you have; rather, it provides us with a visual of your organization's structure and where you fit in.
- ✓ We are interested in your **sphere of influence** - who do you work with and how broadly do you interact with other groups?
- ✓ Please use the sample chart in the application as a guideline. The chart should display your organization and not just your unit/department. **You, your supervisor, and your direct reports should be clearly noted.**
- ✓ What you enter into the job fields in the application and in your resume should directly match what the chart displays (ex. number of direct reports, unit name, title, etc.).
- ✓ These charts may also help us to **follow your career growth** (we can see prior roles you have listed from resume)



# ACADEMIC RECORDS (TRANSCRIPTS & ADDITIONAL COURSEWORK)

Please scan and upload your transcript(s) from all schools attended or are currently attending. If you are currently earning a degree, please upload your most up-to-date transcript. Do not mail any hard copies of official academic records or transcripts. If your transcripts are not in English, please scan and upload both the original and the certified translation. We cannot accept "digitally signed" or encrypted transcripts.

Once admitted to the program, you will be required to provide an official, signed and sealed transcript from all schools attended. Any discrepancies between the scanned transcripts and official transcripts may result in a candidate's rejection or a withdrawal of our offer of admission.



# TEST SCORES

A valid GMAT or GRE score is required of all applicants and must be taken before submitting your application. We accept both the GMAT and the GRE test results and have no preference for one over the other.

Additional scores will not be accepted after you have submitted your application. Test scores are only valid for five years, calculated using your application round deadline. Please refer to the chart below to confirm the validity of your test score.

*GMAT School Code: X5X-QS-41*

*MBA GRE School Code: 3791*

Round Deadline	Test Must be Taken On or After
Round 1	October 1, 2014
Round 2	January 21, 2015
Round 3	April 9, 2015





# Academic Background and Test Score Tips

- ✓ We are looking for *academic aptitude*
- ✓ *Comfort with Quantitative work*
- ✓ We like to see that you a sense of *intellectual curiosity* and have continued to learn by completing additional courses, certifications, trainings, etc.



# INTERVIEWEE ESSAY

**A second, short-answer question will be asked only of those invited to interview. Your response needs to be submitted at least 24 hours in advance of your interview:**

**Question:** The mission of the MIT Sloan School of Management is to develop principled, innovative leaders who improve the world and to generate ideas that advance management practice. We believe that a commitment to diversity, inclusion, equity, and well-being is a key component of both principled leadership and sound management practice. In 250 words or less, please describe a time when you contributed toward making a work environment or organization more welcoming, inclusive, and diverse



# Interviewee Essay Tips

- ✓ We are looking for *evidence of your ability to work in a diverse environment.*
- ✓ Share an example(s) of *how you have contributed toward creating a more welcome and inclusive environment.*



# Interview Tips

- ✓ Interviews are by invitation only, and an interview is required in order to be admitted. The dates on which Interview invitations will be sent, will be shared in your application confirmation email. You will be **given at least one week's notice to register** for an interview.
- ✓ Interviews are conducted by members of our Admissions Committee in hub cities across the world as well as on-campus. We will invite you to interview in one of the 3 locations you indicate in your application – **we typically select the city closest to you**. And you are always welcome to travel to Cambridge.
- ✓ Candidates invited to interview will also be asked to submit a response to an additional question (see earlier slide). This response is due at least 24 hours prior to your interview.
- ✓ Interview are approximately 30 minutes long and behavioral in nature. We may ask you to describe a particular situation and tell us about your specific role, what you did, what you thought, how you felt, etc.



# APPLICATION TIPS - GENERAL

- ✓ **We are looking for reasons to admit you!**
- ✓ **Apply early.** If your application is ready to go, apply in the earliest round possible. This way, if you are waitlisted you will be re-reviewed in later rounds and your application has a longer life-cycle.
- ✓ Be sure to answer all questions accurately, and **follow the directions.**
- ✓ **Be yourself.** We're looking for authenticity! Show how you've made an impact on a person, group or organization, and providing details about your experiences will help show how you are unique.
- ✓ **Think of us as your advocate,** help us gather the data we need to admit you.



# QUESTIONS?







**YOU'VE  
GOT  
THIS!**

***WE ARE HERE TO HELP***

e: [mbaadmissions.mitsloan@mit.edu](mailto:mbaadmissions.mitsloan@mit.edu)

w: [mitsloan.mit.edu/mba](https://mitsloan.mit.edu/mba)