# REQUIRED PROGRAM ADMISSIONS CHECKLIST

**Checklist**

- **Online Application Form**
- **Application Fee ($125)**
  - Credit/debit cards only – paid at the end of the application.
- **Kira Talent Video Assessment**
  - In the “Kira Assessment” section of the “Program Materials” portion of the application, respond to three questions to help us get to know you better. You can either access the Kira Talent platform within the online application (preferred) or complete the assessment after submission. Please note, the Kira Talent Assessment requires either a laptop or desktop computer. Mobile devices and tablets are not currently supported on the Kira Talent platform.
- **Written Essay**
  - In the “Documents” section of the “Program Materials” portion of the application, upload your written essay to help us get to know you better. Your written essay should be no more than 750 words and should explain to the admissions committee why you’d like to earn your degree from the Questrom School of Business specifically. It should also address why you have selected the program you are applying to and how that program will help you achieve your post-graduate goals.
- **Resume**
  - Current resume, as required in the “Experiences” section of the online application. Upload in the “Supporting Information” section of the online application. If you have any additional information to bring to the attention of the admissions committee, you may address it in an additional optional essay.
- **1 Letter of Recommendation**
  - In the “Recommendation” section of the “Program Materials” portion of the application you will enter your recommender information. Once entered into the system, they will receive detailed instructions on how to submit their letter. They can either use the Common of Letter Recommendation or upload a standard letter they have written.
- **University-Level Transcripts**
  - Submit transcripts for any coursework completed, including study abroad and post-graduate work. Transcripts should be uploaded in the “Supporting Information” portion of the application under “Documents”. Should you choose to enroll, we will need official transcripts prior to matriculating. If you have issues uploading your document(s), transcripts can be emailed to OMBAppDocs@bu.edu.
- **TOEFL or IELTS**
  - If you are a non-native English speaker, you may be required to submit proof of English proficiency via a TOEFL or IELTS. Please see this section of our website for waiver information. Permanent residents should submit a copy (front and back) of their permanent resident card.

### Submission Options

- **Online only**
- **At the time of application submission. Credit/debit cards only.**
- **Access the Kira Talent platform here**
- **Online required**
- **Online preferred**
  - **Email**
- **Mail**

Please note, we are an equal opportunity, affirmative action institution.