

## ADMISSIONS PROCESS AND REQUIREMENTS

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### Eligibility Requirements

- Minimum of four years professional work experience
- Undergraduate degree
- Full-time employment

### Admissions Interview

All candidates are required to complete an Admissions interview as the first step in the Admissions process. We take this opportunity to learn more about your reasons for pursuing an MBA and to assess your professional work experience as it relates to our program. The interview is an opportunity for you to learn more about how our program can fit your needs, discuss application requirements, and ask any other questions you may have. The meeting typically lasts 50-55 minutes. To schedule an interview, contact Martin Parker, Sr. Manager of Admissions, at 312-884-7958 or [mparker@lfgsm.edu](mailto:mparker@lfgsm.edu).

### Current Resume

All MBA candidates must submit a current resume at their admissions interview. Your resume should include your educational background and show your achievements and career progression. At the interview, we will assess your years of professional work experience and assist you with the admissions process.

### Official Academic Transcripts

Lake Forest MBA requires official academic transcripts from each educational institution you have attended. As a convenience to all of our candidates, our admissions office arranges for direct receipt of official transcripts from U.S. educational institutions and pays any associated fees. At your admissions interview, you will sign transcript request forms that will allow us to order the transcripts on your behalf. For MBA candidates who have earned a degree(s) from an institution(s) outside of the United States, you must submit official third-party transcript evaluation. For more information, contact Martin Parker, Sr. Manager of Admissions, at 312-884-7958 or [mparker@lfgsm.edu](mailto:mparker@lfgsm.edu).

### Two Letters of Recommendation

All candidates must submit two Letters of Recommendation. One must come from your direct supervisor; the other must come from a business associate (e.g. your supervisor's manager, a previous supervisor, or a co-worker). Letters should be requested from individuals who are able to give specific information about your professional capabilities and accomplishments. Letter of Recommendation forms (complete and with signature) may be either mailed or faxed to the admissions office of the campus you wish to attend.

### Application with Personal Statement

Each candidate must submit a completed admissions application, including a personal statement. You may apply for admission online. Applications can also be faxed or mailed to the campus you wish to attend.

### Official GMAT Scores

LFGSM uses a graduated system that considers professional work experience and academic background to determine whether or not an MBA candidate is required to submit official Graduate Management Admissions Test (GMAT) scores. We believe that your professional work experience is a strong predictor of your success in our program. Your professional work experience will be assessed at your admissions interview. A candidate may be required to submit official GMAT scores depending upon his/her years of professional work experience and undergraduate cumulative grade point average. You automatically qualify for a GMAT waiver if you have already earned a graduate degree.