URI MBA APPLICATION PROCESS

PART TIME MBA – FOR SUMMER 2022, FALL 2022 and SPRING 2023

FULL TIME MBA- Applications accepted for FALL 2022 admission only

- Go to the URI Graduate Admissions Application Website [https://web.uri.edu/graduate-school/apply/](https://web.uri.edu/graduate-school/apply/) and click on BusinessCAS
- Click on Ready to Apply and then it will take you to the next page where you will create a Username and Password
In the search bar, type in Rhode Island, which will bring up the Part Time and Full Time MBA options as you see below. Click on the + sign on the left to add the program you are applying for and hit continue. If you are unsure right now if you want part time or full time MBA, you can click on both and choose later which one to submit for.
Review your program selection and hit Continue to my application
Next you will see the below dashboard. Please go through each section and complete your information.
Note: when you get to the Standardized Tests section, if you waive the GMAT/GRE you will click **I Am Not Adding Any Standardized Tests**
Note: You will be uploading your Resume under the Documents tab of this section.
When you click on the blue section (in this case Part Time MBA if someone was applying to the Part Time-MBA) you then see something like this and be sure to work through each tab.

The Part Time Evening MBA program is designed for working professionals who wish to broaden and strengthen their skillset in business, thus allowing for greater career opportunities and personal growth. Students from all backgrounds are encouraged to apply—previous coursework in business is not required.

The curriculum consists of a total of 14 courses (max), with the possibility of waiving courses based on previous coursework. Classes meet at night at the convenient URI Feinstein Providence Campus, one night per week during fall and spring semesters. Summer evening classes are also offered, along with some online and Saturday/weekend offerings. URI offers reduced rate parking at the RI Convention Center. You have the flexibility to take as many courses as you wish per semester. Material for this non-thesis program is presented through lectures, discussions, case studies, and individual and group projects.

The application for both MBA programs include submission of the following items:

- Statement of purpose (why you are looking to enter the MBA program)
- Non-refundable application fee
- Two letters of recommendation
- Current resume
- Official college transcript(s) from a baccalaureate degree (and masters if applicable) at an accredited institution in the United States OR the equivalent of a four-year degree at an international university.
- Official score report for the Graduate Management Admission Test (GMAT) or GRE taken within the last five years. The GMAT/GRE application requirement will be waived for candidates who meet one of the following criteria:
  - Graduated from URI (any major) with a minimum 3.30 overall GPA
  - Graduated from an AASCB accredited business program with a minimum 3.30 overall GPA
  - Have a minimum of five years full time work experience
  - Hold a Masters or Ph.D. degree (any discipline)
  - Hold significant professional certificates such as Certified Public Accountant (CPA), Certified, Financial Planner (CFP), Project Management Professional (PMP) and others.
  - Waivers will be considered on a case-by-case basis. Please contact Lisa Lancellotta at llancellotta@uri.edu with any
Documents tab – you will upload your Personal Statement and Unofficial Transcripts.

**Documents**

**UPLOAD TIPS**

- **Review Uploaded Documents**: The uploading process may have altered your formatting. Please review before submitting.
- **Accepted File Types**: .doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.
- **Do Not Password Protect Your Documents**: Protected documents will not be sent with your application.
- **Conceal Your Social Security Number (SSN)**: Only use correction fluid or a redacting marker to conceal your SSN before uploading.

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents if there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents.

* Indicates required field.

**Personal Statement**

[Add Document]

**Unofficial Transcript**

[Add Document]

Optional Documents

**Other**

[Add Document]
Recommendations

Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

Letter of Reference and Likert Scale

2 required - 2 total allowed

+ Request Letter of Reference and Likert Scale Recommendation

- Once you have completed your application, hit Submit Application and you are done!
- You may submit your application before you take the GMAT or GRE, or before the letters of recommendation have been uploaded - the review however will not start until all materials are complete.

If you have any issues uploading information please contact the BusinessCAS help desk at the top of your home page.