International Conditional Admission Program (ICAP) Criteria

Conditional admission is available to international students who have sufficient work experience, academic background, and intellectual aptitude for the rigorousness of the Full-time UST MBA program. With teamwork, writing and speaking abilities being an essential part of the program, it is crucial that international applicants are prepared when he or she begins the program.

ICAP Application Checklist
The following elements comprise a complete ICAP application:

☐ Application Form
   Included in this packet.

☐ Statement of Intent
   Submit a one-page, single-spaced document explaining your interest in pursuing a UST MBA and your unique qualifications.

☐ Official TOEFL or IELTS Test Score Report(s)
   Scans or copies of score reports will not be accepted.
   ICAP applicants should test in the following range* of the TOEFL iBT: 70-80 or IELTS: 5.5-6.5
   * Applicants with higher English proficiency test scores (TOEFL score of 90, IELTS overall band score of 7.0), are encouraged to apply for full-admission to the Full-time UST MBA program.

☐ Transcripts
   Applicants must hold the international equivalent of a 4-year bachelor’s degree from a regionally accredited U.S. institution. Original transcripts are required from all undergraduate and graduate institutions. "International transcript verifications are required." Visit StThomas.edu/Business/Degrees/transcriptfee

☐ Current Résumé
   Two years of post-undergraduate work experience is required for all ICAP candidates.

☐ Two Professional Recommendation Letters
   Professional recommendation letters from current or previous employers/co-workers. Letters can be submitted via email to applymba@stthomas.edu or by U.S. mail. Request the recommendation form from the UST MBA Admissions Office.

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Full-time UST MBA
(651) 962-8800, or
(800) 328-6819, Ext. 8800
Fax: (651) 962-4129
ustmba@stthomas.edu
StThomas.edu/FulltimeMBA
Conditions for Full-admission into the UST MBA Program

Once admitted to the ICAP, the international recruit must enroll in the ELS Program. The ICAP student has until the stated date on their conditional acceptance letter to meet the following conditions for full-admission:

- TOEFL score of 90 or IELTS of 7.0
- GMAT: minimum score of 600
- ELS Master’s Level GPA of 3.0/4.0 or higher
- ELS Transcripts
- UST MBA Application Essays
- Recommendation letter from ELS teacher or academic director
- Admissions interview
- Campus visit

ICAP Student Timeline

**Summer/Fall**

Apply for conditional admission with all necessary documents

**Fall**

Conditional admission granted with the requirements met
Student tests into ELS Level 7 or 8

**Fall-Spring**

Finish Levels 8-12, 10-12 with GPA of 3.0 or higher

**Spring**

Take TOEFL/IELTS and meets full admission score requirement
Prepare for and take GMAT
Campus visit
Submit essays, recommendation letter, and ELS transcripts
Admissions interview with the admissions committee
All conditions are met and student is accepted

**Fall**

Begin Full-time UST MBA Program
Application for Admission

Personal Information

□ Ms.  □ Mrs.  □ Mr.  □ Dr.

<table>
<thead>
<tr>
<th>Last/Family Name</th>
<th>First/Given Name</th>
<th>Middle Name</th>
<th>Preferred Name/Nickname</th>
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Former Name

☐ Please check here if you have previously submitted an application to any program or school at the University of St. Thomas.

For the purpose of matching test scores, transcripts and applications, please provide your month and day of birth.

Month/Day

Contact Information

Current home address

Home telephone (country code/area or city code/number)

City

State/Province/Territory

Secondary telephone (indicate type:  □ Business  □ Mobile)

ZIP/Postal Code

Country

E-mail address (indicate type:  □ Business  □ Personal)

Citizenship

☐ Country of birth ________________________________

Country of citizenship ________________________________

☐ U.S. permanent resident  ☐ Visaholder (indicate type)  ☐ F-1  ☐ H-1

☐ Other (please specify) ________________________________

For office use only

Optix:_____________________  Banner ID:_____________________  Date received:_____________________

Date scanned:_________________  Date entered:_________________

Application fee:_________________  Operator:___________________  Operator:___________________

Comments:__________________________________________
Work Experience
Total months of full-time professional work experience as of the day you expect to start classes: __________________

Employer #1 (current/most recent)

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<th>Employer</th>
<th>Industry</th>
<th>Total # of employees</th>
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<th>Hours worked/week</th>
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Employer #2 (next most recent)

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Letters of Recommendation
I am requesting letters of recommendation from the following people:

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<tr>
<th>Name</th>
<th>Relationship</th>
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In addition to the University of St. Thomas what other schools are you considering?

__________________________________________________________

__________________________________________________________

Is there any additional information you would like us to consider when we review your application?

__________________________________________________________

__________________________________________________________

Additional Information (optional):
The following information is voluntary and will be used to compile data to be released only as cumulative statistical reports required by federal and state laws and regulations to support affirmative action efforts. Refusal to provide any of the requested information will not affect the consideration of your application.

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<th>Gender</th>
<th>Ethnic Background</th>
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<td>□ Male</td>
<td>□ American Indian/Alaskan Native</td>
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<td>□ Female</td>
<td>□ Pacific Islander/Asian American</td>
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Date of Birth: ________  ________ ________

month  day  year
UST MBA programs offer elective tracks in addition to core business courses. Please indicate the intended area(s) of study (select up to three):

- Accounting
- Health care management
- International business
- Organizational leadership and management
- E-commerce
- Human resources management
- Marketing
- Nonprofit management
- Risk management
- Finance
- Information Systems/Software
- Manufacturing
- Operations management
- Entrepreneurship

**Academic History**

**Education:** In chronological order, list all institutions of higher education you have attended.

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<th>College/University</th>
<th>City</th>
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<th>Degree</th>
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**Test Results** (official score report required from test center)

**English Proficiency**

Official English language competency scores are required of international students whose native language is not English.

Is English your native language? ................................................................. Yes  No
Do you hold a degree from a college or university in the United States, Canada, UK or Australia? ................................. Yes  No
Have you taken the TOEFL/IELTS? ................................................................. Yes  No
Has the test score been sent to us? ................................................................. Yes  No
Date you took the TOEFL/IELTS: .................................................................
Date you plan to retake the TOEFL/IELTS (Optional): ...................................

**Certification**

I certify that the information contained in this application, including all attachments and credentials, is complete and correct. I understand that misrepresentation of application information is sufficient grounds for denial of admission or cancellation of admission and registration. I understand that all materials received by the University of St. Thomas in connection with this application are not returnable and that the application fee is not refundable.

Signature: ___________________________ Date: ________________

**Submit to:** UST MBA Admissions
1000 LaSalle Ave, SCH 103
Minneapolis, MN 55403, USA
- or -
ustmba@stthomas.edu