



## IMD MBA Application Checklist

All documents need to be submitted at the time of the application. *Missing documents may result in us having to move your application to the next deadline.*

### Degrees and Transcripts

Copies of original diplomas and official transcripts, with the grading scale, for all university degrees or equivalent. Official translations to English or French are required for every document.

### GMAT/GRE

A [GMAT](#) or [GRE](#) score that is less than 5 years old.

You will be required to upload a test taker copy and to order an official score report for IMD. Our GMAT code is SKR-MM-13 and our GRE code is 8490.

### English Test

A [TOEFL](#) or an [IELTS](#) score that is less than 5 years old (for non-native English speakers who do not have a university degree taught fully in English).

You will be required to upload a test taker copy and to order an official score report for IMD. Our TOEFL IBT Code is C301.

### Recommenders

Two references from business-related sources who are able to highlight your professional achievements, interpersonal skills, teamwork and leadership.

We recommend that you enter and submit their contact details at least two weeks before the application deadline so that they have time to complete and submit our online form.

Only professional email addresses (no Hotmail, Gmail, etc.) are accepted.

### CV

A one-page resume in English using the IMD CV template which can be downloaded [here](#). Other formats will not be accepted.

### Photo

A professional style electronic photograph with no background scenery. High resolution setting, a minimum of 150 DPI, size 150KB and JPEG format.

**Passport**

A copy of your passport (picture page) that is valid throughout the entire MBA year. If you have multiple nationalities, please upload a copy of each.

**Application Fee**

There is a non-refundable application fee of CHF 200.