**CHECKLIST FOR ACTIVE MILITARY AND VETERANS INTERESTED IN THE NORTHERN ARIZONA UNIVERSITY FULL TIME MBA PROGRAM**

If you are interested in attending the Northern Arizona University full time MBA Program, here is a checklist to help you accomplish this.

1. Apply for Free Application for Student Financial Aid (FASFA)
	1. The website for this is <http://www.fafsa.ed.gov/>
	2. FAFSA on the Web applications are available.
2. Visit the MBA website: [www.franke.nau.edu/](http://www.franke.nau.edu/mba)graduateprogrms. Apply to the NAU Graduate College: <http://franke.nau.edu/graduateprograms/admissions/full_time_mba_mba-acc1> . **Your application fee will be waived, but you must contact the MBA office prior to submitting the application to the Graduate College.** There is no deadline for the application. Applicants are admitted until the class is full.
3. Make sure to attach your transcript to the application.
4. Take the GMAT or GRE and designate NAU to receive the official scores. Report unofficial scores directly to the MBA office at fcb-gradprog@nau.edu.
	1. If you have not taken the GMAT, visit [www.mba.com](http://www.mba.com) to register for the exam. **\*\*For applicants interested in summer 2014, there are a limited number of GMAT fee waivers. To learn more, click** [**HERE**](http://franke.nau.edu/images/uploads/mba/GMAT%20Fee%20Waiver%20Criteria.docx)**.**
	2. If you have not taken the GRE, visit [www.ets.org](http://www.ets.org) to register for the exam.
5. Eligible military and veterans may be able to use the Department of Defense Tuition Assistance (DOD-TA) or Veterans Administration (VA) GI Bill educational benefits to offset some of the costs of the program. Questions regarding either DOD TA or VA GI Bill should contact the NAU military and veteran student center at (928) 523-8808/8989 or visit their website at <http://nau.edu/military-veteran-education/>
6. Upon receipt of a completed application to the program you will be called for an interview. The MBA Admissions Committee will make a decision after the interview process. This may take anywhere from 7-14 business days.
	1. You will receive a letter from the NAU MBA Program Graduate Coordinator (either electronically or in the mail depending upon your location) stating that you have been recommended for acceptance.
	2. You will receive a letter from the NAU Graduate College (either electronically or in the mail depending upon your location) stating your acceptance. In that letter you will have your NAU ID number and instructions to log on to LOUIE.
7. You will receive instructions on how to accept your offer of admission and how to enroll for the program.

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