
BusinessCAS Quick Start Guide and FAQs

What is BusinessCAS?

The Business Centralized Application Service (BusinessCAS) simplifies the process of applying to programs. You start by selecting the programs you wish to apply to, then you submit one application that includes all necessary materials. Once received by BusinessCAS, your application and materials are transmitted to all of your selected programs.

Start your [application](#).

How long does the application process take?

It's important you apply as early as possible since completing your application can be a lengthy process, and since application processing times vary throughout the cycle. Below is a suggested timeline that includes key actions to keep the application process on track. This timeline may need to be adjusted based on your programs' deadlines and requirements.

Timeline	Key Actions
Prior to the Start of the Application Process	<ol style="list-style-type: none">1. Research programs you wish to apply to. Pay special attention to:<ul style="list-style-type: none">◦ Cycle dates and deadline requirements.◦ Application fees.◦ Recommendation requirements.◦ Minimum requirements, including prerequisites, standardized test scores, supplemental applications, foreign evaluations, etc.◦ Transcript and coursework requirements.2. Begin contacting potential recommenders to confirm their participation.3. Review the instructions in this Help Center.
At Least 3 Months Prior to Deadline	<ol style="list-style-type: none">1. Create your account.2. Complete the Colleges Attended section, and review each program's transcript requirements. Some programs may require that you send official transcripts to BusinessCAS, some may require unofficial transcripts, and others might not require any transcripts.3. Review each program's Coursework Entry requirements. Some programs may require that you enter all of your coursework, some may require that you enter only prerequisite coursework, and others might not require that you enter any coursework.4. If required by your programs, request your recommendations in the Program Materials section.

At Least 10-12 Weeks Prior to Deadline

1. If required by your programs, ask your schools to [send official transcripts](#) directly to BusinessCAS (you may also need to request that transcripts be sent to you if a program requires that you enter your coursework). If there are any holds on your account at a school, resolve them now to avoid delays in sending transcripts.
2. If applicable, begin [entering coursework](#) into your application.
3. Check in with your recommenders to confirm that they received the reference request via email.

At Least 6-8 Weeks Prior to Deadline

1. If applicable for programs, [send official test scores](#) to BusinessCAS.
2. [Submit your application](#).
3. [Monitor your application](#) for receipt of all required transcripts and letters of recommendation and follow up on any missing items.

At Least 4-6 Weeks Prior to Deadline

Continue monitoring your application until your status is Complete.

After Deadline

[Download a copy of your application](#) for your records.

Frequently Asked Questions (FAQs)

Coursework, Transcripts, and GPAs	Programs and Statuses
<p>Do I need to send transcripts?</p> <p>Each program decides if you need to submit official or unofficial transcripts. Review each program's transcript requirements under Colleges Attended.</p> <hr/> <p>Where do I find the Transcript ID Form?</p> <p>The Transcript ID Form is found in the Colleges Attended section, after you submit a college or university entry.</p>	<p>How do I remove a program?</p> <p>Your application must always have at least one program selected. To remove a program, click the checkmark next to the program name on the Add Program tab or click the trash icon on the Submit Application tab.</p> <hr/> <p>Can I apply to more programs after I submit my application?</p> <p>Yes, if the program's deadline date has not yet passed and the application cycle is open.</p> <hr/> <p>Should I submit my application if I'm still waiting on...</p>

Should I send my high school transcripts?

No.

My transfer credits are listed on my primary transcript. Do I still need to send all transcripts?

You must report all colleges and universities attended, even if your transfer credits are listed on your primary transcript. Review each program's transcript requirements under [Colleges Attended](#).

How do I know what my primary institution is?

Your primary institution is the college or university where you earned or will earn your first undergraduate college degree.

Do I really have to enter all coursework?

Each program decides if you need to enter all coursework, prerequisites, or no coursework. Review each program's coursework requirements under [Coursework Entry](#).

How do I list my repeated courses?

BusinessCAS considers a course to be repeated if you enrolled in the same course (with the same course title and prefix) again at the same college or university.

Report all attempts of repeated coursework (including those that are currently in-progress or planned) and be sure to mark them as repeated during [Transcript Review](#). Enter the number of credit hours attempted for each course, regardless of how many credits were actually earned.

Should I include foreign coursework in the Coursework Entry section?

No.

transcripts and/or recommendations?

Yes. You can submit your application before your transcripts and/or recommendations are received by BusinessCAS.

Will BusinessCAS update me on the status of my application?

Your application status for each program is listed in the **Status** section of the application. BusinessCAS will notify you when official transcripts, recommendations, and official scores are received.

When will I learn about admissions decisions? Did I get in?

You must reach out to your program(s) to learn about your school's admissions decisions.
