



Action Plan Km - 4 – Transcripts & Bureaucracy

Step 1: Read the Nicholas-Megaron Talk (Km - 4)

Careful Reading of Dialogue Km -4 will allow you to understand:

- (i.) the importance of requesting your transcript early;
- (ii.) the necessary documents to be submitted;
- (iii.) how to handle bureaucracy.

Step 2: Request your 'KIT MBA'

To request your documents send an e-mail to the Registrar ("Secretaria") of your college or university and ask for the three mentioned documents: **School Transcripts, Diploma, and Grading System**. Some colleges call this package 'KIT MBA' (some schools also issue a 'Conclusion Certificate.')

For now, request only one "package".

Step 3: Translate the documents

Get in touch with a certified translator you trust. During "low season" (low demand for services), they often offer a discount on the original price when you do not need the translation urgently. **Ask the translator for just one copy of the documents.**

Step 4: Check the requirements in advance

Each school has its own policy on bureaucracy.

Check the schools' websites as of **JUNE**, when they announce the application requirements.

Important: observe interview procedures - some schools may request printed documents.

If you have doubts, send an e-mail to your college. We cannot follow the details on bureaucratic procedures, which change every year.

Keep Running



megaron