



Get Started Checklist

Once you've decided that the Broad Executive MBA is right for you, follow these steps to successfully complete the application/admission process:

- Begin the **online application** early. Because applications are considered on a rolling basis and the program is geared to helping students plan well in advance for their participation, applicants are encouraged to begin their online application as soon as possible.
- Prepare and take the **GMAT/GRE** as early as possible - or **request waiver** with documentation.

*Candidates who have successfully earned an advanced degree (doctoral or masters) and/or those with ten or more years of strong career progression are generally granted a waiver of the GMAT/GRE requirement. To request a waiver, candidates should enter **WAIVER REQUEST** in the GMAT test date field of the application. Candidates whose transcript(s) and/or work experience do not demonstrate sufficient quantitative or academic preparedness, and or those with less than ten years of post-undergraduate career success are generally required to submit a strong GMAT or GRE score to be competitive in the admission process. Any applicant whose waiver request is not approved will be contacted and encouraged to submit a GMAT/GRE score prior to receiving an admission decision.*

- Request transcripts from all previous college/university coursework
*Applicants with degrees from non-U.S. institutions - Please arrange for **ONE** official/certified/attested university or professional school records of subjects and mark sheets, transcripts, diplomas, and/or degree certificates to be sent to Michigan University's Broad College of Business from the principal or registrar of each school you have attended, or by the Ministry of Education in your country in a sealed envelope. The names of all certificates, diplomas, degrees earned, and dates received should be noted. **Photocopies or notarized copies are not acceptable.** Official translations must be furnished when originals are not in English. You **must** provide transcripts. Please note: this process could take several months, so please plan accordingly.*
- Identify/notify two recommenders. These individuals will be asked to submit their recommendation through a simple online form-rather than writing a formal letter.
- Update your professional resume, including all significant (post bachelor degree) work experiences
- Complete the two online essays
- Review your completed application, pay the application fee (\$85), and submit.
- Schedule a personal interview

Notification of the Admissions Committee decision is sent by e-mail. Once admitted, students make a non-refundable \$1,000 deposit to hold their place in the class.

All incoming students are required to attend a two-day orientation in early summer. You will meet your classmates and our staff, gain best practices from a current student panel, and develop the strong team dynamics/priorities that are essential to your success. You will also hear from the residency faculty and receive your pre-course materials and assignments, providing you with a crucial foundation for your Broad Executive MBA experience.

Classes officially begin in late summer, yet students should expect to do significant preparation between orientation and residency.