EXECUTIVE MBA
ADMISSIONS CHECKLIST

CLASS OF 2020

Follow these steps to successfully complete the Broad Executive MBA application/admission process:

- **Begin the online application early.** Early Application deadline is **December 1, 2017**. Final application deadline is **April 1, 2018**. 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.

- **Attend an information session or preview day.** Candidates are strongly recommended to attend an in-person information session to learn more about the program. These events are a great opportunity to meet with program staff and alumni to determine if the program is the right fit.

- **Schedule a personal interview.** Contact your campus of choice to schedule an interview.

- **Prepare and take the GMAT/GRE as early as possible - or request waiver.**
  
  **MSU Executive MBA GMAT Code = QH0-5P-40**
  
  **MSU GRE Code = 1465**

  A strong GMAT/GRE score is required for admission consideration. GMAT/GRE waivers are considered for candidates who meet one of the following criteria:
  
  - Successfully earned an advanced degree (doctoral, JD, or masters)
  - Possess 10 or more years of professional experience with strong career progression

  To request a waiver, candidates should check the Waiver Request Box in the Test Score area on the application. Any applicant whose waiver request is not approved will be contacted.

- **Request transcripts from all previous college/university coursework.** Applicants with degrees from non-U.S. institutions: Please arrange for one official/certified or attested university or professional school records of subjects and mark sheets, transcripts, diplomas, and/or degree certificates to be sent to Michigan State 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 and upload your professional resume,** including all significant work experiences.

- **Complete the two online essays.**

- **Submit your application.** The application fee is $85.

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