



## **Executive MBA Program How to Apply for Admission**

Thank you for your interest in the University of Washington's Michael G. Foster School of Business Executive MBA Program. This information sheet provides you with all the information necessary to complete the application for admission. Please read the instructions carefully.

The Executive MBA Program uses a self-managed application process. You are responsible for completing and submitting all elements of the EMBA application except for recommendations, endorsing official's letter, and transcripts which should be sent directly from those parties. Be sure to clearly communicate due dates to the appropriate parties to avoid any unnecessary delays in processing your application.

### **Online Application System**

The EMBA Program now uses the Graduate School's online admission application system. You will want to carefully read the information and instructions on the login page. You can monitor your application status only if you create an application through this system. NOTE: For the status of applications downloaded and submitted prior January 2009, please contact the EMBA Office.

You may access and complete the online application directly from the Graduate School Web site at <http://www.grad.washington.edu/> (select "How to Apply Online") or you may access additional admission information and the online application through the EMBA Program Web site at <http://foster.washington.edu/emba>

Upon accessing the online application system, first-time users need to create a new applicant profile before beginning an application. Applicants can apply to more than one department\*, but you must submit an application and fee for each department. You will be prompted to provide the necessary information for each section of the application. Instructions are provided within the application system. You are able to save your application data until you are ready to submit the final content.

\* NOTE: At this time, only the Executive MBA Program and Technology Management MBA Program within the Foster School of Business use the Graduate School's online application system. The Full-time and Evening MBA Programs use a different application system accessible through their Web sites.

### **What do I provide in the Online Application?**

There are two sets of action steps to complete an online admission application to the EMBA Program. The Graduate School requires the following steps:

- 1) Select a graduate program (Executive MBA)

- 2) Review requirements and deadlines
- 3) Report prior college attendance
- 4) Report English proficiency scores
- 5) Review checklist of application materials
- 6) Pay the \$50 Graduate School processing fee and submit completed application
- 7) Print application (for your records)

In addition to the action steps required by the Graduate School, you must complete the following steps in the online admission application:

- 1) Submit personal statement (Word, RTF or PDF upload only)
- 2) Submit current resume or vitae (Word, RTF or PDF upload only)
- 3) Select designated recommenders
- 4) Report professional and management experience summary
- 5) Agree to the Foster School Statement of Integrity
- 6) Report Graduate Management Admission Test (GMAT) scores (if available)
- 7) Designate area (program) of interest (Regional, North America, or Either) (\*\*)

### **\*\* Area (Program) of Interest**

The Executive MBA Program offers two class schedule options to accommodate different work, travel and personal commitments. Both programs have the identical curriculum, full-day classes, and take 21-months to complete.

The North America (monthly) Class appeals to people who: live or work outside of greater Seattle; travel frequently but live in Puget Sound; or prefer a concentrated class meeting time commitment. The Regional (weekly) Class is designed for students who primarily work in the Seattle area.

You are encouraged to learn more about the differences between the Regional and North America format and which schedule option is best for you by visiting the EMBA Web site at <http://foster.washington.edu/emba>

## **Other Items Necessary to complete an EMBA Application**

In addition to the action steps listed above as part of the Graduate School online application system, you must ensure that the following items are received by the EMBA Program Office:

- 1) Two copies of official degree transcripts from all schools attended
- 2) Official GMAT score reports
- 3) Letter of organizational endorsement
- 4) Non-refundable \$100 program application fee (check/money order made payable to "University of Washington")

## **Supplemental Information**

### **Reapplying**

Application information is retained for only one year. If you applied to the Program last year and did not seek and receive an approved application deferral, you must begin the application again including submission of required online application information. Documents sent to and received by our office may not necessarily need to be re-sent.

## **English Proficiency**

U.S. citizens are not required to demonstrate English proficiency. International and U.S. permanent resident applicants who do not hold a degree from a U.S. or English-speaking institution in accepted countries (Australia, Canada, Ireland, New Zealand, or the United Kingdom) are required to demonstrate English proficiency.

International and U.S. permanent resident applicants must submit official Test of English as a Foreign Language (TOEFL), Michigan Language Test (MLT), or International English Language Testing System (IELTS) results with scores sufficient to be exempted from the English as a Second Language (ESL) requirement. Admitted students within certain test score ranges must take the University of Washington Academic English Program Diagnostics Examination (AEP) to determine ESL course placement upon matriculation.

Details related to English proficiency per Graduate School Memorandum No. 8 are available on the Graduate School Web site.

## **Interviews**

After the initial review of your completed application, we will arrange for an admission interview. During the interview, candidates are asked a series of questions to discuss relevant professional experience, objectives, and probable contribution to and benefits derived from the EMBA Program. Additionally, we may address any additional questions that the admission committee may have. The admission interview is conducted by either the Executive Director or Associate Director. In some cases, applicants may be interviewed by both the Executive Director and Associate Director. For applicants living outside the Seattle area, interviews can be conducted by telephone.

## **Questions or Problems**

If you have questions about the application process, admission process or encounter problems using the online admission application, please contact our office by calling (206) 685-1333 or (888) 622-3932. You may also send an e-mail message to [emba@u.washington.edu](mailto:emba@u.washington.edu)