EXECUTIVE MBA

ADMISSIONS CHECKLIST

- Begin the [online application](#) early. Applications are considered according to the following dates:

<table>
<thead>
<tr>
<th>Round</th>
<th>Deadline</th>
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<tbody>
<tr>
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<td>November 30, 2022</td>
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<td>March 30, 2023</td>
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<td>June 1, 2023</td>
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- Attend an Information Session. This is an excellent opportunity to meet with program staff and alumni to determine if the program is the right fit.

- Contact your campus of choice to schedule an interview.
  
  Schedule [E. Lansing or Flex interview](#) or contact Kara Tripi at 517-355-7603 / ktripi@msu.edu
  
  Schedule [Troy interview](#) or contact Amy Yousif Joa at 248-879-2725 / yousifam@msu.edu

- Request transcripts from all previous college/university degrees granted. **Applicants with degrees from non-U.S. institutions** (see international transcripts information). Note: all transcripts uploaded by the applicant are considered unofficial. Official transcripts must come directly from your previous college/university to MSU.

  - Send e-transcripts (preferred method for domestic transcripts only) to: [admis@msu.edu](mailto:admis@msu.edu)
  - OR-
  
  - Mail official transcripts to: Michigan State University Admissions
  
  426 Auditorium Road, Room 250
  
  East Lansing, MI 48824

- Identify, notify, and enter two professional recommenders. These individuals will be automatically notified to provide their recommendations through a simple online form.

- Complete the two online essays.

- A GMAT or GRE score is not required.

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

- Update and upload your professional resume.

For more info, visit: [executivemba.broad.msu.edu](http://executivemba.broad.msu.edu)
ADMISSIONS Checklist
International Transcripts

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- Request your transcripts early. This process could take several months, so plan accordingly.

  - Request transcripts from all previous college/university coursework.
  - **ONE** official/certified/attested university or professional school records of subjects and mark sheets, transcripts (list of courses taken, and grades/credits earned)
  - **AND** copy of diploma(s), and/or degree certificates; official document showing the below information:
    - Your full legal name
    - Name of institution
    - Degree earned/Major studied
    - Date degree was earned
  - Documents must be sent from the principal or registrar of each school you have earned a degree, or by the Ministry of Education in your country in a sealed envelope.

  - **Photocopies or notarized copies are not acceptable.**
  - When originals are not in English official translations must be furnished.
    - **Both** native language and English translations are required.
  - Send transcripts directly to:
    - Sarah Ellis | Admissions & Academic Services Manager
    MSU Broad Executive MBA
    The James B. Henry Center for Executive Development
    3535 Forest Road, Suite A180, Lansing, MI 48910-3831
    517.884.8936 | sellis@broad.msu.edu

For more info, visit: executivemba.broad.msu.edu