**EXECUTIVE MBA**

**ADMISSIONS CHECKLIST**

- **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.

- 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>
<td>Round 1</td>
<td>December 1, 2023</td>
</tr>
<tr>
<td>Round 2</td>
<td>February 15, 2024</td>
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<tr>
<td>Round 3</td>
<td>April 1, 2024</td>
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<tr>
<td>Round 4</td>
<td>June 1, 2024</td>
</tr>
<tr>
<td>Round 5</td>
<td>June 15, 2024 (domestic only)</td>
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</tbody>
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- **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

- **Update and upload your professional resume.**

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

- **Schedule an interview:**
  - Schedule interview or contact Amy Yousif Joa at 248-879-2725 / yousifam@msu.edu

- **Complete the two online essays.**

- **Submit your application.** The application fee is $85. *GMAT or GRE are not required.*

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

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