


EXECUTIVE MBA

ADMISSIONS CHECKLIST

The Broad Executive MBA application process is simple, consisting of just a few easy-to-complete but necessary steps. Ready to apply? Here's what you need to do:

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

Round	Deadline
Round 1	December 1, 2019
Round 2	February 1, 2020
Round 3	April 1, 2020
Round 4 (Final Deadline for Applicants with International Degrees)	May 15, 2020
Round 5 (Domestic - FLEX only)	June 30, 2020

- ☐ Attend a Preview Day or Information Session. We recommend that candidates attend an in-person information session to learn more about the program. These events are an excellent opportunity to meet with program staff and alumni to determine if the program is the right fit.
- ☐ Contact us to schedule an interview with any member of our team.
 - In East Lansing: 517-355-7603 (Ktripi@broad.msu.edu)
 - In Troy: 248-879-2725 (Janicki@broad.msu.edu)
- ☐ Request transcripts from all previous college/university coursework. **Applicants with degrees from non-U.S. institutions** (see international transcripts information pg2).
 - **Mail or send e-transcripts 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
- ☐ Identify, notify and enter two professional recommenders. These individuals will be automatically notified to provide their recommendations through a simple online form.
- ☐ Update and upload your professional resume.
- ☐ Complete the two online essays.
- ☐ A GMAT or GRE score is not required. While quantitative ability is a necessary skill, we seek evidence of each candidate's ability through a variety of means such as previous academic course work, professional work experience, professional certifications, etc.
- ☐ Submit your application. The application fee is \$85.

