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 after 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, 2019</td>
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<tr>
<td>Round 2</td>
<td>February 1, 2019</td>
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<td>Round 3</td>
<td>April 1, 2019</td>
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<td>Round 4</td>
<td>June 1, 2019</td>
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<td>Round 5 (Domestic only)</td>
<td>June 30, 2019</td>
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- 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 your campus of choice to schedule an interview.
  - For Lansing: 517-355-7603
  - For Detroit and Troy: 248-879-2725

- Request transcripts from all previous college/university coursework. Applicants with degrees from non-U.S. institutions: please arrange for ONE official/certified/attested university or professional school records of subjects and mark sheets, transcripts, diplomas, and/or degree certificates to be sent to the address noted below 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, degree(s) 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 official transcripts. This process could take several months, so plan accordingly. Send transcripts directly to:
  - Sarah Ellis | Admissions & Academic Services Coordinator
  - 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 coursework, professional work experience, professional certifications, etc.

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

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