CLASS OF **2022**

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:

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 only)	June 15, 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 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** (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.

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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** diploma(s), and/or degree certificates; official document showing the below:
        - 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.
        - We need **both** native language and English translations
    - **Chinese applicants only:** degree conferral verification report from the CDGDC and a transcripts verification report from CHESICC are both required.
    - Send transcripts directly to:
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