



## APPLICANT CHECKLIST

### Prerequisites

- Undergraduate degree from an accredited college or university or foreign equivalent.
- Minimum 5 years of work experience is preferred.
- No GMAT/GRE required

### □ Visit Campus

We encourage you to become familiar with our campus and our students in one of the following ways:

- Attend an information session
- Visit a class
- Schedule a phone call with an enrollment coordinator

### □ Request your transcript

Digital transcripts are the preferred method. Digital transcripts can be sent to:

[grad\\_business\\_transcripts@baylor.edu](mailto:grad_business_transcripts@baylor.edu)

OR

Paper transcripts must be in a sealed envelope from the issuing institution and mailed to:

Graduate Business Programs  
Baylor University  
One Bear Place #98013  
Waco, TX 76798-8013

### □ Update your resume

Please include a detailed resume. We like to see all of the professional experiences that our applicants have as we are building an Executive MBA cohort.

### □ Talk to your recommenders

As part of the application, you must provide the name, organization, title, and email address of two references. Each reference will be sent an email message with a link including instructions on how to submit the recommendation either by uploading a file or entering text into a form.

Sometimes the automated emails from our application system end up in SPAM or JUNK folders, so the recipient doesn't even know it arrived. Please touch

base with the individuals and let them know you are looking for a letter of recommendation.

Your recommenders are welcome to email their letter directly to Business Graduate Programs. Simply have your recommender email their letter directly to: [grad\\_business@baylor.edu](mailto:grad_business@baylor.edu)

### □ Plan your essay

Write an essay describing your professional objectives, how a Baylor MBA will contribute to those objectives, and how your participation and background will add value to the Baylor EMBA program in 500 words or less.

Optional Essay: If you believe there is additional information beneficial to the Admissions Committee for their review (including breaks in employment, your past academic performance, your choice of recommenders, etc.), please include and upload any supporting documentation.

### □ Fill out an online application and submit

- Resume
- One essay with an optional essay
- Two letters of recommendation
- Transcript
- Application Fee is currently waived for all applicants

Once a completed application has been received, your application will be reviewed. At that time, you will be notified whether or not you have been selected for an interview. Please note that not all applicants will be invited for an interview. It is the responsibility of the applicant to ensure that the EMBA office has received all of the relevant application materials for consideration.

### □ Interview

The interview typically takes place virtually. The interview committee typically includes an admissions director and a faculty member. The purpose of the interview is to ensure that the program is a good fit.

### □ Decision Notification

An admissions decision averages 5-10 business days after an interview has been completed.

\*The Baylor Executive MBA program follows a rolling admission process. Applications are considered as they are received.