Baylor Executive MBA | Austin
Application Checklist

☐ Attend an information session
☐ Visit a class (or two) to meet faculty, staff and students
☐ Schedule a one-on-one appointment if you would like to discuss your career and goals
☐ Start your online application (** Detailed instructions start on pg 4**) 

The application includes the following:

- Resume
- Name and email address for two recommenders
- Two essays
- Transcript (from the college or university that awarded the degree)
- Application fee
  - Veterans and Baylor Undergrads – we will waive your application fee
  - Email emba.austin@baylor.edu once you have submitted your application
- Note: A GMAT score is not required to be admitted to the program

☐ Request your transcripts ONE of the following ways (Mailed transcripts can often take several weeks to arrive.)

- Baylor accepts digital transcripts (preferred method)
  If an e-transcript is an option, you can use Stacy_McCracken@baylor.edu as the recipient.
  OR

- Request an official transcript (in a sealed envelope) from the college or university where your degree was awarded.
  Transcripts should be mailed to the following:
  Baylor Executive MBA | Austin Campus
  3107 Oak Creek Drive, Suite 240
  Austin, TX 78727
  Attn: Stacy McCracken

☐ Update your resume

In your online application, 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.

Include:
- Work experience and career progression to date
- Range of job responsibilities including managerial, supervisory and budgetary experience
- Educational background
- Activities, honors, or awards you have received that would be of interest to the Admissions Committee
Request your letters of recommendation (Letters often take the longest to arrive.)

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 the Director as well. Simply have your recommender email their letter directly to: Stacy_McCracken@baylor.edu.

Please have your recommender consider the following topic areas when they are writing your letter of recommendation.

- Leadership potential
- Energy and initiative
- Character and integrity
- Ability to develop others
- Ability to work in a team
- Broad perspective and intellectual curiosity
- Creativity and resourcefulness
- Analytical thinking and reasoning
- Oral and written communication skills

Plan your essays – these will be attached to your online application.

- Question 1 (required): What are your long-term career objectives? How do you see the attainment of an MBA degree contributing to these objectives? Please describe how your participation and background will add value to the Baylor EMBA program.

- Question 2 (required): Please describe a challenging managerial problem you have encountered in your career and how you handled it. Define the problem and any assumptions. Specifically discuss how you managed the situation and describe the outcome(s). Looking back, what is your greatest take way from this experience?

- Question 3 (optional): If you believe that there is additional information that would be beneficial to the EMBA Program Admissions Committee’s review of your application, please explain.

Potential topics for your 3rd essay may include:

- Significant gaps in work experience
- Choice of recommenders
- Academic performance issues
- Areas of weakness in your application
- Anything you would like the admissions committee to know that will not come through in other essays, your resume, etc.
You should thoroughly answer each question using specific examples and experiences. Essays are an opportunity to provide insight into your motivations for applying and your career aspirations rather than rehashing your resume. They also serve as a writing sample to gauge your writing proficiency.

☐ Complete your online application and submit

Once you submit your application, you will receive periodic updates from the Baylor Executive MBA office as your materials are received. Once a completed application packet 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. Applicants that have not yet visited a class may be asked to visit prior to their application review.

☐ Interview

The interview typically takes place at the Baylor’s Austin Campus. The interview committee typically includes the following: EMBA director, EMBA associate director, and an alum or faculty of the program. The purpose of the interview is to ensure that the program is a good fit.

☐ Decision notification

It can typically take 2 weeks from the time of the interview for final notification to be received.

Baylor’s Executive MBA follows a rolling admission process. Applications are considered as they are received.
The Online Application Process

GoBAYLOR Grad is your guide through the application process. The following steps can help you navigate you through the GoBAYLOR Grad account process:

- Sign up for a GoBAYLOR Grad account, Click “Create an account”

![Image of GoBAYLOR Grad account creation process]

- Complete Account Information, Click “Submit Request”

![Image of account information submission]

- You will receive an email with your assigned Bear_ID.
- You will use your Bear_ID and the password that set above to login in to start an application.
- Log in to GoGrad Baylor, select RETURNING USER. Use your Bear_ID and Password to login to the system.

- Select “Start New Application”
- Select application type - Graduate School Application and Create Application

- Read Instructions and then Click “Continue”. 
Begin entering personal information. Enter your basic information in each section.

Choose Program of Interest, Select “MBA Executive Program - Austin” Select location and program (Healthcare or General MBA)

Then under Term select “Spring” or “Fall”. Spring = January and Fall = August
Complete Executive MBA Programs General Information.

Attach the 2 required essays, and a resume.

Select - Continue

Complete Academic History:

Note: All transcripts attached to your application are considered UNOFFICIAL.
- Employment: Complete previous employment information.

- Recommend: Complete the contact information for your 2 recommenders.
  - Select – Send to Recommender
    - Make sure to alert the individuals that you are requesting a letter of recommendation.
- **Sign:** Type full legal name

![Signature](image)

- **Complete application:** Review and Submit.
  *Please note* – you have to allow at least 15 minutes after attaching documents for the system to recognize them. If you get an error saying they are not attached, please wait 15 minutes and try again.

![Application Checklist](image)

- The Application Checklist will let you know what is “Received” or “Awaiting”.
- **Be sure to pay** the Application Fee
To Pay – Select Submit Payment

**Payment Due: 100.00 USD**

[Awaiting Application Fee - Submit Payment for 100.00 USD]

If you would like help with your online application, please email us at emba.austin@baylor.edu. We are happy to arrange a personal application appointment with you.