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

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.

- There are 2 required essays.
- Each essay will likely be 3/4 of a page to 1 ½ pages long. We don’t want a book, just a thorough answer to the question.

- We offer an optional essay. If you believe that there is additional information that would be beneficial for us to consider with your application please include it in your 3rd essay.

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.