Step-by-Step Guide to completing your EMBA Application

1. Please visit [www.baylor.edu/dallasemba/admit](http://www.baylor.edu/dallasemba/admit)
   - Click on “Apply Now” at the bottom of the page

2. Create Log In:
   - First-time users => Click “create an account” to start a new application. This will lead you through the steps to create a Bear ID and password. Please write these down so that you can log in again as you work on your application.
   - Returning Users => If you have already have a Bear ID & password, you can choose Returning Users Log In and follow those prompts.

3. Application Management – If you are starting a new application, choose “2019 Graduate School Application” (see Figure 1) and click “Create Application”. If you are returning to an application in progress, click on the application and choose “Open Application” (see Figure 2):

![Figure 1: New Users: Create Application](image1)

![Figure 2: Returning Users – Open Application](image2)

4. Instructions Page – please read through this page for an overview of the application process. Please note this is a page designed for all Graduate School applications. **Note:** Test scores are not required for the EMBA program. Click Continue at the bottom of the page to go on.

5. Personal Background – complete basic information and click Continue
6. **Program of Interest (see Figure 3)**
   a. **Program**: select “Business – EXECUTIVE MBA”
   b. **Degree Seeking**: select one
      - “EMBA in Dallas”; or
      - “EMBA in Healthcare Administration in Dallas”
   c. **Application Term**:
      - “Spring” if you are interested in a January start date
      - “Fall” if you are interested in an August start date (most common)

   ![Program of Interest](image)

   **Figure 3: Program of Interest**

7. **Executive MBA.** This is the actual application page for the EMBA program. This requires the following:
   a. Two essays (plus an optional 3rd essay)
   b. Current resume
   c. Two letters of recommendation. You will list your recommenders and submit their contact information later in the application, on the “Recommendations” page.

8. **Academic History**
   a. Please choose “Add Institution” and find the school where you received your degree. On this page, you can also find instructions on how to submit your transcripts to accompany your application.

9. **Test Scores** – **Not Required for EMBA.** Please click *Continue*

10. **Certificates, Memberships and Awards.** This is optional; only need to add if it is not already listed in your resume and you feel it is relevant to your application.
11. **Recommendation**
   
a. Click “Add Recommender” and complete the information. When you click “Send to Recommender” they will receive an email requesting their letter of recommendation, so we suggest letting them know this is coming.
   
b. The EMBA application requires **two** letters of recommendation, so please add two people on this Recommendation page.

12. **Military Status** – please let us know if you are active duty or a veteran.

13. **Signature** – when your application is complete, please type your e-signature

14. **Review** – This will let you know if you have any areas that are incomplete. If your application is complete, you will have the choice to “Submit your Application” or “Save for Later”. Once you hit “Submit”, you will go to a summary page with a link to pay the application fee (see Figure 3 below).

   **Figure 3: Submitted Application**
   
   ![Submitted Application Image]

   - You can see which recommendations you have received, and you have the option to resend the notification to those who have not submitted their letter yet. You can still pay the application fee even if your letters of recommendation have not all been received.
   - At the bottom of the page is a link to submit your application fee of $100.00. **If you are a Baylor alumni or a US veteran**, please contact us at [EMBA.Dallas@baylor.edu](mailto:EMBA.Dallas@baylor.edu) so that we can waive this fee for you.

15. Once you have paid your application fee, you should receive an email confirmation from the Baylor Graduate School, and our EMBA office will be in touch soon to schedule an interview.