



Baylor University

HANKAMER SCHOOL OF BUSINESS
Executive MBA – Austin

APPLICANT CHECKLIST

Prerequisites

- No GMAT required.
- Undergraduate degree from accredited college, university, or foreign equivalent.
- Minimum 5 years of work experience.

☐ 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 one on one appointment

☐ Request your transcript

Preferred: Baylor accepts digital transcripts. 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

Please include a detailed resume. We like to see all of your professional experiences 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 the Director as well. Simply have your recommender email their letter directly to:
Stacy_McCracken@baylor.edu

☐ Plan your essays

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 away 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.

Essay length: Essays are typically ¾ pages to 2 pages long. We are looking for a good answer to the question.

☐ Fill out an online application and submit

- Resume
- Two essays with an optional third
- Two letters of recommendation
- Transcript Request
- Application fee*

*Fee is waived for Veterans and Baylor undergrads.

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.