



## APPLICANT CHECKLIST

### Prerequisites

- Undergraduate degree from accredited college or university or foreign equivalent.
- Minimum 5 years of work experience.
- No GMAT 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 one on one appointment

### ☐ Request your transcript

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

Baylor accepts digital transcripts and is 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 the Director as well. Simply have your recommender email their letter directly to:  
Sharon\_Mawet@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.

### ☐ Fill out an online application and submit

- Resume
- Two essays with an optional third
- Two letters of recommendation
- Transcript
- 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 Dallas Campus. The interview committee typically includes the following: EMBA director, EMBA assistant 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.