Application Process

GoGrad is our application portal. The following steps can help you navigate through the GoGrad account process. To start, go to www.grad.baylor.edu/apply

CREATE AN ACCOUNT

- Sign up for a GoGrad account. Under “First Time Users,” click “Create an account”
Complete Account Information. For Degree Program, select “Graduate Business”. When done, click “Submit Request”.

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.
WITH A GOGRAD ACCOUNT

- Log in to GoGrad Baylor, this time, select RETURNING USER. Use your Bear_ID and Password to login to the system.

Select “Start New Application”
Select application type. Select your desired year of enrollment, and select Business School Application and Click “Create Application”

**Instructions Section:**
- Read Instructions, then Click “Continue”.

**Program of Interest Section:**
- Degree Level: Masters
- Degree Program Seeking: Business Administration – Executive MBA Dallas
- Entry Term: Select “Spring” or “Fall”. Click “Continue”
Executive MBA Section:

- “What is Your Intended Area of Study” (first question) is where you will select a concentration or General EMBA.

- Attach the 2 required essays, and a resume.

- Select – “Continue”

Military Status Section:
Please indicate your Military Status and click “Continue”

Personal Background Section:
Please complete all fields and click “Continue”

Academic History Section:
- Click “Add Institution” to add the name of where you earned a bachelor’s degree or higher.
- You can attach a copy of a transcript if you have one. This will be considered an UNOFFICIAL transcript. We can accept an unofficial transcript for purposes of admission, but you will need to have an official transcript sent if you are accepted.
- If you do not already have a copy of your transcript, please follow the instructions on this page to have a transcript sent directly to us.
Employment Section:
Please click to Add Employer, and complete the information requested. When done, click “Save”:

Recommendations Section:
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.

Signature Section:
Type full legal name

Review Section:
This will show any missing items from your application. At this point, you can “Save For Later” if you are not yet done, or you can submit if you have completed all necessary fields.
- You will need 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.

If you would like help with your online application, please email our office.