

# Online MBA Application Checklist

## 1. Is this the right program for me?

- ☐ I have a bachelor's degree from a regionally accredited college or university.
- ☐ I have at least two years of postgraduate professional experience.
- ☐ I want to further my education and develop business management skills in accounting, finance, marketing, entrepreneurship, and more.

## 2. Before Applying

- ☐ Review the [program](#).
- ☐ View an [on-demand event](#).
- ☐ Contact a member of our team via [email](#), [phone](#), or [schedule an appointment](#) to discuss:
  - ☐ Program start dates
  - ☐ Weekly time commitments
  - ☐ Key program benefits
  - ☐ [Curriculum](#) and career goals
  - ☐ [Funding your MBA](#)
- ☐ Speak with your employer to explore tuition assistance options and discuss your plans to pursue a graduate business program.

## 3. Application Process

- ☐ [Schedule a personalized application walkthrough](#) to review requirements, best practices, and your timeline to submit your application.
- ☐ [Start your application](#) and gather the following materials:
  - ☐ **Personal statement** of 350–500 words.
  - ☐ **Unofficial transcripts** from all undergraduate and graduate institutions attended, including schools where you did not earn a degree. Official transcripts must be provided [electronically](#) (preferred) if admitted to the program.
  - ☐ **Standardized test scores are required.** If you have under five years of business experience, we generally require the GMAT or GRE (school code 5297). If you have five or more years, though, the tests are optional.

- ☐ In lieu of test scores, applicants can also complete the [GMAC Business Fundamentals](#) Course Bundle.

- ☐ **Two letters of recommendation** that address your intellectual and personal capabilities. They may come from a supervisor, a member of academia, a mentor, and/or someone who can attest to these capabilities.
- ☐ **Resume or curriculum vitae (CV)** detailing all previous work experience.

- ☐ Pay your application fee.
- ☐ Review and apply for [financial aid](#).
- ☐ **Complete a virtual interview** with the program director if requested by the review committee.

## 4. Next Steps for Admitted Students

- ☐ **Pay your \$300 enrollment fee** to reserve your seat in the upcoming cohort. Additionally, there is a \$500 program fee that will be due before fall orientation.
- ☐ **Send your official, final transcripts [electronically](#)** (preferred) via the National Student Clearinghouse or a secure University of the Registrar system. Please do not select Howard from the dropdown.

Mail physical transcripts to:

Howard School of Business  
Office of Graduate Programs  
Attn: Online MBA  
2600 6th Street, NW, Room 236  
Washington, DC 20059

- ☐ **Connect with a support coach** who will help you prepare to start your program and be a key resource throughout your study at Howard.
- ☐ **Review course materials** prior to the start of the semester.
- ☐ **Confirm your internet connection** has sufficient bandwidth for video calls.
- ☐ **Download [Zoom](#)** and create your account before your first class so you are ready to connect with your professors and peers.

Please contact our enrollment team with any questions.  
**[E-mail](#) | [Phone](#) | [Schedule an Appointment](#)**