

## 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 provide the following:
  - 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.** Applicants have three options:
    - GMAT
    - GRE (school code 5297)
    - Online [Business Fundamentals Course Bundle](#) from the Graduate Management Admissions Council

- 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**