

## 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 2 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](#).
- Attend an informational [webinar](#).
- Contact an enrollment advisor via [email](#) or [phone](#) to discuss:
  - Program start dates
  - Weekly time commitments
  - [Curriculum](#) and career goals
  - International immersion opportunities
  - [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 an in-depth application walkthrough** with an enrollment advisor to review requirements, best practices, and your timeline to submit your application.
- Start your application** and gather the following materials:
  - Personal statement** of 2–3 pages.
  - Transcripts** from all undergraduate and graduate institutions attended, including schools where you did not earn a degree. You can provide unofficial transcripts for the application process, however, official transcripts must be provided [electronically](#) (preferred) if admitted to the program.
  - 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.

- 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 and manually enter [onlinebusiness@howard.edu](mailto:onlinebusiness@howard.edu). Mail physical transcripts to:

Howard School of Business  
Office of Graduate Programs  
Attn: Online Executive 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.