

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.
 - GMAT Scores** are required.
 - 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. 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.