

Online Executive MBA Application Checklist

Start your journey towards a Howard University School of Business EMBA today!

1. Is this the right program for me?

- I have a Bachelor's degree from a regionally accredited university
- I have at least 7 years of professional experience
- I have at least 5 years of management/ leadership experience
- I can easily show progressive experience on my resume
- I feel comfortable with the basic concepts of Business from my experiences up to this point
- I am looking to transition into a position that is at, or the equivalent of, a C-Suite level role

2. Before Applying

- Review the [program](#)
- Attend an informational [webinar](#)
- Speak to an Enrollment Advisor at **202-921-3413** or onlinebusiness@howard.edu about:
 - Program Start Dates
 - Weekly Time Commitments
- Curriculum and Career Goals
- [International Immersion Opportunities](#)
- [Funding Your MBA](#)
- Speak with your current employer to explore tuition assistance options and your plans to pursue grad school

3. Application Process

- Schedule an in-depth application walkthrough with an Enrollment Advisor to go over requirements, best practices, and your timeline to application submission
- Gather the following materials and apply at <https://onlinemba.howard.edu/admissions/>
 - Statement of Interest**
 - Transcripts**
 - Standardized Test Scores** Executive Assessment or GMAT is optional but highly recommended (school code 5297)
 - Two Letters of Recommendation** Topics should cover personal integrity, ability to work with others; leadership qualities; oral and written communication skills; and community involvement. Recommenders should be a supervisor, a member of academia, a mentor, and someone who can attest to these capabilities.
 - Résumé or Curriculum Vitae**
 - Financial Aid:** Complete the [Free Application for Federal Student Aid \(FAFSA\)](#). Federal School Code: 001448.

4. Next Steps for Admitted Students

- Enrollment Deposit:** Submit your \$300 enrollment deposit to reserve your seat for the upcoming cohort. Waived for previous HU students and graduates and applied towards tuition.
- Mail official final transcripts to:** Howard School of Business, Office of Graduate Programs, Attn: Online Executive MBA, **2600 6th Street, NW, Room 236, Washington, DC 20059** (unless sent through the National Student Clearinghouse or delivered through secure University Office of the Registrar system).
- Connect with a Success Coach:** Your Success Coach will help you prepare a work/life balance plan.
- Review course materials:** Review prerequisite course materials prior to the start of the semester.
- Internet Connection:** Make sure you have internet service that can handle video calls and a designated study space.
- Download Zoom:** Make sure you have Zoom downloaded and your account created before your first class. Zoom is where you will connect with your professors, network with your peers, and take your first class!