

### 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 7 years of postgraduate professional experience.
- I have at least 5 years of senior management/leadership experience.
- I can easily show progressive experience on my resume.
- I feel comfortable with foundational business concepts from my experiences up to this point.
- I am looking to transition into a position that is at, or equivalent to, a C-Suite level role.
- I desire a program that is rigorous and fast-paced.

### 2. Before Applying

- Review the [program](#).
- Attend an informational [webinar](#).
- Contact to an enrollment advisor via [email](#) or by calling [202-921-3413](#) 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 degree.

### 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 3-5 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 if admitted to the program.
- 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.
- Standardized Test Scores** (GMAT or Executive Assessment) are optional, but highly recommended. Applicants with an undergraduate GPA lower than a 2.5 are required to take the Executive Assessment (school code 5297).

- Pay your \$75 application fee** (non-refundable).
- Review and apply for [financial aid](#).

### 4. Next Steps for Admitted Students

- Pay your \$300 enrollment fee** to reserve your seat in the upcoming cohort.
- Send your official, final transcripts electronically** (preferred) via the National Student Clearinghouse or a secure University of the Registrar system, or have them mailed 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.
- 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.

For questions about our program, admissions requirements, and/or application process, contact our enrollment team via [email](#) or by calling [202-921-3413](#).