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 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 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.
- ◯ **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**.

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. 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.
- ☐ **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 **202-558-0465**.