

Global Executive MBA Detailed Graduate School Application Instructions

Please note that not all of the information listed on the UW Graduate Student on-line application section applies to Global Executive MBA (GEMBA) Program applicants, so please refer to the detailed instructions listed below:

Go to <https://www.grad.washington.edu/applForAdmiss/>

Click on “**New Applicants – Create Your Applicant Profile**” to create a new applicant profile

Applicant Profile

Complete the questions on the Applicant Profile page

1. Enter your First Name and Middle Initial (if applicable)
NOTE: Please enter the name the same way as it appears on your passport. It is very important that your name match your passport.
2. Enter your Last Name
3. Enter a former name
NOTE: Leave this section blank if it does not apply to you.
4. Enter your Birthdate
5. Click on Male or Female (this is optional)
6. Next to “What is your current citizenship/visa status” select the one that applies to you. Most GEMBA students will probably select “**None of the above**”.
7. Next to “If you are not a U.S Citizen, have you received a degree from a U.S. Institution” click on **NO** if you have not received a degree from a U.S. institution and **YES** if you have received a degree from a U.S. institution.
8. Click on Yes or No to answer the question about being a native English speaker
9. Enter your email address
NOTE: Please ensure you provide a valid/current email address or you will not be able to receive information about your application status.
10. Confirm your email address
11. Enter password. This can be anything you like but you must use a minimum of 7 characters and include at least one symbol or character that is not a letter or a number.
12. Confirm your password
13. Select a security question from the pull down menu
14. Enter the answer to the security question you selected.
Note: please remember your security question as no record of it will be maintained in the Graduate School.
15. Confirm your security answer

Click on **Save and Continue**

Contact Information

Complete the questions on the Applicant Profile page

1. Enter your permanent home address
2. Enter your mailing address

NOTE: Please enter this information even if it is the same as your permanent home address

3. Enter your U.S. or Canadian Home Phone
(only enter a number if you have a U.S. phone number established)
4. Enter your International Phone Number
5. Enter your Work Phone Number
6. Enter your Cell Phone Number
7. Select your Country of Citizenship from the pull down menu
8. Select your Country of Birth from the pull down menu
9. Enter your city of birth
10. Enter Name/Address of alternative contact. If there is another person who we can contact regarding your application, provide the name, address, and phone number.
11. Click **Yes** or **No** depending on your preference for allowing the University of Washington to release information to your alternative contact name.

Click **Save & Continue**

New User Profile Confirmation

Review the New User Profile Confirmation. Click **Continue**

Program Information

Complete the Program Information page

1. Next to “select your application type” select **Graduate**
2. Next to “select your graduate program” select **Business Administration – Foster School of Business - Global Executive MBA**
3. Next to “indicate the quarter and year you wish to enter” select **Summer 2015**
4. Next to “ultimate degree for this program” select **Master’s**
5. Enter GPA for the most recent two years of study or check the box for “I do not have a GPA”.
6. Leave the next question blank unless you previously submitted an application to the University of Washington
7. Answer **No** if you are NOT a current graduate student at UW
8. Answer **No** if you are NOT a current graduate student at UW
9. Leave the UW student number blank unless you have a UW student number
10. Leave this question about your present visa status blank. Most GEMBA applicants will leave this blank since they are not in the U.S. at the time of applying.
11. Next to “type of visa expected” select **F-1**

Click **Save & Continue**

Requirements and Deadlines

Review the Requirements & Deadline information.

NOTE: No application materials are required to be sent to the GEMBA Program Office or the UW Graduate School until after an offer of admission has been received.

Click **Save & Continue**

Report Prior Schools

To report prior schools you have attended click **“Add a School”**

1. Select general location of school. Most GEMBA applicants will click on **Non-United States/Non-Canada**. If you chose “United States” on above question, select U.S. state.
2. Select Country of School from the pull down menu
3. Enter City or Town of School
4. Enter School Name
5. Enter Dates attended from (month and year)
6. Enter Dates attended to (month and year)
7. Enter Degree Expected or Received (if applicable) from the pull down menu
8. Enter Specific Degree Name (if OTHER was indicated on previous question)
9. Enter Date of Degree (month and year)
10. Enter Major Field
11. Enter Major GPA
12. Enter Overall GPA or check the box “I do not have a GPA”

Click **Save & Continue**

Submit Unofficial Transcripts

Once you have finished reporting your prior schools, click on **“Submit Unofficial Transcripts”** located on the left side of the screen.

From the list of reported schools, click on the “add” link to upload your transcript document(s). The upload instructions and required file format/size limit are included on the page.

NOTE: If you are offered admission to the GEMBA program you will be contacted by the UW Graduate School to submit an official copy of your transcripts issued by the institution in which your degree was granted.

Click **Upload & Continue**

Report English Proficiency Tests

Once you have finished uploading your transcript(s) click on **“Report English Proficiency Scores”** located on the left side of the screen.

Click on **“Add a Test”**

1. Select the Test Type from the pull down menu (example: TOEFL)
2. Enter the Test Date (month, day, year)
3. Enter the test Registration Number
4. Enter the Test Score

Click **Save & Continue**

Self-Report GMAT Scores

Once you have finished reporting your English Proficiency Test click on **“Self-Report GMAT Scores”** located on the left side of the screen. *NOTE: GMAT scores are only required for self-sponsored applicants.*

Click on **“Add a Test”**

Enter the test date, GMAT ID and test scores.

Click **Save & Continue**

Submit Resume or Vitae

Once you have finished entering all your test scores, click on **“Submit Resume or Vitae”** located on the left side of the screen. Your document can be in WORD, PDF or RTF format.

NOTE: The file size limit for uploads is 500kb.

Click **Upload & Continue**

Foster School Statement of Integrity

Once you have finished uploading your resume or vitae, click on **“Foster School Statement of Integrity”** located on the left side of the screen. Type your legal name in the space provided. By

typing your name you are verifying the accuracy of the information provided in your application.

Click **Save & Continue**

Submit Statement of Purpose

Once you have signed the Statement of Integrity, click on **“Submit Statement of Purpose”** located on the left side of the screen. Your personal statement should include why you are applying to the GEMBA Program and what you expect to gain from it. Your documents can be in WORD, PDF or RTF format.

NOTE: The file size limit for uploads is 500kb.

Click **Upload & Continue**

Letter of Support or Recommendation

Once you have finished uploading your Statement of Purpose, click on **“Letter of Support or Recommendation”** located on the left side of the screen. Upload the required document. Your documents can be in WORD, PDF or RTF format.

NOTE: The file size limit for uploads is 500kb.

Click **Upload & Continue**

Review Checklist of Application

The required online application items appear on this screen indicating the status of complete or incomplete. Review the checklist and be sure to complete all required items before attempting to submit your application. *NOTE: Self-reported GMAT scores can be added at a later date.*

Pay Fee and Submit Application

After you have made sure all the information is correct on your application, click on **“Pay Fee and Submit Application”** located on the left side of the screen.

1. From the pull down menu select “I am submitting my application with the nonrefundable \$85 (USD) application fee”.
2. On the next page enter your credit card information:
3. Enter your credit card number
4. Enter credit card expiration date
- 5-10. The fields for your name and mailing address will already be filled in. Please change the address entry fields to match the billing address of your credit card.

- Read the acknowledgement statement (near the bottom of the page) and click the box to confirm.
- Click on **“Pay Fee and Submit Application”**

After Submitting Your Application

After you have submitted your application you can check the status of your application on your Graduate Application Status Page.

Once you have received an offer of admission to the GEMBA Program you will be instructed to accept or decline the offer of admission on your Graduate Application Status Page. If you accept the offer of admission, next steps will appear on your Graduate Application Status Page. Next steps are things that you will need to do before you enroll in the GEMBA Program. Foreign applicants who indicated that they would be requesting an I-20 visa application will be given instructions.

Please contact the GEMBA Program Office if you have any additional questions about the application process.