

# FOSTER SCHOOL OF BUSINESS

UNIVERSITY of WASHINGTON

## Executive MBA

### **How to Apply for Admission**

Thank you for your interest in the UW Foster Executive MBA Program. This information provides pertinent information to filing an admission application. Please read the instructions carefully.

### **Graduate School Online Application System**

The Foster EMBA uses the UW Graduate School online admission application system. You may access and complete the online application directly from the Graduate School website at <http://grad.uw.edu/admissions/apply-now/> .

First-time users must create an applicant profile. Instructions are provided within the application system. Applicants may apply to more than one program, but you must submit an application and fee for each department. You will be prompted to provide the necessary information for each section. You can save your application data until you are ready to submit the final content.

### **What do I provide in the Online Application?**

There are two sets of action steps to complete an online admission application to the EMBA Program. The Graduate School requires the following steps:

- 1) Select your application type (select **Graduate**)
- 2) Select a graduate program (select **Business Administration – Foster School of Business - Executive MBA**)
- 3) Indicate the quarter and year you wish to enter (e.g. – **Fall 2018**)
- 4) Select area(s) of interest (Either North America or Regional, North America, or Regional) (\*See Area/Program of Interest information below)
- 5) Select ultimate degree for this program (**Master's**)
- 6) Review requirements and deadlines
- 7) Report prior college attendance
- 8) Upload copies of unofficial transcripts
- 9) Report English proficiency scores (if undergraduate degree earned outside U.S.)
- 10) Review checklist of application materials
- 11) Print application (if desired for your records)
- 12) Pay the \$85 non-refundable UW Graduate School application processing fee and submit completed application

In addition to the action steps required by the UW Graduate School, you must complete the following steps in the online admission application:

- 1) Upload personal statement (Word, RTF or PDF upload only)
- 2) Upload current résumé or vitæ (Word, RTF or PDF upload only)
- 3) Select designated recommenders
- 4) Identify current employer
- 5) Complete employment supplemental information
- 6) Agree to the Foster School Statement of Integrity

### **\* Area (Program) of Interest**

The EMBA Program offers two class schedule options. Both programs have the identical curriculum, full-day classes, and take 21-months to complete.

The **North America** (monthly) option appeals to people who: live/work outside of Seattle; live in Puget Sound but travel frequently for work; or prefer a concentrated class schedule. The **Regional** (weekly) option is designed for students who live/work in the Seattle and do not travel for work. Both classes are equally diverse with respect to industries, company types/sizes and job functions. NOTE: By selecting **Either North America or Regional**, applicants permit the EMBA Program to assign class designation based on program needs.

Admission application processing is completed on a rolling basis and admission is first-come, first-served. To ensure consideration to your preferred program option, applicants should apply well before April 1. Applicants applying after deadlines are not guaranteed consideration for their preferred program choice.

### **Other Items Necessary to complete an EMBA Application**

In addition to the action steps listed above as part of the Graduate School online application system, you must ensure that the following item is received by the EMBA Program Office:

- 1) [Letter/form of Organizational Endorsement](#)

### **Supplemental Information**

#### **Reapplying**

If you were admitted previously and did not receive an approved application deferral, you must begin the application again including submission of required online application information.

#### **English Proficiency**

Every applicant *whose native language is not English* must demonstrate English language proficiency.

Details related to English proficiency are available on the UW Graduate School Web site at <http://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-8-graduate-school-english-language-proficiency-requirements/>

**Interviews**

After a complete application review, most applicants are invited to interview. During the interview, candidates are asked a series of questions to discuss relevant professional experience, MBA objectives, probable contribution to and benefits derived from the EMBA program, and ability to effectively function as part of an EMBA study team. The admission interview is conducted by either the Executive Director or Director of Admissions. In some cases, applicants may be interviewed by both the Executive Director and Director of Admissions. Applicants from outside Seattle can interview by Skype or telephone.

**EMBA Mailing Address**

Executive MBA Program  
Foster School of Business  
UW Mailbox 353220  
Seattle, WA 98195-3220

**Questions or Problems**

For questions about the application/admission process, please call (206) 685-1333 or (888) 622-3932. You may also send a message to [emba@uw.edu](mailto:emba@uw.edu)