

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

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 UW graduate program, but you must submit a separate application and fee for each program. 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. – **Autumn 2022**)
- 4) Select area(s) of interest (Either Monthly or Week Cohort, Monthly Cohort, or Weekly Cohort) (*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 curriculum vitae (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 class sessions, and take 21-months to complete.

The **Monthly Cohort** is designed for people who: live/work outside of Seattle; live in Puget Sound but travel frequently for work; or prefer a concentrated class schedule. The **Weekly Cohort** is 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 Monthly or Weekly Cohort**, applicants permit the EMBA program to assign class designation based on program needs.

Transcripts

Visit your university's website. Using the search bar, search for "transcript request" and results should yield the specific webpage where you can request unofficial copies.

Application Deadlines

Admission application processing is completed in "rounds" with the following deadlines:

Round 1 – December 1

Round 2 – February 1

Round 3 – April 1

IMPORTANT NOTE: Applicants with fewer than 10 years of overall professional experience, degrees from outside the U.S., and/or a low grade point average are encouraged to apply to either Round 1 or Round 2 for fullest consideration.

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 Acknowledgment form.

Supplemental Information

Reapplying

If you were previously admitted and did not receive an approved admission 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/>

Admission Interviews

Following an 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 learning 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. Due to Covid-19, all admission interviews are being conducted virtually.

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 send inquiries to emba@uw.edu