

Executive MBA Application Checklist

Do you want to get your MBA from one of the most respected programs in the nation? Would you like to learn from world-renowned faculty that bring academic research and industry experience into the classroom? Are you interested in gaining dynamic, hands-on experience and instruction that can be immediately applied at work? **It's time to invest in yourself and become a leader in your field.**

Start your journey towards an SMU Cox School of Business MBA today!

Before Applying:

- ☐ Review the [curriculum](#), [SMU Cox advantage](#), and [program overview](#)
- ☐ Attend an [admissions event](#)
- ☐ Speak to an [Admissions Team Member](#) or contact Jamie Fuller (Director of Executive MBA Admissions) at jafuller@smu.edu
 - ☐ Program start date is Fall (August)
 - ☐ Average weekly time commitment (15-20 hours a week)
 - ☐ [Experiential Learning](#)
 - ☐ Immersion Experiences
 - ☐ [Financing options](#)
- ☐ Speak with your current employer to [explore tuition assistance options](#) and your plans to pursue grad school

Application Process

- ☐ [Schedule](#) an in-depth application walk-through with a member of our Admissions Team to go over requirements, best practices, and your timeline to application submission
- ☐ Gather the following materials and apply at <https://coxgradadmission.smu.edu/apply/> **(No application fee required)**
 - ☐ **Required Essay (Word Limit 500):** What are your professional reasons and goals for wanting an MBA?
 - ☐ **Optional Essay (Word Limit 250):** If you have areas you would like to address or issues to discuss, or a unique experience to share that is not reflected elsewhere in your application, you can use the optional essay.
 - ☐ **Unofficial Transcripts:** Upload with your application; or send electronically to coxgradtranscripts@smu.edu.
 - ☐ **No test scores required.**
 - ☐ **Professional Recommendation:** One professional recommendation is required, but you do not need to submit a letter of recommendation. You will need to enter the name, email address, company/organization, and title of at least one person that can recommend you. See [Professional Recommendation Guidelines](#).
 - ☐ **Résumé or Curriculum Vitae**
 - ☐ Apply for [financial aid](#)

Next Steps for Admitted Students

- ☐ Accept your admission offer by submitting your **Reply Form** in your [portal](#)
- ☐ Submit your \$2000 Enrollment Deposit to reserve your seat for the upcoming cohort
- ☐ Submit official final transcripts, please see [here](#) for instructions
- ☐ Activate your my.SMU and Email Accounts: you will receive an email with information and instructions on how to activate your SMU student account and email.
- ☐ After receiving communication from your advisor, schedule a meeting to review orientation, course registration, and other key information.
- ☐ Complete the optional prep work provided by the Student Enrollment and Engagement team
- ☐ Connect with your professors, network with your peers, and take your first class!

For questions about the application or admissions please contact Jamie Fuller at jafuller@smu.edu.