



Application Checklist

Application for Admission

Please fill out the entire application form, which is available online: <http://emba.unm.edu/admissions/application.asp>

Non-Refundable Application Fee

You can pay your application fee online or include a check or money order in the amount of \$50.00, payable to the Anderson School Foundation. Pay over the phone with a credit card by calling the EMBA office: 505.277.2525.

Statement of Purpose

Please write a concise essay (approximately 500 words) explaining your reasons for seeking an Executive MBA. Please include any noteworthy achievements you wish to share with the Admissions Committee. Please describe the experiences and qualities you will bring to the program and your professional classmates. Please upload your statement of purpose with your online application.

Resume

Please include a current professional resume detailing your management and work experience. Your resume can be uploaded with your online application.

Letters of Recommendation

Three letters of recommendation are required, including one from your immediate supervisor. Each letter should have the EMBA Letter of Recommendation form attached. The most meaningful evaluations come from people who have been responsible for evaluating your academic or managerial performance.

Transcripts

Please send one official transcript from every institution you've attended. Each transcript must be enclosed in the registrar's sealed envelope. If you earned a degree from the University of New Mexico, we will request your transcript. The Admission Committee looks for a GPA of 3.0 or higher on your last 60 credit hours of college coursework.

Domestic applicants with foreign transcripts must have those transcripts evaluated, even if they are in English. This must be a course by course evaluation that shows the foreign education level of study in comparison to the U.S. education level of study and the US education equivalent cumulative GPA. We recommend the following credential evaluators. Education Credential Evaluators (<https://www.ece.org>); National Association of Credential Evaluation Services (<http://www.naces.org/>); World Education Services (<http://www.wes.org/>).

Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE)

The GMAT and GRE are administered computer-adaptive tests, which are available year-round. The Admission Committee looks to see that you have a score of 500 or higher on the GMAT or an equivalent score on the GRE.

A waiver of the Anderson School's entrance exam requirement may be granted for one of the following conditions:

- A Ph.D. in any field or an M.D.
- A Master's Degree with substantial quantitative coursework
- A Bachelor's Degree in Business from an AACSB accredited institution with a 3.5 GPA in upper-level courses

Your application will be evaluated holistically. A lower GPA (2.7-2.99) or entrance exam score (450-490) will not bar you from admission as long as the rest of your application is strong. Calculators for GPA and GRE score conversion are available online.

Please email material to:
Gina Urias-Sandoval
gusand@unm.edu

Please mail application material to:

Executive MBA Program
MSC05 3090
1 University of New Mexico
Albuquerque, NM 87131



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of MANAGEMENT

Executive MBA

We at the Executive and Professional Education Center of the Anderson School of Management appreciate that considering an EMBA is a big step. We know that often one of the first concerns is: How can I afford this? I don't know the first thing about financial aid for graduate school! Be assured; the reality is the most EMBA students are eligible for student aid or loans through the US Department of Education under the Federal Direct Loan Program.

First Steps to Financial Aid

1. Fill out the free application for Federal Student Aid (FAFSA)
2. Check the website" www.fafsa.ed.gov
3. Remember that a FAFSA application is required for each academic year
4. Processing time is generally five (5) business days
5. Your results are mailed to you

Other Ideas

Talk with your employer, do online research, and network with others who have found money to pursue their educational aspirations. Many people have found unique sources of funding for their graduate degrees; you may be able to do the same!

Please call us, 505.277.2525 or visit our website, emba.mgt.unm.edu for more information. We are here to help.