Executive MBA Program
Application Checklist and Instructions

Electronic versions of all forms are available at http://emba.mgt.unm.edu/future/checklist.asp

☐ APPLICATION FOR ADMISSION
Please fill out all parts of the application form. If you fill out a paper application, sign and date it where indicated. If you fill out the application online, sign and return the included signature form, or you may sign your application in person.

☐ RESIDENCY FORM
Please be sure to complete all information on the residency form, though some of it may be repetitive. Your answers on this form do not affect your EMBA tuition or your likelihood of being accepted into the program. If you fill out your application online, the residency form questions are included within the online application.

☐ RESUME
Please include a current resume detailing your work experience and areas of responsibility.

☐ STATEMENT OF PURPOSE
Please write a concise essay explaining your reasons for seeking an advanced degree in business; include any noteworthy achievements or information you wish to share with the Admissions Committee.

☐ TRANSCRIPTS
Please send one official transcript from each college, university and graduate school you attended as a registered student. Each transcript must be enclosed in the Registrar’s sealed envelope and included in your package or sent directly to the Executive MBA program office. If you earned a degree from the University of New Mexico, we will request your transcript.

☐ LETTERS OF RECOMMENDATION
Three letters of recommendation are required, including one from your immediate supervisor. Each 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. Form letters and return envelopes are provided for this purpose.

☐ GRADUATE MANAGEMENT ADMISSION TEST (GMAT) OR GRADUATE RECORD EXAMINATION (GRE)
The GMAT and GRE are administered as a computer-adaptive test which you can take year-round at a date and time that are convenient for you. Information about the test, registration, preparation materials, and practice tests are available at:


Candidates with an advanced degree or undergraduate business degree may be eligible for a waiver to the GMAT/ GRE. Contact the EMBA office for more details.

☐ NONREFUNDABLE APPLICATION FEE
Please include a check or money order in the amount of $50.00, payable to the Anderson Schools Foundation, with your application form.

Once you have submitted all of the information above, the Program Specialist will contact you to schedule a personal interview with the Program Director. Your application will then be reviewed by the Admissions Committee.

Send all application materials to:
Executive MBA Program
MSC05 3090
1 University of New Mexico
Albuquerque, NM 87131

Rolling admissions until class is full.