



**RICE | BUSINESS**  
Jones Graduate School of Business

# APPLICATION CHECKLIST

## EXECUTIVE MBA

If you're planning on applying to Rice Business, you're likely a high achiever. Want to highlight all your qualifications in the application? Let us know how we can help.

Below is a checklist for your application to help guide you through the process. Still have questions? Please feel free to reach out to 713-348-4918 or [ricemba@rice.edu](mailto:ricemba@rice.edu).

### ☐ PRE-ASSESSMENT

#### Details

- Submit your resume for a quick pre-assessment by our recruiting and admissions staff to determine if the Executive MBA program is right for you.

#### Tips

- The pre-assessment will determine if you are eligible to receive a **GMAT, GRE, or Executive Assessment waiver**. You also need to submit a copy of your transcript for this purpose.

### ☐ EDUCATION HISTORY

#### Details

- Transcripts from all colleges or universities where you received a degree (or more than nine credit hours).

#### Tips

- You can submit unofficial transcript copies for your application. We will need official transcripts, sent directly to us by your institution, at enrollment.

## □ TEST SCORES

### Details

- Valid GMAT, Executive Assessment, or GRE scores from the last five years.
- We will consider your highest cumulative score.
- All exams must be taken on or before the deadline for the round applied.
- Submit the resume pre-assessment form to determine if you are eligible for a test waiver.
- There is no minimum score and no preference between which test you take. See class profile for average test scores.
- You can submit unofficial copies of scores for your application. We will need official scores at enrollment.
- Allow 8-10 weeks for test preparation.

### Tips

## □ LANGUAGE REQUIREMENTS

### Details

- Foreign national applicants whose most recent degree was not primarily taught in English must demonstrate English language proficiency via the TOEFL or IELTS test.
- All exams must be taken on or before the deadline for the round applied.
- If you studied at least one semester in an English speaking country or worked at least for one year in an English speaking country, the language requirement will be waived.

### Tips

- You can submit unofficial copies of scores for your application. We will need official scores at enrollment.
- Allow 8-10 weeks for test preparation

## □ RESUME

### Details

- Your current professional resume or CV

### Tips

- Follow a 70-10-20 rule. This means that about 70 percent of your resume should focus on your work experience, 10 percent should describe your education, and 20 percent can inform on everything else relevant to your profile as a Rice Business candidate.
- Focus on what you've actually accomplished rather than simply describing your role and quantify your achievements wherever you can.

## □ LETTERS OF RECOMMENDATIONS

### Details

- One recommendation letter if it's from your current direct supervisor. Otherwise, please provide two professional recommendation letters.
- You may provide up to three recommendation letters.

### Tips

- Use the GMAC Common Letter of Recommendation.
- Select recommenders who know you well professionally.
- Discuss with your recommender why you want to apply to Rice Business beforehand.
- Give recommenders advanced notice.

## □ REQUIRED ESSAY

### Details

- As you evaluate where you are today, how have your educational, professional and personal endeavors brought you to this point? In addition, please explain how the Rice EMBA is part of your future plan. **(750 word limit)**

#### Tips

- Make sure you stick to the word limit. Be clear and concise.
- Be authentic. We want to get to know you.
- Give yourself enough time to write, review and edit.

## □ OPTIONAL ESSAY

### Details

- Answer **optional** essay prompt: If you have any additional information for the admissions committee or if you wish to clarify any aspect of your application (including breaks in employment, your choice of recommendation providers, your past academic performance, etc.), you may submit an additional, optional essay. **Answer in essay form (750 word limit).**

#### Tips

- See Required Essay Tips

## □ ONLINE APPLICATION

### Details

- The online application requires you to input:
  - Personal Data (name, contact information, address, etc.)
  - Employment History (list employers, titles, salary, etc.)
  - Education History (list undergraduate and graduate degrees)
  - Student Club Interest (non-evaluative and used for outreach after admission)

#### Tips

- Help explain job transitions within the employment history section.
- Don't worry about repeating information that is on your resume.
- Complete online application while working on other aspects of the application. Use as a study break from the Executive Assessment, GMAT or GRE!

Please consult the [MBA Application Guide](#). This checklist is entirely optional and a resource to help guide you with the Rice Business application only.