



1. PRE-ASSESSMENT

Submit your resume for Pre-Assessment to determine if the Executive MBA program is right for you.

Note: The Pre-Assessment will also determine if you are eligible for a GMAT, GRE or Executive Assessment waiver. You need to submit a copy of your transcript for this purpose. Unofficial copies are sufficient.

Upon confirmation of Executive MBA Program Alignment, complete the online application:

2. EDUCATION HISTORY

Submit transcripts from all colleges or universities where you earned a degree.

Note: Unofficial copies of transcripts are sufficient for the application. Upon enrollment, official copies will need to be sent directly from your institution(s). All non-U.S. degree transcripts will require a third-party evaluation by one of these organizations: Spantran, Educational Credential Evaluators or World Education Services.

3. TEST SCORES OR TEST WAIVER

Submit valid GMAT, Executive Assessment or GRE scores from the last five years. In lieu of test scores, you may earn a test waiver through the Pre-Assessment process.

Note: Unofficial scores are sufficient for the application; official scores will be required upon enrollment.

4. RESUME

Submit your current resume or CV.

Note: Be sure to highlight and quantify your accomplishments and achievements.

5. RECOMMENDATION(S)

One recommendation from a current or former direct supervisor is sufficient for your application; otherwise, you will need two. You may choose up to two recommendations. You submit this information within your online application.

Note: We use the online standard GMAC Common Letter of Recommendation Form. Be sure to choose recommenders who know you well professionally and give them advanced notice to complete the process.

6. REQUIRED ESSAY

Required Essay Prompt: 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 Executive MBA is part of your future plan. (750 word limit)

7. OPTIONAL ESSAY

Optional Essay Prompt: If you have additional information for the admissions committee or if you wish to clarify any aspect of your application (e.g. breaks in employment, choice of recommenders, past academic performance, etc.), you may submit an additional optional essay. (500 word limit)

8. EXECUTIVE MBA INTERVIEW (by invitation)

Once all prior information has been submitted, applicants may be invited for an official interview.

Note: The interview is a 30-minute virtual visit with a Rice Business senior staff member.

For questions, please consult the [MBA Admissions Guide](#).

This checklist is entirely optional and a resource to help guide you with the Rice Business application only.