RICE | BUSINESS

APPLICATION CHECKLIST
EXECUTIVE MBA

☐ **1. GET IN TOUCH**

Start a conversation with us.

Connect with Magda Craige, our Associate Director of Recruiting. We'd love to learn more about your background and goals so we can help you explore whether the Executive MBA is a good fit for your career. Email your resume or LinkedIn page to us at ricemba@rice.edu

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:** The Evaluation Company, Educational Credential Evaluators or World Education Services.

☐ **3. TEST SCORES**

Test scores are not required but if you have a valid, GMAT, GRE, EA or GMAT Focus, you may submit it with your application.

☐ **4. RESUME**

Submit your current resume or CV.

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

☐ **5. RECOMMENDATION(S)**

One professional recommendation is required. A letter from your current or former supervisor is preferred. 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)

For questions, please consult the **MBA Admissions Guide**.

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