



## Application Checklist

Please feel free to use this checklist to keep track of the materials to be received by the Boston University Executive MBA Office. All electronic transmissions should be sent to [emba@bu.edu](mailto:emba@bu.edu).

*Applicants to the Executive MBA (EMBA) Program need to submit the following items:*

- An Executive MBA Application for Admission, including essay**
- Supporting Materials to be submitted electronically to [emba@bu.edu](mailto:emba@bu.edu):**
  - Organizational Chart (Company issued document not required. All materials are considered confidential)
  - Passport Size (2"x2") Photo (does not need to be official photo)
  - Letter of Introduction in electronic format
  - Resume
- A Letter of Organizational Sponsorship (form provided)**
- Two Letters of Recommendation from:**

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- Official Transcripts from all Undergraduate and Graduate Programs Attended including all transfers):**

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- A Nonrefundable \$125 Application Fee, Payable to Boston University**
- A Personal Interview is required for admission to the EMBA Program.**  
*Following the receipt and review of all application materials, applicants will be invited for a personal interview. The interview will be scheduled to evaluate an applicant's objectives and experiences.*

Applications will be accepted on a space available basis. Early application is advisable, since class size is limited and qualified applicants are accepted on a first-come, first-serve basis. Application deadlines are June 2, September 2, and November 2. Send all application materials to:

Executive MBA Program Admissions  
Boston University School of Management  
595 Commonwealth Avenue  
Boston, MA 02215  
Phone: 617-353-8470  
Fax: 617-353-3477

**All electronic materials should be submitted to [emba@bu.edu](mailto:emba@bu.edu)**