

## Application Guide

---

*You're taking an important step in your career by applying to our Executive MBA program. In order to make this process seamless, we've developed this application guide. Included is a checklist of all the materials you'll need, so you can feel confident submitting your application.*

### Schedule a phone consult

- [Connect with our admissions team](#) to discuss your experience and professional goals.
- Ask any questions you have about pursuing an Executive MBA – including financing, balancing work, life, and classes, and the career benefits of an MBA.

[Schedule a phone consult with our admissions team in just a few minutes!](#)

### Do your research

- Investigate online resources to learn more about the program schedule, networking opportunities and experiences beyond the classroom.
- Attend an Open House to experience UNC Kenan-Flagler firsthand, including participating in a live class and meeting with current students and staff.

[View and register for an upcoming admissions event at UNC Kenan-Flagler.](#)



**PRO TIP** Another great way to investigate an Executive MBA program is to speak with someone who has experienced it themselves. Contact [emba@unc.edu](mailto:emba@unc.edu) to connect with a current student or alumni who may have a similar background or career goals.

### Commit to applying

- Write down what you hope to achieve during and after your Executive MBA experience.
- Discuss your decision to apply with the important people in your life, including your family, friends and employer.
- Take note of the next application deadline, but remember – we encourage candidates to apply as early as possible.

[Review the Executive MBA application requirements and deadlines.](#)



**PRO TIP** It's easy to dream about advancing your career, but talking with – and getting support from – the important people in your life means you'll be held accountable to make it a reality! Plus, you'll have a strong support system throughout the journey.

### Gather materials

- Request official transcripts from your previous academic institutions.
- Determine two people you will ask to provide a letter of recommendation (we'll only need their name and email address).
- Refine your resume for your Executive MBA application.

[Learn how to present your best self through your resume.](#)

### Request recommendations

- Contact your two recommenders and ensure they're comfortable providing a recommendation on your behalf.
- Confirm their preferred email – this is the address that we will use to send the recommendation form.
- Submit the contact information on your application as soon as possible, so that your recommenders can start working on their portion while you complete your application.

[Review the best practices for Executive MBA recommendations.](#)



**PRO TIP** You can submit the contact information for your recommenders anytime – even as you're working on the rest of your application. Once you submit the information, your recommenders will receive an email from us with the recommendation form. It can land in their spam folders, so check in with your recommenders to make sure the form has been received!

### Write exceptional essay responses

- Create an [application account](#) to access the essay prompts.
- Draft, edit and finalize your responses – we suggest they are kept between 250 to 500 words.

[How to craft a standout application essay.](#)

### Submit your application

- Complete your application at any time ahead of the deadline.
- Submit your personal information, transcripts, contact information for recommendations, and essay responses.
- Pay your application fee.

[Start or continue your application.](#)

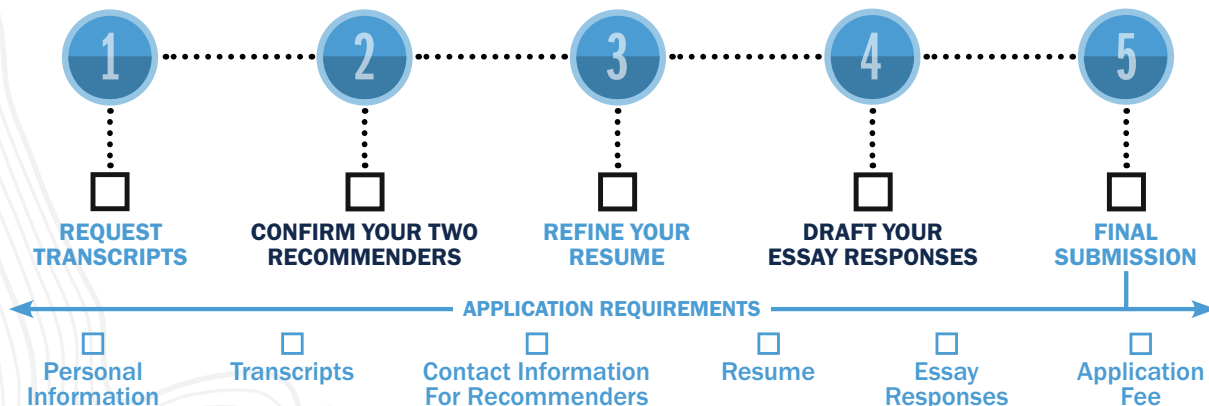


**PRO TIP** Official transcripts and recommendations can be received up to three weeks after your application is complete – no need to wait to hit submit!

## Application Checklist

Deadline: \_\_\_\_\_

WRITE IT DOWN!



Questions? Reach out to our admissions team anytime!

919-962-3236

[emba@unc.edu](mailto:emba@unc.edu)