

# APPLICATION ROADMAP

How to apply to the UNC Kenan-Flagler Executive MBA program.

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 list of all the materials you'll need, so you can feel confident submitting your application.



## SCHEDULE A PHONE CONSULT

- [Connect with our admissions](#) team for a one-on-one phone consult 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 benefits of an MBA for your career.



**PRO TIP** If you participate in a phone consultation, you will receive a \$150 application fee waiver!

## 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 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 early.

Review the Executive MBA application requirements and deadlines: [Weekend Executive MBA](#) | [Evening Executive MBA](#) | [Charlotte Executive MBA](#)

## GATHER MATERIALS

- Request official transcripts from your previous academic institutions.
- Determine two people you will ask for a letter of recommendation.
- Refine your resume for your MBA application.

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



**PRO TIP** Applicants with more than five years of full-time work experience are automatically exempt from the test requirement and do not need to provide a score or complete the waiver form. To learn more or see if you qualify for a GMAT/GRE waiver, [visit our website.](#)

## 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 contact information for your recommenders in the application itself (we'll only need their name and email address).

[Review the best practices for MBA letters of recommendation.](#)



**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: [Weekend Executive MBA](#) | [Evening Executive MBA](#) | [Charlotte Executive MBA](#)
- 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, GMAT or GRE score (if applicable), contact information for recommendations, and essay responses.
- Pay your application fee

Start or continue your application: [Weekend Executive MBA](#) | [Evening Executive MBA](#) | [Charlotte Executive MBA](#)



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



**Questions? Reach out to our admissions team anytime!**

**919-962-9129 | [emba@unc.edu](mailto:emba@unc.edu)**