

APPLYING TO THE KELLOGG EXECUTIVE MBA PROGRAM

Admission to the Executive MBA Program is contingent upon the full completion and submission of all materials listed below. All applicants must complete an online application, submit two letters of recommendation, interview with our admissions team in-person and supply a letter of sponsorship from your employer. Most applicants do not need to submit GMAT scores. Kellogg does not require financial sponsorship from its Executive MBA applicants, but time sponsorship is mandatory. For more on sponsorship, visit our sponsorship guide.

*Please refer to the third page in this document for additional information about each step in the application process.

To apply to the Executive MBA Program, please complete and submit the following:

1 | *Application*

Please complete your application online. Remember to include your work history, resume and essays.

☐ IN-PROGRESS ☐ COMPLETE _____ DATE SUBMITTED

2 | *Letters of recommendation*

Provide 2 letters of recommendation from peers and/or supervisors from your current organization.

☐ IN-PROGRESS ☐ COMPLETE _____ DATE SUBMITTED

3 | *Sponsorship letter from your organization*

Provide an approval letter from your organization of time required for you to attend the Executive MBA Program.

☐ IN-PROGRESS ☐ COMPLETE _____ DATE SUBMITTED

4 | *Official transcripts*

Submit official transcripts from all universities and colleges you have attended in the United States & abroad.

☐ IN-PROGRESS ☐ COMPLETE _____ DATE SUBMITTED

Applying to the Executive MBA Program Checklist, continued:

5 | Interview

Contact the Executive MBA Program to schedule an interview with an admissions director.

☐ IN-PROGRESS ☐ COMPLETE _____ DATE SUBMITTED

6 | Application fee

The application fee is \$150. It is charged when you [submit your application online](#).

☐ IN-PROGRESS ☐ COMPLETE _____ DATE SUBMITTED

7 | Honor Code agreement

Read the Kellogg Honor Code and indicate whether you agree or disagree with the code.

☐ IN-PROGRESS ☐ COMPLETE _____ DATE SUBMITTED

8 | Test Scores

Test of English as a Foreign Language (TOEFL) and GMAT scores may or may not be required for your application.

Read the requirements on the following page.

TOEFL:

☐ IN-PROGRESS ☐ COMPLETE _____ DATE SUBMITTED

GMAT:

☐ IN-PROGRESS ☐ COMPLETE _____ DATE SUBMITTED

*Please refer to the third page in this document for additional information about each step in the application process.

Additional information about each step in the application process is below and can be used as a guide. If you need additional information or have questions, please contact the admissions office.

CONTACT ADMISSIONS

✉ emba@kellogg.northwestern.edu

☎ 847.491.3622

1 | Application

Complete your application online. Remember to include your work history, resume and essays.

POSSIBLE ESSAY QUESTIONS INCLUDE:

Why have you elected to apply to the Kellogg Executive MBA Program?

What are your goals and objectives and how will a Kellogg MBA help you achieve them? Please feel free to discuss both personal and professional goals.

Discuss a professional situation that turned out unsuccessful. Why did you or your peers consider your situation to have negative results? How did you resolve the situation? Did it change your management style? If so, how?

2 | Letters of recommendation

Provide two letters of recommendation from peers and/or supervisors who know you well — preferably individuals from your current organization. You may submit additional recommendations if you wish. Recommenders may submit their letters online.

3 | Sponsorship letter from your organization

Your organization is required to supply a letter stating that it supports and approves the time required for you to attend the Executive MBA Program. If your organization is providing financial sponsorship, please state that in the letter as well. (However, you are not required to have financial sponsorship.)

THE LETTER OF SUPPORT MUST:

Appear on company letterhead. / Acknowledge your interest in the program. / Approve any time off needed to attend classes. / Confirm that you will not be penalized for any time used to attend the program. / If applicable, explain the level of financial support the organization is willing to provide.

4 | Official transcripts

Submit official transcripts from all universities and colleges you have attended in the United States and abroad, whether you graduated from the institution or took just one class. You must send each transcript in a sealed envelope with the signature or seal of the university registrar.

If you have transcripts from an institution outside the United States you must have it evaluated on a course-by-course basis by a member of the National Association of Credential Evaluation Services (NACES). Visit naces.org/members.html for a list of all university-approved agencies.

5 | Interview

After submitting your application, you must contact the Executive MBA Program to schedule an interview with an admissions director. To make the most of your trip, we suggest taking a tour of the campus and facilities during your Kellogg visit.

These interviews are mandatory and may take place on the Evanston or Miami campus, depending on your preference and the interviewers' availability. To schedule your interview, please call the Evanston office at 847.491.3622 or the Miami office at 305.442.7780 or email emba@kellogg.northwestern.edu.

6 | Application Fee

The application fee is \$150. It is charged when you submit your application online.

7 | Honor Code agreement

The Kellogg Honor Code is a part of the online application. Please read it carefully and indicate whether you agree or disagree with the code.

8 | Test Scores

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

If you attended a college or university in a country where the native language is not English, you must either **(1)** take the TOEFL (IBT format) and obtain a score of 100 or better or **(2)** take the equivalent of English Composition 101 and 102 at an accredited college or university in the United States. TOEFL scores are valid for two years upon submission of your application. If you have completed graduate studies at a U.S.-based college or university, the admissions committee will waive the TOEFL requirement.

GMAT

The Executive MBA Program does not require GMAT scores for most applicants.

If the applicant does not have a bachelor's degree, the GMAT is required. In addition, applicants may be asked to take the GMAT if the initial review of their transcripts reveals specific areas of concern. The admissions committee will only make this request in special circumstances.

DEADLINES

SEPTEMBER START

Round One – June 1, 2015
Round Two – July 15, 2015

JANUARY START

Round One – October 1, 2015
Round Two – November 15, 2015

TIP: APPLY EARLY

While applications are accepted on a rolling basis, we encourage you to apply early to the program. Why? Each class has a limited number of seats — and if you apply after a class is filled, your application will be moved to the next admissions cycle.