University of Idaho
College of Business and Economics

# Idaho Executive MBA

## Application Guide and Checklist

* Mail all application materials to the Graduate Admissions Office, University of Idaho, 875 Perimeter Drive MS 3019, Moscow, ID, 83844-3019

### ☐ APPLICATION

- Apply online for Fall semester at ***www.uidaho.edu/graduateadmissions.***
- Pay application fee of $60 ($85 for paper application); payment can be made by credit card.
- Choose "MBA" as degree and "General Management" as the major.

### ☐ SPONSOR ENDORSEMENT LETTER AND FORM

- Request sponsoring official complete endorsement form.
- Sponsoring official affirms your organization's commitment to your participation in the EMBA Program.
- Endorsement Form is provided online at ***www.uidaho.edu/graduateadmissions*** (select Executive MBA).

### ☐ RECOMMENDATION LETTER AND FORM

- Request 3 letters of recommendation using Recommendation Form.
- Recommendation Form is provided online at ***www.uidaho.edu/graduateadmissions*** (select Executive MBA).

### ☐ TRANSCRIPTS AND FORM

- Request official transcripts from all colleges and/or universities you have attended.

### ☐ PERSONAL STATEMENT

- Complete your Personal Statement.

### ☐ EMPLOYMENT HISTORY FORM

- Employment History Form is provided online at ***www.uidaho.edu/graduateadmissions*** (select Executive MBA).

### ☐ BRIEF DESCRIPTION OF COMPANY, INDUSTRY, AND OPERATIONS

- Not to exceed 100 words.

### ☐ RESUME AND APPLICATION

- Update your resume.
- Submit your current resume with your supplemental application materials.

## EMBA FEES

The Executive MBA program fee is $37,000 for the two academic years. The fees include registration, books, materials, and meals. The EMBA fee is not refundable once classes have begun.

Upon acceptance into the EMBA program, a $1,500 non-refundable deposit is required to hold a seat in the class. The deposit will be deducted from the first year's fee.

**Application deadline, May 1**

PHONE: **208.885.4001**
E-MAIL: **graduateadmissions@uidaho.edu**
ONLINE: **www.uidaho.edu/graduateadmissions**

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