Thank you for your interest in the University of Idaho Executive MBA Program.

The Executive MBA program fee is $44,100 for the two academic years. The fees include registration, materials, and some meals. 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.

Enrollment is limited. Please apply by April 1.

Application Guide and Checklist

You will complete the application form online and upload the following items:

- personal statement
- resume
- employment history form
- sponsor endorsement form

The letters of recommendation, sponsor endorsement form, and transcripts should be sent to the UI Graduate Admissions Office directly from those parties. You will enter the contact information for your recommenders with your online application and they will be sent an automated email with instructions on how to submit. Please communicate with them prior to entering their contact information online. See additional information below.

EMPLOYMENT HISTORY FORM

Include background on your most recent full-time positions, including your main responsibilities, most significant challenges, and greatest accomplishments. Do not refer to your resume.

PERSONAL STATEMENT / STATEMENT OF CAREER OBJECTIVES

Please think carefully about your values and goals as you respond to the following questions:

- What are your career aspirations in the next 5 to 10 years, and how will your Executive MBA help you achieve them?
- What personal and professional characteristics do you think most appropriately describe you?
- What characteristics would you most like to change or improve?

SPONSOR ENDORSEMENT FORM

A sponsoring official is the individual who will commit to supporting your participation in the Executive MBA Program pertaining to release from duties on class days and agree that you will not be required by the organization to miss regularly scheduled class sessions.
RECOMMENDATION LETTERS
Notify your recommenders in advance. You will enter their email address on your application and they will receive an email with instructions on how to upload their recommendation letter.

GMAT
You may be asked to complete the Graduate Management Admissions Test (GMAT), which is administered by the Graduate Management Admissions Council (GMAC). For registration information and testing locations in the U.S. and Canada, call 800.717.4628 or visit www.mba.com. Request that your official scores be sent to the University of Idaho Graduate Admissions Office (school code FKX-34-58) and include a photocopy of your score report in the application packet. Your GMAT needs to be taken within the last five years.

TRANSCRIPTS
One sealed copy of official transcripts from all colleges and/or universities previously attended are required. Contact the school(s) you attended and request that your transcripts be sent directly to the UI Graduate Admissions Office. For information regarding international transcripts, please see the graduate admissions website.

International Applicants
An international applicant is anyone who is not a U.S. citizen or permanent resident of the U.S. at the time of the application. Proficiency in the English language is vital to the academic success of international students.

If you are an international student, you may not be eligible to apply to the University of Idaho Executive MBA Program. For detailed information regarding Visa restrictions that apply to this program, please contact the Office of Graduate Admissions, 208.885.4001 or graduateadmissions@uidaho.edu.

Financial Aid

WHO IS ELIGIBLE TO APPLY
Students who are admitted to the University of Idaho Executive MBA Program may apply.

HOW TO APPLY
To apply for a Federal Stafford Direct Loan and Graduate PLUS Loan, fill out a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. The University of Idaho’s federal financial aid code for the FAFSA is 001626. If you are offered admission to the Executive MBA Program and your FAFSA is completed, the University of Idaho will send you a financial aid award letter indicating your eligibility for the various available loans. At that time you may accept or decline all or any part of your loans.

WHERE TO GET FINANCIAL AID INFORMATION
Office of Student Financial Aid
University of Idaho
875 Perimeter Drive MS 4291
Moscow ID 83844-4291
Phone: 208.885.6312
Toll free: 1.888.884.3246
Email: finaid@uidaho.edu
Web: www.uidaho.edu/financialaid

Admissions Interview
After review of your completed application, we will arrange for an admissions interview.