Thank you for applying to the UNLV Executive MBA program. Interest in the 2019/2020 cohort is extremely high; to ensure that your application is considered for inclusion in the next class, be sure to submit all application materials at your earliest convenience.

Please use the following checklist to help assemble your submission.

- Prepare the following documents prior to completing the online application:
  - **Transcripts** – Request official transcripts from all previous institutions and have them sent directly to the EMBA office address found at the end of this document. If the institution sends electronic copies, have them sent to Nikkole.Liesse@unlv.edu. *Note: If you graduated from UNLV, you do not need to request transcripts.*
  - **Résumé** – Detail out all work experience. Focus on all decision making, supervisory and budgetary responsibilities in your current and/or previous positions.
  - **Statement of Intent** – In two to three pages, address how an Executive MBA will assist you in meeting your professional and personal goals. Provide a description of the leadership and other unique qualities you will bring to the program.

- Complete Online Application at [https://www.unlv.edu/graduatecollege](https://www.unlv.edu/graduatecollege)
  
  Click on the button that says “Apply.” Please note the following:
  - You will need to set up a new user profile, but do not need a Nevada State Higher Education (NSHE) ID to complete the personal data.
  - Indicate "Degree or Certificate Application" for Application Type.
  - Indicate "Business Administration - Executive M.B.A." for Program of Study.

  Once you set up your profile and submit an application, you'll see a checklist on your application home page. Upload your Résumé and Statement of Intent here. *Note: For the best user experience, use Google Chrome, Safari or Firefox as your web browser.*

- Submit Application Payment According to Deadline
  
  A non-refundable application fee is required to process your application. In the online application you may either submit payment via credit card or select to pay by check. Checks should be made out to Board of Regents and mailed to the EMBA office.

### 2019/2020 Application Deadlines

<table>
<thead>
<tr>
<th>Round</th>
<th>Deadline</th>
<th>Application Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Consideration</td>
<td>November 1, 2018</td>
<td>Waived</td>
</tr>
<tr>
<td>EMBA Consideration</td>
<td>February 1, 2019</td>
<td>$100</td>
</tr>
<tr>
<td>Final Consideration</td>
<td>April 15, 2019</td>
<td>$150</td>
</tr>
</tbody>
</table>
EA, GMAT or GRE Exam
As part of the admissions process, all Executive MBA applicants are required to share scores from one of three standardized exams: Executive Assessment, GMAT or GRE. These test scores assist the admissions committee in understanding the candidate’s readiness for success in a rigorous program like the EMBA. Please note, there is no minimum score required for admission, these scores are just one of several factors that we use to make admissions decisions. The entire application is reviewed to understand the candidate, with no single factor determining admittance.

Executive Assessment (EA)
If you have not yet taken an exam, candidates are encouraged to take the Executive Assessment. The Executive Assessment is specifically designed to evaluate the business school readiness of seasoned professionals. The assessment focuses on skills that are critical both at work and in an EMBA program: higher order reasoning, critical thinking, analysis, and problem-solving. Because it was designed specifically for experienced professionals, it requires modest preparation, takes only 90 minutes to complete, and includes flexible rescheduling options. The test is administered by the Graduate Management Admission Council (GMAC), creators of the GMAT® exam. Learn more about the Executive Assessment by visiting gmac.com/ea.

Graduate Management Admission Test (GMAT) and Graduate Record Examinations (GRE)
The Executive MBA also accepts the GMAT or GRE exam. To learn more about the GMAT visit mba.com and GRE at ets.org/gre. *Note: You may submit unofficial GMAT scores to the EMBA office during the application process; however, official copies must be submitted for acceptance into the program.

Letters of Recommendation – Use UNLV Forms

Letter of Corporate Sponsorship - Letter of recommendation from your organization demonstrating their support and commitment to your attendance in the EMBA program. Class days are typically every other Friday and Saturday.

Personal Recommendation Letter – At least one letter from an individual who can evaluate your potential for success in a graduate degree program.

Personal Interview
After each deadline date, applicants from that round will be contacted to schedule a personal interview. Please set aside 90 minutes for this meeting.

Letters of recommendation, official transcripts, application fee and all other documents should be sent to:

University of Nevada, Las Vegas
EMBA Program
4505 S. Maryland Parkway, Box 456018
Las Vegas, Nevada 89154-6018
Fax: 702.895.4664