

Executive MBA candidates are required to submit the following:

- Executive MBA application. [Download the application form.](#)
- Application fees vary depending on citizenship. Please make checks payable to 'Boise State University' or call the Executive MBA Program Manager with your card information.
 - U.S. Citizen: \$65 non-refundable fee | International: \$95 non-refundable fee
- Current resume (or description of management career as part of application form)
- 3 letters of recommendation – recommenders must have worked with applicant within the past three years. [Download the recommendation form.](#)
- Official transcripts from **ALL** undergraduate and graduate coursework whether or not a degree was granted (does not include certifications). Electronic transcripts email to emba@boisestate.edu or mail hard copies to the address below.
- Letter from your employer indicating the company's support of the time commitment and the extent of your company's financial commitment. [Download the example letter.](#)
- If the Admissions Committee deems necessary:** Official Graduate Management Admissions Test (GMAT) scores. For information, contact www.mba.com/us or 1-800-GMAT-NOW. School code is 4018.

Enrollment

Applicants are admitted on an on-going basis or until the cohort has reached the maximum class size of 30. A new cohort will begin each Fall. Interested persons are encouraged to submit their materials as quickly as possible.

***Applications turned in by Dec. 17 will have the application fee waived**

Please email or mail application materials to:

Email: emba@boisestate.edu
Director, Executive MBA Program Boise State University
1910 University Drive, MBEB 4101
Boise, ID 83725-1600

Applicants can send in materials as they are completed. Applicants are not required to submit all materials at once. The Executive MBA program will keep track of the applicant's materials and notify the applicant of remaining documents (this includes notification when receiving transcripts and recommendations).

After receiving your complete set of written application materials, the Executive MBA Program Manager will contact you to schedule a personal interview. Following the interview, the Executive MBA Admissions Committee will review your complete package and determine the status of your application.