

Executive MBA candidates are required to submit the following:

- Executive MBA application** ([Download](#))
- Three letters of recommendation:** recommenders must have worked with applicant within the past three years. ([Download](#))
- Company Sponsorship:** letter from your employer indicating the company's support of the time commitment and the extent of your company's financial commitment. ([Sample Letter Download](#))
- Current resume**
- Official transcripts** from ALL undergraduate and graduate coursework, whether or not a degree was granted (does not include certifications). Follow the directions linked below to submit official transcripts to Boise State's Graduate College. Transcripts must be sent *directly from the institution/clearinghouse to the Boise State Graduate College*. Transcripts that come directly from the applicant will not be deemed official. Transcripts are not needed by Boise State graduates unless a degree was received after graduating Boise State.

How to submit official transcripts: <https://www.boisestate.edu/graduatecollege/howtoapply/submit-official-transcripts/>

- Application fees** vary depending on citizenship. Please make checks payable to 'Boise State University' or call the Program Manager with your card information at (208) 426-3008. The fee can be waived based on the submission date of your application. See the application deadline table below.
 - U.S. Citizen: \$65 non-refundable fee | International: \$95 non-refundable fee

All forms can be found on the application page of the Boise State Executive MBA program. www.boisestate.edu/cobe-emba/admissions/how-to-apply/

Application Deadlines

Deadline	Date	Application Fee Waiver
Early Application Submission	March 1	Yes
Priority Application Submission	April 20	No
Regular Application Submission	June 15	No

Enrollment

Applicants are admitted on an ongoing basis or until the cohort has reached the maximum class size. Incoming cohorts begin each fall. Interested persons are encouraged to submit their materials as soon as possible.

Please email or mail application materials to:

Mailing Address:

Director, Executive MBA Program
Boise State University
1910 University Drive, MBEB 4101
Boise, ID 83725-1650

Email Address:

emba@boisestate.edu

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 the remaining documents needed (this includes notification when receiving transcripts and recommendations).

After receiving your complete set of written application materials, the 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.