

# Business Admissions Requirements

Application Deadline: June 21st (for Fall Admission)  
Admissions Requirements:

## Online MBA

### Professional Experience

Candidates for the Online MBA program must have at least 2 years of postgraduate professional experience.

### Education Requirement

- Undergraduate degree from a regionally accredited college or university.
- A cumulative 3.0 or higher GPA recommended, but not required.

### Standardized Tests

GMAT or GRE is required for the Online MBA (school code 5297). See GMAT for online exam details. See GRE for online exam details.

### Resume

Current resume or CV detailing all previous work experience.

### Personal Statement

Applicants should provide a personal statement that describes the uniqueness of his/her character, abilities, issues of diversity, academic history, community service activities, and professional experience. Additionally, the statement should discuss the applicant's interest in the Howard University Online MBA program and how completing the Online MBA will facilitate realizing his/her dreams and aspirations. The statement should be between 2-3 pages and double-spaced.

### Letters of Recommendation

- Two (2) letters of recommendation that address your intellectual and personal capabilities.
- Topics should cover personal integrity, ability to work with others, leadership qualities, oral and written communication skills, and community involvement. Recommenders should be professional and may come from a supervisor, a member of academia, a mentor, and/or someone who can attest to these capabilities.
- All letters should be on official letterhead, signed, and uploaded to the online application site by the recommenders. Letters may also be sent electronically to [onlinebusiness@howard.edu](mailto:onlinebusiness@howard.edu) as a PDF attachment. All letters must be sent directly from the recommenders. We will not accept letters that are provided by the applicant

## Transcripts

- Official transcripts are required from all undergraduate and graduate institutions attended. Transcripts may be delivered electronically (preferred) to [onlinebusiness@howard.edu](mailto:onlinebusiness@howard.edu). In order to be considered official, they must be sent through the National Student Clearinghouse or delivered through a secure University Office of the Registrar system.

- Transcripts may also be delivered via U.S. mail to:

**Mailing Address**

Howard School of Business  
Office of Graduate Programs  
Attn: Online MBA  
2600 6th Street, NW, Room 236  
Washington, DC 20059

## Application Fee

Online MBA: \$123 (non-refundable). Waived for those enrolling in the Fall 2021 Cohort. Transfer Credits Applicants may transfer a maximum of six graduate semester hours from other programs that are accredited by the AACSB-International Association for Management Education provided the courses to be transferred were not used to satisfy requirements for another degree. Note, only those courses in which a grade of B or higher was earned will be considered for transfer credit.

## Executive MBA

### Professional Experience

Candidates for the EMBA program must have at least 7 years of postgraduate professional experience and 5 or more years of management/leadership experience. Must be comfortable with the basic concepts of business, able to show progressive experience on your resume, and ready to transition into a position that is at, or the equivalent of, a C-Suite level role.

### Education Requirement

- Undergraduate degree from a regionally accredited college or university.
- A cumulative 3.0 or higher GPA recommended, but not required.

Standardized Tests GMAT or Executive Assessment is optional but highly recommended for those who had a lower GPA (school code 5297). See GMAT for online exam details.

### Resume

Current resume or CV detailing all previous work experience.

### Personal Statement

Applicants should provide a personal statement that describes the uniqueness of his/her character, abilities, issues of diversity, academic history, community service activities, and professional experience. Additionally,

the statement should discuss the applicant's interest in the Howard University Online Executive MBA program (EMBA) and how completing the EMBA will facilitate realizing his/her dreams and aspirations. The statement should be between 2-3 pages and double-spaced.

## Letters of Recommendation

- Two (2) letters of recommendation that address your intellectual and personal capabilities.
- Topics should cover personal integrity, ability to work with others, leadership qualities, oral and written communication skills, and community involvement. Recommenders should be professional and may come from a supervisor, a member of academia, a mentor, and/or someone who can attest to these capabilities.
- All letters should be on official letterhead, signed, and uploaded to the online application site by the recommenders. Letters may also be sent electronically to [onlinebusiness@howard.edu](mailto:onlinebusiness@howard.edu) as a PDF attachment. All letters must be sent directly from the recommenders. We will not accept letters that are provided by the applicant.

## Transcripts

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- Transcripts may also be delivered via U.S. mail to:

**Mailing Address**

Howard School of Business  
Office of Graduate Programs  
Attn: Online Executive MBA  
2600 6th Street, NW, Room 236  
Washington, DC 20059

## Application Fee

Executive MBA: \$75 (non-refundable). Waived for those enrolling in the Fall 2021 Cohort.

## Transfer Credits

We do not accept transfer credits for the Executive MBA program.