

Executive MBA Program Checklist

Contents

Required Application Materials Checklist.....	1
Rubrics and Instructions	1
Resume	1
Personal Statement.....	2
Official Transcripts	2
Letters of Recommendation	3
Application Video.....	3
Application Deadline Dates.....	3
Questions?	3

Required Application Materials Checklist

- Submitted Application
- Resume
- Personal Statement
- Official transcripts from all domestic universities attended, except for University of New Mexico
- Official transcript evaluation from all non-US universities attended
- 3 Professional Letters of Recommendation
- Interview Video

Rubrics and Instructions

Resume

The Anderson School of Management accepts both Resumes and CV's. In either document, please highlight the following:

1. **Years of full- or part-time work experience**
2. **Management experience.** This could be managing teams, budgets, projects, or processes.
3. **Awards, certificates, and honors earned**
4. **Community involvement,** including volunteer, board, or student organization service

Personal Statement

Your personal statement should be approximately 500 words and addressed to the “Admissions Committee”. In your personal statement, please address the following areas:

1. **Why you want to attend the program.** Please mention the program by name and specifics about the program that appeal to you, whether that is curriculum, faculty, or career outcomes.
2. **Your professional goals.** Share what you have done in your career or education so far and your future goals. Express how the program will help you achieve your career goals.
3. **Why you are a good candidate for the program.** Please share why the admission committee should consider you, such as your drive to complete the program, work or class performance, your current experience in the field, strengths, and any other reasons.
4. **If your GPA is lower than 3.0,** please address this in your personal statement. Talk about what was going on at the time, how you have changed as a student, and your strategies for maintaining a 3.0 GPA in your graduate degree.
5. **Add anything else you want to share about who you are!** Help the admissions committee get to know you.

For assistance on your personal statement, you can use the [UNM Center for Teaching and Learning](#).

Official Transcripts

The University of New Mexico is required to hold a copy of official transcripts for any university or college that you have attended, even if you did not earn your degree from that institution. You can order your transcripts through the BusinessCAS application (preferred method) or online through the following services:

- [Parchment](#)
- [National Student Clearinghouse](#)

You can also visit your school’s registrar’s office to order from your school for online or mail. Online transcripts can be mailed to andersonapplication@unm.edu if done directly through your school. If you are unable to order online transcripts, you can mail your transcripts to:

The UNM Office of Admissions
PO Box 4895
Albuquerque, NM 87196-4895*

* If you choose to mail transcripts, please email andersonapplication@unm.edu to let us know that your transcripts will be coming in by mail to the UNM Office of Admissions. This will help us locate your transcripts.

Non-US (Foreign) Transcripts must include an official transcript evaluation

- The basic evaluation alone is required to evaluate your GPA.
- [WES](#) and [ECE](#) evaluations can be ordered directly through your online application with evaluations sent to BusinessCAS.
- [SpanTran](#) and other [NACES partners](#) are also accepted evaluators. Request to be sent electronically to andersonapplication@unm.edu
- If electronic delivery is not available, send foreign evaluations to UNM Anderson Graduate Admissions, MSC05 3090, 1 University of New Mexico, Albuquerque, NM 87131-0001.

Letters of Recommendation

Executive MBA applicants are required to submit three letters of recommendation. Applicants will enter the names and emails of their recommenders into the application, and the Anderson School of Management will reach out to each recommender for the letter. Recommendations should be professional references, although academic references are accepted if appropriate.

Application Video

Executive MBA Applicants are required to submit an application video in lieu of an interview. Please film a 2-5 minute video answering the following questions:

- What does the Anderson motto "Unleash Your Potential" mean to you?
- Why are you interested in Anderson's EMBA Program?
- Why should we admit you to the program?
- What's your greatest accomplishment?
- What is your ideal work environment?
- Where do you see yourself five years from now?

Link this video as a hidden link either on YouTube, or share as a Google, OneDrive, or other shared drive link. You can set up the link to only be viewable by those who have the link and no one else.

Video on how to upload a hidden YouTube link: <https://youtu.be/kYzOB1dVoH8>

Written instructions on how to upload a hidden link to YouTube:
<https://masters.mgt.unm.edu/assets/pdf/application-video-upload.pdf>

Application Deadline Dates

For an application to be considered complete, all application materials must be submitted on or before the posted deadline. Applications with missing items after the deadline are not guaranteed a decision by the posted decision date.

Semester	Early Bird	Application Deadline	Decision
Summer	February 1, 9:59 pm MST	April 1, 9:59 pm MST	May 1, 5:00 pm MST

Questions?

Contact andersongrad@unm.edu