



XAVIER
UNIVERSITY
WILLIAMS COLLEGE
OF BUSINESS

Executive MBA Program **Application Guidelines**

Application Deadline: Applicants for admission into the Xavier University Executive MBA (XMBA) program beginning in fall 2012 must submit completed application materials by August. Applicants are encouraged to submit the free, online application form as soon as possible as an indication of their intent to apply and initiate the application process. The remaining required materials must then be submitted by the application deadline. Only complete applications will be brought before the Admissions Review Board for final approval. The Admissions Review Board follows an admissions process whereby each application is considered separately and measured against the acceptance criteria, rather than other candidates. Thus, to ensure a place in this class, you are advised to submit a completed application as early as possible prior to the deadline. Enrollment is limited to no more than 30 students for each cohort.

Admission Criteria: The Admissions Review Board takes a comprehensive approach in evaluating applications by considering the completed application in its entirety. Included in the evaluation are post-graduate work experience, managerial experience, undergraduate or graduate performance, letters of recommendation, applicant's answers to the essay questions, and evidence of readiness for graduate studies and other information as itemized below.

Application Requirements

1. **Application Form:** Please complete all sections of the free application form found online at <https://www.xavier.edu/apply/mba/>.
2. **Personal Resume:** Please prepare a recent copy of your resume highlighting both work experience and career progression. Your resume can be emailed to the XMBA Office at xmba@xavier.edu.
3. **Official Transcripts:** Contact all educational institutions you have previously attended to request an official transcript of all course work completed. Transcripts can be sent directly to Xavier University Executive MBA Program, 3800 Victory Parkway, Cincinnati, OH 45207-1221. Transcripts sent directly to you, the applicant, should be forwarded to the XMBA Office in their original sealed envelopes. Transcripts not received in the original sealed envelopes will not be accepted. Applicants submitting transcripts from foreign institutions must provide official transcripts (original and certified) of all postsecondary academic coursework and a certified course-by-course evaluation provided by World Evaluation Service (www.wes.org) or Education Credential Evaluators (www.ECE.org).
4. **Two Letters of Recommendation OR One Letter of Recommendation AND the Employer Sponsorship Form:** Request formal letters of recommendation from two officers or higher ranking managers at your current or previous organization. These letters should be emailed as an attachment directly to xmba@xavier.edu. Please include the candidate's

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name in the subject line. Those asked to write a letter of recommendation should include their contact information (including email) in the body of the letter. Note: Candidates who submit the *Employer Sponsorship Form* (below) may submit only ONE letter of recommendation.

The *Employer Sponsorship Form* is OPTIONAL but strongly encouraged for candidates who will be receiving any type of employer sponsorship (i.e. employer reimbursement, paid time off, etc.) in order to participate in the program. Ask your immediate sponsor to complete and return the *Employer Sponsorship Form* along with the *Applicant's Waiver of Right to Access Form*. Your sponsor is defined as your direct supervisor or company representative who understands your financial and time commitment to the XMBA program. This form will reflect your employer's support for your time away from the office and also any financial assistance they may be providing (if applicable.) Chief Executive Officers and/or business owners should request a Board member, partner, or previous supervisor to complete the form. Both forms (*the Employer Sponsorship Form & the Applicant's Waiver of Right to Access Form*) should be emailed as an attachment directly to xmba@xavier.edu. Please include the candidate's name in the subject line.

5. Answers to Essay Questions: Please submit your answers to each of the three essay prompts. Each answer should be no more than two pages. These prompts can be found on the website at www.xavier.edu/xmba under the Essay Questions document. Answers should be sent as an attachment to xmba@xavier.edu in one document.
6. Organizational Chart and Job Description: To help us understand your professional responsibilities and the nature of your job, we request a copy of your company's organizational chart showing your position in the organization. If possible, please include a copy of your job description. Materials that indicate the nature of your firm's products/services and region of operation are preferred but not required. Please email attachments to xmba@xavier.edu.
7. GMAT Scores (Waivers Available): The Graduate Management Admission Test (GMAT) is administered as a computer adaptive test in cities nationwide by the Graduate Management Admission Council (GMAC). All applicants except those possessing an M.D., J.D., or Ph.D., are required to successfully pass the GMAT exam and submit their scores to the XMBA Program. Applicants may receive a waiver for the GMAT requirement dependent upon their work experience, successful completion of their undergraduate degree and their cumulative grade point average. Contact the XMBA office to determine if you qualify for the GMAT waiver. You can register for the exam by visiting www.mba.com. Total GMAT scores lower than 470 are not accepted. However, if an individual achieves higher than a 470 it does not guarantee admission. The total GMAT required for each applicant varies based upon the following formula: Undergraduate G.P.A. x 200 + Total GMAT = or is greater than 1070 points. Additionally, the following must also be achieved specific to the GMAT score: a minimum quantitative score in the 25th percentile and analytical writing score of a 3.0 or higher. Xavier University offers GMAT test preparation workshops on campus at least twice a semester. Applicants may submit their application material to the Admission Review Board for consideration prior to completing the GMAT requirement as long as the GMAT testing date has been identified.

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8. Personal Interview: Candidates of the XMBA Program are required to participate in an on-campus interview to review your application materials and readiness for the program. The interview will be scheduled once the above information has been received. Be prepared to discuss your managerial experience and expectations of the program.

Admission Process: Materials can be sent to the XMBA Office as they are completed or all together at one time as appropriate. Electronic submission is the preferred method. However, hard copies can also be submitted as needed. Once the materials indicated above are received by the XMBA Office the on-campus interview will be scheduled to review the materials with the candidate. After successful completion of the interview candidates will be notified of their admission status within a week. If accepted, candidates must reserve their placement in the program by making a non-refundable deposit. The deposit is applied towards the overall cost of the program.