

Executive MBA Program Application Checklist

Required Application Materials Summary

- ☐ Completed application form
- ☐ Resume/curriculum vitae
- ☐ Personal statement
- ☐ Official transcripts from all domestic universities attended, **except for UNM**
- ☐ Official transcript evaluation from all non-US universities attended
- ☐ Three letters of recommendation
- ☐ Application video

Rubrics and Instructions

Application Form

Please complete all portions of the online Executive MBA Application, and include the documents and other information as discussed below.

Resume/Curriculum Vitae

You may submit either a resume or curriculum vitae. Please highlight the following:

- **Professional work experience**, including years, and whether the experience is full- or part-time
- **Management experience**, including managing teams, budgets, projects, or processes
- **Awards, certificates, and honors earned**
- **Community involvement**, including volunteer, board, or professional organization service

Personal Statement

Your personal statement should be approximately 500 words and addressed to the “Executive MBA Admissions Committee”. Please address the following topics:

- **Why you want to pursue the Executive MBA program.** Please include specifics about the program that appeal to you.
- **Your professional goals.** Share what you have accomplished in your career so far and your future professional goals. Discuss how the program will help you achieve those goals.
- **Why you are a good candidate for the program and why the admissions committee should admit you.** You might discuss your drive to complete the program, your professional experience and performance, strengths, personal qualities, and any other reasons.
- **If your GPA is lower than 3.0**, please address this - what was going on at the time, how have you changed as a student, and what are your strategies for maintaining at least a 3.0 GPA in your Executive MBA courses.
- **Anything else you want to share about who you are and what sets you apart.** Help the admissions committee get to know you.

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

Official Transcripts

The University of New Mexico requires official transcripts for any university or college you have attended, even if you did not earn a degree from that institution. However, if you attended the University of New Mexico you may submit an unofficial transcript.

You can order your transcripts through the BusinessCAS application (preferred method) or online through the following services:

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

You can also order transcripts from your school's registrar's office and ask them to send your transcript to andersonapplication@unm.edu. If electronic delivery is not available, your school can mail your transcript 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 are being mailed to the UNM Office of Admissions. This will help us locate your transcripts.

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

- Only the evaluation 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 evaluations 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

You will need three letters of recommendation, which should come from professional references such as current or past supervisors, co-workers who are able to comment on the nature and quality of your work, or academic references if relevant.

You may wish to provide your recommenders with the following guidance about what the Admissions Committee will be looking for:

Letters of recommendation should discuss the applicant's ability to be successful in the UNM Anderson Executive MBA program, including strengths and limitations for graduate study, as well as any long-term career goals that would be furthered by the Executive MBA degree. Letters can include descriptions of significant actions, accomplishments, and personal qualities related to professional achievements, comments about the applicant's character, and if applicable, any known obstacles the applicant may have overcome to attain their educational or professional goals (e.g., economic, social, cultural, educational, or other disadvantages). Letters should also discuss the applicant's ability for critical thinking and ability to work collaboratively. Letters may be addressed: "Dear Executive MBA Admissions Committee:"

You will enter the names and emails of your recommenders into the application, and the Anderson School of Management will contact them with instructions on how to submit their letters. Please let them know in advance that they should expect to be contacted about providing letters of recommendation for you.

Application Video

Executive MBA Applicants are required to submit a five- to ten-minute video interview. This can be created on your computer or phone, using any video tool you prefer. You should film yourself responding to all the following prompts:

- **What does the Anderson motto "Unleash Your Potential" mean to you?**
- **What unique qualities or experiences would you bring to the Executive MBA program?**
- **Describe your greatest professional accomplishment and what it took to achieve.**
- **What are your strengths and weaknesses as a manager?**
- **What experience do you have working as part of diverse teams?**
- **Where do you see yourself five years from now?**

Include the link to your video on your application. You may upload your video to YouTube, or a shared drive (such as Google, OneDrive, etc.). **If you use YouTube, you can set your video to be private and only viewable by those with the link.** Here are instructions on how to upload a hidden YouTube link:

Video instructions: <https://youtu.be/kYzOB1dVoH8>

Written instructions: <https://masters.mgt.unm.edu/assets/pdf/application-video-upload.pdf>

Questions?

Contact andersongrad@unm.edu