

# UNIVERSITY OF NOTRE DAME EXECUTIVE MBA APPLICATION INSTRUCTIONS

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Application materials should be forwarded to: Admissions Manager  
University of Notre Dame Executive MBA Program  
Executive Education  
126 Mendoza College of Business  
Notre Dame, IN 46556

Phone: (574) 631-4948  
Toll Free: 1-866-218-4948  
Fax: (574) 631-6783  
Web: [www.executive.nd.edu](http://www.executive.nd.edu)  
Email: [execmba@nd.edu](mailto:execmba@nd.edu)

The Executive MBA Program uses a rolling admissions process. Applicant files are reviewed as soon as they are complete and admissions decisions are made on a first come, first serve basis for qualified applicants. Therefore, early application is encouraged.

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## Admission Requirements

For decades, Notre Dame has met the highest expectations of those who invest in executive education. Thus, applicants enter a highly competitive process. Strongest applicants for the Executive MBA Program will meet the requirements of:

- At least five years of significant experience in the management of people, projects or business units
- Active employment is required to be considered for admissions
- An undergraduate degree or GMAT score acceptable to the Admissions Committee
- English as a native language or passing scores on the TOEFL
- A willingness to take the GMAT, other classes or tests, if requested by the Admissions Committee

## Application Materials

- Completed Executive MBA application
- Official transcript(s) in sealed envelopes, one for each institution attended including transfer credits
- Two or three letters of recommendation
- One- to two-page resume including activities, honors, or awards an applicant believes helpful to ensuring success in the Notre Dame Executive MBA Program
- Personal Essays
- Other supporting information or documentation that may be requested
- \$100 non-refundable application fee (Please make checks payable to the University of Notre Dame.)
- Personal interview

## Application Form

Your application form may be submitted in any of the following manners:

- On-line via [executive.nd.edu/apply](http://executive.nd.edu/apply) (You may submit your application fee via a credit card when you apply on-line).
- Using a PDF document available at [www.executive.nd.edu/apply/pdf](http://www.executive.nd.edu/apply/pdf)
- Using the application form in this brochure

## Transcripts

We require an official transcript from the college or university granting your degree(s), as well as an official transcript from all colleges/universities attended. Transcripts should be sent directly to the Notre Dame Executive MBA Program, Attention Admissions Manager.

## **Letters of Recommendation**

Letters of recommendation should be obtained from individuals who know you well and can present a balanced evaluation and assessment of your capabilities. Recommenders should comment on your specific professional achievements, managerial experience, and your ability to contribute to the Executive MBA classroom. One letter should come from a senior executive within your organization, and the second letter should be from the individual you report to or another individual who has intimate knowledge of your work. If you are self-employed, please ask people who know you well and can present balanced evaluations and assessments of your work. A third letter may be submitted, but is not required. There is no set format or form to follow except that the letters should be completed on corporate or personal stationery.

## **Resume**

Applicants include a resume to provide the Admissions Committee with an accurate picture of your most recent professional experience and accomplishments. This may be sent via US Mail or email to the EMBA Admissions Manager.

## **Personal Essays**

The personal essays are an opportunity for applicants to express their unique qualifications, experiences, and reasons for applying to the Notre Dame Executive MBA Program. Answers should be typed and double-spaced. Please limit responses to 1-2 pages per question.

1. Why are you interested in participating in the Notre Dame Executive MBA program? Please describe how the program will help facilitate your goals and help you contribute to your sponsoring organization. Also discuss what you anticipate will be your most significant contribution to the Notre Dame EMBA program and to other program participants.
2. How do you define leadership? Please give an example of someone you believe is a great leader and explain why.
3. Please describe the most challenging managerial problem that you have faced and discuss how you solved it. What did you learn from this experience?

## **Personal Interview**

Upon receipt of all application materials, the Admissions Manager will contact each viable candidate to schedule an interview with the Director of Degree Programs or another College designee.

## **Admission Decision**

After the interview, each satisfactory candidate file will be submitted to the Admissions Committee. Committee members will review your qualifications separately and submit their recommendations. The timeline from the admission interview to the admissions decision is approximately two to three weeks.

## **Notice of Non-Discrimination**

The University of Notre Dame does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, veteran status or age in the administration of any of its educational programs, admissions policies, scholarships and loan programs, athletic and other school-administered programs or in employment.

The University has designated the Director of its Office of Institutional Equity to handle all inquiries regarding its efforts to comply with and carry out its responsibilities under Title IX and under Section 504 of the Rehabilitation Act of 1973. The Title IX and Section 504 coordination may be contacted as follows: director, Office of Institutional Equity, 414 Grace Hall, University of Notre Dame, Notre Dame, IN 46556 or 574-631-0444.

**UNIVERSITY OF NOTRE DAME  
EXECUTIVE MBA  
APPLICATION**

Preferred Classroom Location:  South Bend  Cincinnati (offsite) (21 months/beginning each August)  
 Chicago (17 months/beginning each January)

**PERSONAL INFORMATION**

Mr.  Ms.  Mrs.  Dr.

Name: \_\_\_\_\_  
First Middle Last

Preferred First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City State Postal Code

Home Phone: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_  
City State Country

Citizenship:  U.S.  Permanent Resident (Green Card Holder)

Non-U.S. Citizen or Permanent Resident:

If not U.S. Citizen, your Country of Citizenship: \_\_\_\_\_

Current Immigration Status for Non-U.S. Citizen and Permanent Residents: \_\_\_\_\_

Employer: \_\_\_\_\_  
Name Division

Current Job Title: \_\_\_\_\_ Primary Employer Industry: \_\_\_\_\_

Business Address: \_\_\_\_\_  
Street City State Postal Code

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Business Email: \_\_\_\_\_

Total number of years of professional, relevant work experience: \_\_\_\_\_

Total number of years of managerial experience: \_\_\_\_\_

Preferred Email:  Business  Personal

Preferred Phone:  Business  Home

Preferred Mailing Address:  Business  Home

Ethnic Background:  American Indian or Alaskan Native

Hispanic

(Optional)  Asian or Pacific Islander

White (Non-Hispanic)

Black (Non-Hispanic)

Other

Marital Status (Optional):  Single  Married

Present annual salary (Optional): \_\_\_\_\_

Is your employer financially sponsoring your EMBA participation?

Yes, Fully  Yes, Partially \_\_\_\_\_%  No, I am self-sponsored

**EDUCATIONAL EXPERIENCE**

In chronological order, please list all colleges, universities, graduate and professional schools which you have attended:

Name of Institution	City and State	Degrees and Major	Dates Attended

Approximate overall undergraduate grade point average: \_\_\_\_\_

**PROFESSIONAL MEMBERSHIPS**

Please list the organizations, any offices held, and the dates of involvement:

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**COMMUNITY SERVICE**

Please list community, service clubs, and public service activities (attach additional pages, if necessary):

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**LETTERS OF RECOMMENDATION**

Please list the two or three persons you have asked to write letters of recommendation:

Name	Title	Company
Name	Title	Company
Name	Title	Company

I certify that the information given in this application is accurate and complete.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**SOURCE INFORMATION**

Please indicate how you learned of this opportunity. (Check all that apply)

**Referral**

- EMBA Student or Alumnus
- Non-EMBA ND Student or Alumnus
- HR Director/Organization
- Colleague

**Newspaper**

Please specify:

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**Radio**

- NPR
- Other Radio (List Station):

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**Magazine**

Please specify:

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**Web**

- Internet Search
- Banner Ad

**Mail**

- Invitation
- Email

**Signs**

- Airport
- Bus
- Fitness Club
- Train Station