

# Albers School of Business and Economics

## Executive Leadership Certificate

All application materials must be received by the application deadline to receive full consideration. For application deadlines and entry terms, refer to the [priority deadlines](#). *International applicants and those with international transcripts should consult the [International Requirements Page](#), for deadlines and other requirements, as they may differ.*

### Admissions Criteria

Admissions decisions are made by committee following a comprehensive review of the candidate's application portfolio and a final interview. The portfolio includes work experience, past academic performance, recommendations, and a personal essay, and the committee considers and balances each of these in making its decisions.

Our Executive Education programs use a cohort model which includes substantial amounts of group work, and students are expected to establish and maintain collegial, collaborative relationships with classmates. As such, admissions decisions also reflect the committee's evaluation of how each individual applicant will contribute to the class environment and community.

### Application Instructions

- Complete Application for Graduate Admission and a \$55 non-refundable application fee. Fee is waived for Seattle University alumni and employees.
- Evidence of minimum earned four-year baccalaureate degree from regionally accredited institution or U.S. equivalent. Exceptions considered on individual basis by program director. As evidence, submit an official, degree-posted transcript from the last 90 quarter/60 semester graded credits of your bachelor's degree, including any transfer institution credit earned during this time period. Official transcripts from any post-baccalaureate institution are also required. Exceptions considered on individual basis by dean.
- Current resume reflecting at least ten years progressively responsible professional work experience. Applicant's experience should represent mid-to-senior level role in technical, scientific, business functional and/or managerial roles.
- Three recommendations using forms supplied through application.
- Demonstration of verbal, quantitative, and critical competencies through one or both of the following, as determined by the Director of Graduate Admission:
  - Official GMAT or GRE scores from tests taken within the last 5 years.
  - Successful completion of designated online courses.
- Two-to-four page, double-spaced essay to serve as writing sample and statement of intent/interest in this academic program.
  - Address ways in which professional and educational history has led to current professional role and how these elements relate to your career goals.
  - Describe ideas and expectations for program and how it will help you attain your goals.
  - Explain how your experience and skills have prepared you for graduate work.
  - Outline personal and/or organizational support (both individual and financial) available for undertaking program at this time.
- Applicants who reach final screening will be invited to group interview with program admissions committee.
- Students for whom English is a non-native language must demonstrate English proficiency regardless of English language studies, residence in the United States or an English-speaking country, or immigration status. Graduate applicants with a baccalaureate or higher degrees from recognized

colleges in the U.S., Canada, Great Britain, Ireland, New Zealand or Australia and who have continued to reside in countries where English is the primary language for at least two years prior to applying to Seattle University will have this requirement waived. English proficiency may be met with an official TOEFL score of 92 (IBT), or 580 (PBT); the IELTS exam with a minimum score of 7.0; PTE score of 62.

Questions? Contact the Center for Leadership Formation at (206) 296-2529 or [emba@seattleu.edu](mailto:emba@seattleu.edu) for assistance.

*Seattle University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology, or status as a Vietnam-era or special disabled veteran in the administration of any of its education policies, admission policies, scholarship and loan programs, athletics, and other school-administered policies and programs, or in its employment related policies and practices. All University policies, practices and procedures are administered in a manner consistent with Seattle University's Catholic and Jesuit identity and character. Inquires related to these policies may be referred to the University's Vice President for Human Resources and University Services and Equal Opportunity Officer at (206) 296-5870.*