

# Albers School of Business and Economics

## Executive Leadership Certificate

### Admissions Criteria

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 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 through Fall 2022.
- Evidence of minimum earned four-year baccalaureate degree from regionally accredited institution or U.S. equivalent. Exceptions considered on individual basis by program director. Submit official or unofficial copies of transcripts, degree certificates, and exam score reports for every school attended in the last 60 semester/90 quarter credits as well as any post-baccalaureate credits. You may upload the unofficial transcript(s) for your institution(s) within the Academic History tab of the application. You may also upload the transcript(s) following the submission of your application via your Status Page. Upon an offer of admission, you will be required to submit official copies of provisional documents within your first quarter of enrollment.
- Current resume reflecting at least ten years progressively responsible professional work experience, seven of which should be managerial in nature but can include management of people, products, or projects. 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.
- 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.
- Graduate and post baccalaureate applicants who received a baccalaureate degree or higher from Seattle University or a recognized college or university in the United States, Canada, Great Britain, Ireland, New Zealand, Australia, Bahamas, Jamaica, Kenya, Singapore, Belize, Nigeria, and Trinidad and Tobago will not be required to submit English proficiency test scores. Students earning a degree in a country other than those listed above may provide official documentation from the degree-granting institution verifying that all instruction was in English. A minimum of three years of enrollment at the university is required. English proficiency may be met with an official TOEFL score of 86 (IBT), or the IELTS exam with a minimum score of 6.5; PTE score of 63; or Duolingo score of 110.

Questions? Contact the Center for Leadership Formation at (206) 296-2529 or [emba@seattleu.edu](mailto:emba@seattleu.edu) for assistance. Send documents not submitted with your application to: Kathleen McGill Seattle University Pigott 327 901 12th Ave Seattle WA 98122-1090 **ADMISSION DEADLINES AND DEPOSITS:** A deposit is required from admitted students within two weeks of acceptance. Deposit amounts change in relation to the admission deadline. Deposits are applied to the student's first quarter tuition. **ADMISSION DEADLINES DEPOSIT** December 1 - Early Decision: \$3,000 March 1: \$4,000 May 15: \$5,000 \*July 15: \$5,000 pending available space; deposit due at time of application *\*July 15 admissions are made at the discretion of the admission committee and are based on final application reviews in May. To be considered for July 15, all application materials and the \$5000 deposit must be submitted. If the class is full, applications will be waitlisted or reviewed for the next academic year. If the applicant is not accepted, a full refund of the deposit will be refunded. **Deposits from applicants admitted on or after July 15 application deadline are non-refundable.***

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. Inquiries relating to these policies may be referred to the University's Chief EEO Officer/Title IX Coordinator.

Consistent with the requirements of Title IX of the Education Amendments of 1972 and its implementing regulations, Seattle University has designated individuals responsible for coordinating the University's Title IX compliance. Students or employees with concerns or complaints about discrimination on the basis of sex in employment or an education program or activity may contact the following Title IX Coordinator.

Andrea Herrera Katahira  
 Assistant Vice President for Institutional Equity  
 Chief EEO Officer, Title IX Coordinator, and ADA/504 Coordinator  
 Loyola Hall 300  
 (206) 220-8515  
[katahira@seattleu.edu](mailto:katahira@seattleu.edu)

Individuals may also contact the Office for Civil Rights of the U.S. Department of Education.