

Albers School of Business & Economics

Leadership Executive Master of Business Administration

Application Instructions and Procedures

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.

- Complete graduate application form and submit the \$55 non-refundable application fee. Fee waived through Fall 2022.
- Evidence of a four-year baccalaureate degree from a regionally accredited institution or U.S. equivalent. Please submit a 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. Transcripts from any post-baccalaureate institutions are also required. Exceptions considered on individual basis by program director.
- Résumé reflecting at least 10 years of progressively responsible professional work, seven of which should be managerial in nature but can include management of people, products, or projects. Applicant's work should represent mid-to-senior level role. This could apply to technical, scientific, business functional and/or managerial contexts.
- Two recommendations using forms provided through application.
- Two to four page double-spaced essay to serve as writing sample and statement of intent/interest in this academic program. Essay should address the following:
 1. Address ways in which professional and educational history has led to current professional role and how these elements relate with career goals.
 2. Describe ideas and expectations for program and how your selected program will help attain goals.
 3. Explain how experience and skills prepared you for graduate work
 4. Outline personal and/or organizational support (both individual and financial) available for undertaking program at this time.
- Applicants who reach the 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.

Program Scholarships

To support leaders whose background and experience reflect their commitment to Seattle University's values, the university offers Leadership Executive MBA students a limited number of scholarships ranging from \$10,000 - \$30,000. For more information and details about submitting a scholarship application, please see the [Leadership Executive MBA Scholarship Program Overview](#).

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. December 1 - Early Decision: \$3,000 March 1: \$4,000 May 15: \$5,000 *July 15 pending available space; \$5,000 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 sent.*

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

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