

Albers School of Business and Economics

Leadership Executive Master of Business Administration

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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.*

- Complete graduate application form and submit the \$55 non-refundable application fee. Fee waived for Seattle University alumni and employees.
- Evidence of minimum of earned four-year baccalaureate degree from regionally accredited institution or U.S. equivalent. Exceptions considered on individual basis by program director.
- Official, degree-posted transcript from last 90 quarter/60 semester graded credits of bachelor's degree, including any transfer institution credit earned during this time period. Official transcripts from any post-baccalaureate institution also required.
- Résumé reflecting at least 7 years of progressively responsible professional work. 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
- Demonstration of verbal, quantitative, and critical thinking competencies is necessary to master the LEMBA course material. These competencies are evaluated during the admission process through the completion of one or both of the following as determined by the program: designated Online Workshops or official GMAT/GRE scores taken within the last 5 years. Exceptions considered on individual basis.
- One to two 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 interrelate 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
- 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.
- Applicants who reach the final screening will be invited to group interview with program admissions committee

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

Send documents not submitted with your application to the Center for Leadership Formation:

Center for Leadership Formation
Seattle University
Pigott 327
901 12th Ave
Seattle WA 98122-1090

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.

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

November 15 \$2000

January 15 50% of remaining class accepted \$3000

March 15 30% of remaining class accepted \$4000

May 15 20% of remaining class accepted \$5000

*July 15 Upon space available \$5000 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.*

Waitlist Policy

Due to the competitive nature of this program and volume of applications, applicants may be waitlisted at any given admission deadline. If waitlisted, applicants will receive notice of their acceptance or denial at the closing of the subsequent admission deadline. If accepted, the applicant's required deposit will be associated with their application date.

Deposit Refund Policy

Deposits are non-deferrable and will be refunded at 50% of the paid deposit amount with the following parameters:

- 1) A written notice is received within 30 days of the applicant's acceptance of the offer of admission. Withdrawal notices should be mailed to the associate director, at the address noted above for the application materials.
- 2) Deposits for withdrawals requested 31 or more days after acceptance of admission offer are non-refundable.
- 3) No refunds for deposits will be possible for applicants admitted on or after July 15 application deadline.
- 4) Refunds are typically received within two weeks of written withdrawal notice.