



## Purpose:

This guide is designed to help you navigate the Executive MBA application process, from required materials and candidate evaluation to your program interview. This includes candidate qualifications; details and instructions for completing and submitting each of the application materials; and links to key application resources.

## Action Steps

- 1. Review Candidate Qualifications.** Review the required candidate qualifications and program overview for your Katz Executive MBA program of choice to make a self-determination of your candidacy, fit and readiness for the program. The Executive MBA requires 12 or more years of professional experience; at least three years of management or leadership experience; and a baccalaureate or advanced degree from an accredited college or university for admission to the program.
- 2. Contact Your References.** The Executive MBA program requires two referrals as part of the application process. Contact your professional references early in the process to request and confirm that they will serve in this capacity. Inform them that they will receive an email from the Katz Executive Programs office requesting their recommendation. Please note, one of your references must be your current supervisor.
- 3. Gather Resume and Reference Details.** Review and update your resume/CV and gather your reference information (names, titles, employers, emails, phone numbers).
- 4. Write Your Self-Nomination Letter.** Write a letter to the Katz Executive Programs leadership describing your current professional role and responsibilities. Include your career achievements, leadership experience, disappointments and challenges. Incorporate civic and community activities and leadership roles held. Share your reasons to join the Executive MBA program and your professional goals and plans.
- 5. Complete the Online Application and Upload Documents.** Thoroughly complete the online application form, including all reference information. Upload your resume/CV and self-recommendation letter. Then, submit your application.
- 6. Request Your Official Transcripts.** Contact all academic institutions from which you have received degrees and request that your official transcripts be sent to the Katz Executive Programs office. If your academic degrees are from non-U.S. institutions, work with your Outreach Specialist to request all required materials. Digital transcripts are preferred.
- 7. Submit Your TOEFL or IELTS Score.** Citizens of a country where English is not the official language must present an official score from the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System). However, those who earned a bachelor's or higher degree from a regionally accredited institution in an English-speaking country may be exempt.





### Action Steps, cont.:

8. **Create Your Plan to Finance Your Executive MBA.** Once you have submitted your online application with your resume, you will receive a Financial Support Plan form from your outreach specialist. Explore and pursue applicable funding resources such as employer benefits or contributions, scholarships, grants, loans, etc. Then, complete and return the Financial Support Plan form to your outreach specialist.
9. **Prepare for Your Interview.** Discuss the Interview with your outreach specialist. Access the Executive MBA interview preparation resource from your outreach specialist. Review that and your resume, and prepare to discuss the key topics outlined, as well as questions you may have for the program interviewer/s.

### Quick Check List

- ✓ Online application form
- ✓ Resume or CV
- ✓ Self-nomination letter
- ✓ Two references, including your current supervisor
- ✓ Official academic transcripts from all institutions attended
- ✓ Official TOEFL or IELTS scores for non-English native speakers
- ✓ Financial Support Plan form

### Resources

- Katz Executive MBA [Online Application](#)
- Executive MBA Candidate Resources [Web page](#)

### Contact Information

[executiveprograms@katz.pitt.edu](mailto:executiveprograms@katz.pitt.edu)

412-648-1600



University of  
Pittsburgh

Executive MBA Programs  
Joseph M. Katz Graduate School of Business

