



SUBMITTING YOUR BEST APPLICATION

CHICAGO BOOTH

The University of Chicago Booth School of Business

ENHANCE YOUR APPLICATION

Chicago Booth takes a holistic approach when evaluating applications, which means that no one piece of the application is more important than another. Knowing that, here are a few tips from our Admissions team that will help you submit your best application.



THE FOLLOWING MATERIALS ARE REQUIRED TO APPLY TO THE SOKOLOV EXECUTIVE MBA PROGRAM:

- An online application
- An essay
- A professional resume or CV
- Two letters of recommendation
- Test scores or a test waiver
- Transcripts from all postsecondary educational institutions



THINK ABOUT YOUR GOALS AND ARTICULATE THEM

Before you even start an application, consider your rationale. Why are you pursuing an executive MBA? What do you hope to achieve—and how will Booth get you there? Start by writing down your motivations for doing an EMBA and be sure to align those to concrete goals, whether that means career advancement, exploring a new field, expanding your skill set, or launching an entrepreneurial idea.

DO YOUR RESEARCH

Research all aspects of a program, from curriculum to community, to understand why a particular program is the best fit for you. Register for events, talk with current students and alumni, or try to visit a class; these will all provide valuable insight on the Booth experience.

Do you want a global experience? Is the time commitment realistic for you? What industries do the other students come from? What kind of elective courses are available? These are all important questions to address before you apply to business school. The admissions committee will evaluate how your objectives align with the institution, but not before you've also had a chance to do the same from your side.

The Hong Kong Jockey Club University of Chicago Academic Complex | The University of Chicago Francis and Rose Yuen Campus in Hong Kong



SHOWCASE IMPACT ON YOUR RESUME

Your career milestones and educational background help us to understand your previous experience and the value you will contribute to the classroom, as well as your readiness for the Sokolov EMBA Program. To help us assess, we look to your professional resume or CV as a summary of your career achievements. Instead of listing out your job duties, focus on leadership and impact—what have you done to drive real outcomes in your organization or industry? If you can quantify that impact, that's even better.

You can also share details that shed light on who you are outside of the office. If you sit on a board, participate in civic organizations, or speak at conferences, include those activities. Be sure to make these specific and highlight how the experiences can add additional perspective to your EMBA cohort.

MAKE THE MOST OF YOUR ESSAY

The required application essay helps us understand who you are, your self-awareness, and your aspirations for the future. We want to know why you've chosen Booth for your executive MBA and how the program is going to help you achieve your goals. We also want to know how your unique experiences can enhance your EMBA cohort. Before writing your application essay, here are five questions we suggest you ask yourself:

1. What inspired me to pursue an executive MBA?
2. What do I hope to accomplish professionally?
3. How will I apply what I learn in and out of the classroom to my current or future role?
4. How will the collaborative culture at Booth be a part of my experience?
5. How can I show my true self?

Time Value of Money: I

Example: Suppose you want to receive \$100 in the next 3 periods, how much do you need to invest today? An investment that pays a rate of r per period. That amount is called the present value (PV).

$PV = \frac{FV}{(1+r)^t}$

$PVA = ?$

$\$100$

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CONSIDER THE OPTIONAL ESSAYS

In addition to the one required essay, we also have two optional short-answer questions. While responses to these questions are truly optional, they offer you space to share more information about yourself with the Admissions Committee, and we welcome your added insights. In the first question, you are able to provide further details or deeper context around certain aspects of your application (relevant contributions from your background, gaps in your resume, low grades, etc). The second short-answer question can be used to communicate one or two key considerations when scholarship decisions are made.

SUBMIT ALL YOUR TRANSCRIPTS

Chicago Booth is an academically rigorous institution, and we want to ensure you can handle the coursework and pace. Your educational and professional background provides insight into your abilities. Academic transcripts help us evaluate your capability to succeed and thrive in the program.

Unofficial transcripts are required for any postsecondary courses you have completed, with official transcripts required upon admission. When reviewing transcripts, we are looking for course names, credits, marks or grades, class rank (if applicable), and your dates of enrollment. As a global admissions team based in Chicago, London, and Hong Kong, we are well-versed in educational systems outside of the United States. A few low grades are no reason to panic, but if your overall academic record is not strong, then you may want to address this in the short answer section and bring additional focus to other aspects of your application.



Gleacher Center in Chicago



UNDERSTAND YOUR TEST AND WAIVER OPTIONS

Standardized tests help convey your ability to manage the academic demands of a business school curriculum successfully. Widely accepted by leading programs globally, results can signal that you are well-prepared to re-enter the classroom and handle the level of rigor you will encounter.

**AS PART OF DEMONSTRATING ACADEMIC READINESS,
ALL APPLICANTS ARE ASKED TO EITHER:**

- Submit a standardized test score. We accept Executive Assessment (EA), Graduate Management Admission Test (GMAT), and Graduate Record Examination (GRE) scores.
- OR**
- Request an EMBA test waiver. Test scores may not be required for applicants who bring relevant professional experience and a strong foundation in quantitative academics. We encourage anyone who believes they may be eligible to submit a request.

If you are unsure whether you need to take a test, we encourage you to [connect with Admissions](#) to determine the best path forward.

CHOOSE AND NOTIFY YOUR RECOMMENDERS

We ask for two recommendation letters. One should be from your direct supervisor (unless you are an entrepreneur or working with a new supervisor). This person can speak knowledgeably about your skill set, and it's important to have their support. After your immediate supervisor, the next choice might be a former supervisor, a business partner, someone your boss reports to, a manager from another department, or a client. We are flexible about who you choose, but be strategic—make sure that they know you and your work well.

Once you identify two recommenders and enter their contact information into the online application, they will automatically receive a recommendation request via email. It's a good idea to notify them in advance and talk through your executive MBA plans, as well as why you have chosen Chicago Booth.



The Robert Rothman, '77, London Campus

NEXT STEPS

- Learn [how to apply](#)
 - [Attend](#) an upcoming virtual or in-person Admissions event
 - Reach out to the [Admissions team](#) with any questions
 - [Discover](#) additional application tips from alumni and Admissions
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APPLY

Visit chicagobooth.edu/apply to submit your application.

