



APPLICATION INSTRUCTIONS

1. Fax the Intention to Apply form available at <http://www.aubemba.org> to 334-844-2964.
2. Complete the online Graduate School application at www.grad.auburn.edu and pay the application fee. Please choose your planned course of study as follows:

Executive MBA applicants should select:

Business Administration-Executive (Distance Prgm)/MBA

Physicians Executive MBA applicants should select

Business Administration-Physician (Distance Prgm)/MBA

As part of your Graduate School application, you will have to provide all of the following information in order to submit it. You can save your application and work on it in multiple sessions if you do not have all of this information available at one time:

- A. Upload your CV/resume.
- B. Upload your personal statement.
- C. Provide contact information for two (2) individuals who will provide letters of recommendation. You determine if you want the letters to be uploaded directly to your application by the recommenders or submitted offline to the Executive MBA program office. If you choose to have them submitted online, an email will automatically be generated to the recommenders asking them to submit their recommendation online. If you choose to have the letters submitted offline, you will need to notify the recommenders and request their letters be sent directly to Jana Smith by email at smithj3@auburn.edu, or by fax at 334-844-2964, or via US mail to:

Ms. Jana Smith
Executive MBA Programs
405 W. Magnolia Avenue, Suite 503
Auburn, AL, 36849

3. ORDER ALL OF YOUR TRANSCRIPTS. If you are given the option to expedite the transcripts to Auburn - please do so. This process often takes the most time and can hold up your admission to the program. Please have the transcripts sent in a sealed envelope to Ms. Jana Smith at the address given above. Electronic transcripts are also acceptable if they come directly to us from the school attended or its designated clearinghouse. E-transcripts can be emailed to Ms. Smith at smithj3@auburn.edu. She will ensure all transcripts are sent to the Graduate School in a timely manner and will retain copies for our files.