



UNIVERSITY OF
OREGON

**Lundquist College of
Business—Portland**

Oregon Executive MBA Application Instructions 2017-2018

OREGON EXECUTIVE MBA

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Phone: (541) 346-1155
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University of Oregon
Eugene, OR 97403

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This publication will be made available in accessible formats upon request
to: Oregon Executive MBA, (503) 412-3777



Oregon Executive MBA Application Instructions

Application for admission to the Oregon Executive MBA is a two-part process. Prospective students must apply to both the University of Oregon Graduate School and the Oregon Executive MBA program.

Admission to a University of Oregon graduate program requires a degree from a regionally accredited U.S. institution, or, for international students, an accredited degree equivalent to a U.S. bachelor's degree from an institution of recognized standing. International applicants should refer to the International Applicants information below.

All application forms are available for download at oemba.uoregon.edu/admissions.

To Qualify

- Undergraduate degree from a U.S. or international accredited institution of recognized standing.
- Demonstrate at least three years of managerial or leadership experience in a position that included supervision of other employees, responsibility for budgets, or financial performance, project management, account management or similar responsibilities.
- Demonstrate at least five years of career-related work experience.
- Currently hold a mid- to senior-level management position with significant responsibility.

When to Apply

- Applications received before January 16, 2018 will receive a \$2,000 scholarship.
- Applications received before March 16, 2018 will receive a \$1,500 scholarship.
- Applications are considered on a space-available basis through August 15, 2018.
- Travel scholarships are available to defer costs for students from outside the Portland/Vancouver metropolitan area.
- Scholarships of \$5,000 per student are now available for leaders of non-profit organizations and firms.
- In order to receive a scholarship, you must pay the program deposit of \$1,500.

Your Application

- Pre-application Admissions Advising

If you would like admissions advising, please call our office in Portland at (503) 412-3786. In some cases, we may provide information to help strengthen your application.

•Admission Review

Applications will be reviewed when all supporting documents are received. You may open an application file at any time. Materials will be added to your file until the application is complete. You may call the Admissions Coordinator, Sandy Kingsley, at (503) 412-3786 to verify the status of your file. Your application will be reviewed at the earliest date following the receipt of all materials.

Materials to Submit

•Application Form: <http://business.uoregon.edu/oemba/admissions/application>.

Complete the Application for Admission form, answering all questions. Attach both a detailed résumé highlighting management and leadership experience, and responses to the essay questions.

•Apply to the UO Graduate School: https://gradweb.uoregon.edu/online_app/application/guidelines1.asp. The online application to the University of Oregon Graduate School requires payment of a \$70 application fee (\$90 for international applicants) using Visa, Mastercard, Discover, or personal check (e-check).

•Transcripts

Transcripts must be ordered in advance of the application deadline. Request that each college or university from which you received a degree sends two sealed, official copies of your transcripts. Please note that it is not necessary to send copies of transcripts from degrees earned from the University of Oregon.

Official paper transcripts:

- One (1) to OEMBA - **Oregon Executive MBA**
38 NW Davis Street, Suite 200, Portland, OR 97209
- One (1) to the Office of Admissions at the University of Oregon - **Office of Admissions, 1217 University of Oregon, Eugene, OR 97403-1217**

Official electronic transcripts:

- One (1) to OEMBA:
kingsley@uoregon.edu
- One (1) to University of Oregon:
registrar@uoregon.edu

- Commitment forms

OEMBA encourages all applicants to discuss participation in the program with their employer, to confirm that your organization will agree to provide time off for the Residency, the Global Study trip, and regularly scheduled classes on Friday afternoons and Saturdays.

Although it is not a requirement for participation, many student’s firms also support them financially.

You are also encouraged to discuss company support with appropriate decision makers in your organization early in the process. Support is demonstrated by submitting a completed Organization Commitment form. Tuition support is also indicated on the same form. If you do not need permission from your firm to attend the program or are self-employed, please complete the Applicant Commitment form.

Applicant Recommendation Forms

Your application must contain two completed applicant recommendation forms. One of these should be from a recent supervisor. The second evaluation may be provided by any other executive or senior manager within your firm who has direct knowledge of your leadership and management experience.

If you are self-employed, evaluations from members of your board of directors, principal clients, or other professionals familiar with your leadership experience will meet this requirement.

Interview

A 45-minute interview is part of the admissions process. Applicant interviews will be conducted by the director of executive admissions. In some cases, an applicant may also meet with representatives of the Selection Committee. Your interview will be scheduled as soon as your application paperwork is complete. A conditional admission decision will be made following your interview and your personal and prepaid link to MBA Math will be provided.

Graduate Management Admission Test (GMAT)

The GMAT is not required for admission.

MBA Math

The final step for full admission is completion of the self-paced tutorial MBA Math with an 80 percent passing grade. This online program is a helpful refresher course on quantitative skills that are used throughout the OEMBA curriculum. In the final phase of the admissions process, OEMBA will provide applicants with a personal and prepaid link to a unique set of modules on Finance, Accounting, Economics, Excel, and Statistics.

Upon successful completion of MBA Math, applicants will be notified in writing of their final admission status.

International Applicants

Official transcripts with certified English translations of all college or university work are required. Official degree certificates with certified English translations are also required if the degree and conferral date do not appear on the transcripts or mark sheets. Documents must be marked by a stamp in a different colored ink or raised seal by the university.

English Language Proficiency Requirement

A satisfactory command of the English language is required for admission to the University of Oregon. Applicants whose native language is not English must show proof of language proficiency through one of the following three methods:

Method	Requirement
TOEFL Score	Minimum Score: 575 (Paper) or 88 (Internet-Based). Scores must be less than 2 years old at the time of application.
IELTS Score	Minimum Score: 7.0 overall band score. Scores must be less than 2 years old at the time of application.
Degree from English-speaking country	Submit degree transcripts proving that you have received a bachelor's degree or higher from a regionally accredited U.S. institution or from an institution in the following countries: Australia, Canada (excluding Quebec), Ireland, New Zealand, or the United Kingdom.

- Requesting Scores

Scores should be sent directly from Educational Testing Service (ETS) to the University of Oregon.

The institution code is 4846.

Department code: 02

Testing Site Links

- Official Web Site for TOEFL/ETS: <http://www.toefl.org>
- Official Web Site for IELTS: <http://www.ielts.org>
- University of Oregon Testing Center: <http://testing.uoregon.edu>



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Financial Aid

After being fully admitted to the program, begin your process of applying for financial aid by completing your Free Application for Federal Student Aid (FAFSA) at: <http://www.fafsa.ed.gov/>

The Oregon Executive MBA's school code is 003223.

Federal loans for graduate study are available to cover the entire cost of the program. They are not need based. **Please contact the financial aid office after you are admitted and have completed your FAFSA:**

Office of Student Financial Aid and Scholarships
541-346-3221 or 1-800-760-6953
financialaid@uoregon.edu

Loan information: http://financialaid.uoregon.edu/direct_loan_unsubsidized

Tuition Options

We offer many tuition options and payment plans for students. Please see the Tuition Options form for details: oemba.uoregon.edu/admissions/tuition-financing

CHECKLIST

Items to submit:

- Online application for admission to OEMBA
- Online application to UO Grad School including \$70 application fee (\$90 for international applicants)
- Résumé
- Essay question responses
- Organization Commitment form **OR** Applicant Commitment form
- Two Applicant Recommendation forms

To be mailed by others at your request:

- Two official (sealed) copies of your transcripts
- TOEFL scores, if applicable

Interview:

- Once all application items have been received, you will be contacted for an interview

MBA Math

- Must be completed after link has been provided

Final Steps

- Receive official admissions decision by letter
- Submit \$1,500 deposit

Questions?

Contact Admissions Coordinator, Sandy Kingsley at 503-412-3786 or kingsley@uoregon.edu