

**To Apply for Acceptance into the Executive MBA Program:**

- Complete Application**  
Submit a completed application plus the non-refundable application fee at [davenport.edu/apply](http://davenport.edu/apply).
- Send Transcripts**  
Request official transcripts from all accredited institutions from which you have taken courses be sent to the Registrar's Office, 6191 Kraft Ave SE, Grand Rapids, MI 49512. Minimum 2.75 GPA on earned undergraduate degree from an accredited institution.
- Statement of Purpose**  
A comprehensive, 500 word minimum statement of purpose that focuses on your purpose in pursuing the Executive Master of Business Administration degree, your past professional experiences and future expectations.
- Resume**  
Submit a current resume or curriculum vitae.
- Professional Letters of Recommendation**  
Provide two signed, completed professional letters of recommendation (forms provided by Davenport) in sealed envelopes with the recommenders signature across the back seal. If the seal has been broken the integrity of what has been signed will be considered compromised.
- Interview**  
Interview with Associate Dean, Graduate Business Programs and the Executive MBA Admissions Committee.
- Submit - to obtain assistance in completing the application process, please contact an Admissions Representative.**

**After Official Acceptance into the Executive MBA Program:**

- Financial Aid Application: Date \_\_\_\_\_**  
A Free Application for Federal Student Aid (FAFSA) must be completed to determine your eligibility for all types of scholarships, grants and loans. Apply early to ensure that your financial aid is processed in time. Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) using Davenport University School code 002249. Apply for student loans online at [www.studentloans.gov](http://www.studentloans.gov).  
**Other documentation needed:**  
\_\_\_\_\_
- Scheduling: Date \_\_\_\_\_ Advisor \_\_\_\_\_**  
Once your college transcripts have been evaluated, you will meet with an advisor who will assist you with scheduling classes. This scheduling process reserves your classes only until you complete the payment process. Even if you receive full financial aid or your company is paying for your classes, *all students must complete the payment process.*
- ID Picture**
- Parking Registration**  
Register your vehicle at [parking.davenport.edu](http://parking.davenport.edu).
- Payment Process: Deadline Date \_\_\_\_\_**  
Make payment arrangements by logging into your Student Connection page at [www.davenport.edu](http://www.davenport.edu).
- Begin Classes: Date \_\_\_\_\_**  
Once you have been accepted to Davenport University, scheduled your classes, completed the payment process and purchased books, you are ready to start classes!

# Executive Master of Business Administration

## Admissions Checklist

**Locations:**

Grand Rapids: Downtown Center  
45 Ottawa NW  
Grand Rapids, MI 49503

Livonia

For more information about online courses  
and degrees, contact the Davenport  
location nearest you.

800-686-1600 | [davenport.edu](http://davenport.edu)