# APPLICATION INSTRUCTIONS

**This document contains detailed instructions to assist you in completing the Wharton MBA Program for Executives application. The checklist below itemizes each part of the application and links to the related section within this document.**

***If you have questions not answered here, please*** [***contact the office***](http://www.wharton.upenn.edu/mbaexecutive/admissions/contact_us.cfm) ***of the campus to which you are applying.***

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**Application Checklist:**

* 1. [Complete Online Application Form](#APPLICATION)

You can submit the online application form before completing the following:

* 2. [Provide Recommendation Letters](#Recommendations)
* 3. [Answer Essay Questions](#Essays)
* 4. [Submit Test Information](#GMAT)
* 5. [Send Official Transcripts](#TRANSCRIPTS)
* 6. [Mail Sponsorship Letter](#SPONSOR)
* 7. [Schedule an Interview](#INTERVIEW) *[Don’t wait!](#INTERVIEW)*

**1. Online Application Form**

**Instructions**

* You do not have to complete the online application form in one sitting.
* Save your work regularly while completing your online application form and always remember to do so before navigating away from each section.
* Once you submit your online application form, you will not be able to make changes to your application information.
* The online application form is only one part of your application. Applications will not be evaluated by the Admissions Committee until all required materials have been received by the Wharton MBA for Executives program office to which you are applying. See [Application Checklist](#CHECKLIST).
* **Printing:** There is no preview before submitting your application, so please check your work carefully before submitting your application. After submitting you will be able to print your application.

**Work Experience**

* Follow the directions given in the application regarding the Employer look-up system.
* You may upload your resume as a supplement to the completion of this section.
* You may use the optional essay to explain any gaps in employment.

**Academic Background**

**Complete the information requested for every institution you attended and, therefore, have a transcript.**

* If you attended more than one institution or received more than one degree, please list your institutions in chronological order (e.g. bachelor’s degree first, master’s degree second).

**Application Fee**

* Once you have completed the application to your satisfaction, submit it by clicking the *Submit*. This will take you through the steps to electronically submit your application to our office.

* YOU WILL NOT BE ABLE TO PREVIEW THE APPLICATION BEFORE SUBMITTING. Please make sure when you click submit, you are definitely ready to submit the final version.
* The application fee is $180 and payment is with MasterCard, Visa or AMEX credit cards only.
* U.S. Military service members (active duty and veterans) and employees of some not-for-profit organizations may be eligible to waive this fee. Please [contact the office](http://www.wharton.upenn.edu/mbaexecutive/admissions/contact_us.cfm) to which you are applying to see if you are eligible to waive your application fee.

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**2. Recommendation Letters**

We require **two letters of recommendation** from individuals who are well acquainted with your performance in a professional setting, preferably including one from your current manager.

* Submit recommendations from people who can provide insight into your aptitude for, or accomplishments in, management or leadership.
* Recommendations should be completed online using the secure system.
* Using the online recommendation option greatly speeds up the processing of your application and will reduce the chance of a delay in receiving your admissions decision.

**Submitting Recommendations Online**

* Each recommender will be sent an email message with instructions and a web address in order to complete your recommendation.
* Supplementary recommendations may be submitted, but only if they offer additional and valuable insight.
* All recommendations done in hard letter format, uploaded or emailed, should address the range of questions asked on the recommendation form.
* The online recommendation forms ask the recommender to submit the answer to each question in a separate text box, thus answering each question individually.
	+ If your recommender has prepared a single document for the entire recommendation, s/he can upload a Word or PDF document containing his/her recommendation.
	+ The recommenders should also complete the *Profile* questions and upload their supplemental letter.

**Submitting Hard-Copy Recommendations**

If your recommenders strongly prefer to submit a hard copy of their recommendation, they can mail it directly to the appropriate office (East or West) or email us directly. Recommenders should answer the questions from the online recommendation form within their letter.

* Please contact our office if you need a copy of the recommendation form to send to someone writing on your behalf.
* Whether they submit a hard copy letter or upload a letter to the online form, we ask that the table on page two be completed or addressed in the letter they send us.
* We strongly encourage applicants to use traceable mail, i.e. UPS or FedEx. Sending documents via USPS can often delay the office receiving documents and there is no way to track if the mail was received.

**Changing Recommenders**

It is possible that after having selected your recommenders there is a reason to alter your selection.

* To do this, simply add the additional recommender.

You may provide up to four online recommenders, noting this is more than is required.

* If the new recommender is replacing a current one, you may delete the current one's name from the list if s/he has not yet submitted the recommendation.
* If the recommender to be replaced has already submitted, you must email the admissions office to notify them of the change.

**West:** mbaexecsf-myapp@wharton.upenn.edu or 1-415-777-1000

 **East:** mbaexec-myapp@wharton.upenn.edu or 1-215-898-5887

**3. Essay Questions**

You are required to prepare answers to the first three essay questions listed below. The fourth essay question is optional.

**Required Essay 1***750 word limit*What is your career objective and how will the Wharton MBA Program for Executives contribute to your attainment of these objectives?

**Required Essay 2***500 word limit*In his book, Winners Never Cheat: Even in Difficult Times, Jon M. Huntsman, Sr. (W'59), writes: "A crisis creates the opportunity to dip deep into the reservoirs of our very being, to rise to levels of confidence, strength, and resolve that otherwise we didn't think we possessed."

Describe a time when you were faced with a challenge and how you responded.

**Required Essay 3***500 word limit*Given your already demanding job and the desire to remain committed to important family and personal obligations, how do you plan to handle the additional demands on your time once you enroll?

**Optional Essay***500 word limit*Please explain any extenuating circumstances of which the Admissions Committee should be aware (e.g., unexplained gaps in your work experience, choice of recommenders, inconsistent academic performance). You may also take this opportunity to share other defining aspects of your life that the Admissions Committee would not otherwise have learned from your application or resume.

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**4. Test Information**

We require ALL applicants to take the GMAT and provide an official score.\* There is no minimum requirement; however, GMAT scores have proven to be a useful predictor of success in the quantitative courses that are an important foundation for the MBA for Executives program.

* Go to [MBA.com](http://www.mba.com/mba) for information on taking the exam and reporting your score.
* The highest score will be used for evaluation.
* GMAT scores are valid for five years.
* You may be eligible to submit GRE scored instead of GMAT scores. Please find more detailed information below.

**GMAT Deadlines**

All applicants must submit the results of the Graduate Management Admissions Test (GMAT) by the [application deadline](http://www.wharton.upenn.edu/mbaexecutive/admissions/apply-to-wharton.cfm). If you are taking the GMAT within a week of the deadline, please scan and email your preliminary results to the admissions office.

**Exam Scores on Application**

* Indicate the date and score of the highest total GMAT you have taken.
* If you have taken the exam more than once we will see all scores when you send your GMAT score(s) to us.
* If you retake the GMAT after submitting your online application, please email the office to which you are applying to inform them of the new date. Otherwise your application will be evaluated with the score you submitted.

**GMAT codes for the Wharton MBA Program for Executives**

* Philadelphia: **G56-97-36**
* San Francisco: **G56-97-14**

**GRE**

* We require the GMAT unless you have earned a prior master’s degree for which you submitted GRE test results.
* GRE results must be less than five years old at the time of your application to Wharton.
* It is required you request approval to use your GRE scores in place of the GMAT.
* Please [call the office](http://www.wharton.upenn.edu/mbaexecutive/admissions/contact_us.cfm) to which you are applying so that we can discuss whether this is the best option for your candidacy.

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**5. Official Transcripts**

*Upload* a copy of your transcript for each institution listed in your application. These copies will be used for the initial “unofficial” evaluation of your application.

***You must also provide original sealed transcripts*** *for each* university/college listed in your application. These must be mailed to the office of the campus to which you are applying. This includes ALL International Schools. **Do not wait to contact colleges or universities with your transcript request as the process can take a a long time.** You will not receive a decision until we have all official transcripts.

* You should have your transcript(s) sent directly from your school to the office of the campus to which you're applying.
* If you have a sealed copy of your transcript with the official seal/stamp, you may send that directly to Wharton. **Remember to keep the seal intact and do not open to use as the uploaded copy.**
* We strongly encourage applicants to use traceable mail, i.e. UPS or FedEx. Sending documents via USPS can often delay the office receiving documents, and there is no way to track if the mail was received.

**Where to Send Transcripts:**

**San Francisco (West)**

Admissions Committee

MBA Program for Executives

The Wharton School

2 Harrison Street

6th Floor

San Francisco, CA 94105

**Philadelphia (East)**

Admissions Committee

Wharton MBA Program for Executives

University of Pennsylvania

Suite 108 Steinberg Conference Center

255 S. 38th Street

Philadelphia, PA 19104-6340

ELECTRONIC TRANSCRIPTS are accepted as official and can be retrieved directly online from your University to the office of the Program in which you are applying. Please note that we cannot accept electronic transcripts that are not emailed to us or retrieved by us directly from your University. To request an electronic transcript, please use the following contact and email address to send your electronic transcript from your University:

 Philadelphia: mbaexec-myapp@wharton.upenn.edu

 San Francisco: mbaexecsf-myapp@wharton.upenn.edu

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**6. Sponsorship Letter**

All enrolled students must be fully employed while attending the program.A letter of sponsorship from your organization is a required part of your application. Sponsorship requirements differ by years of work experience and employment status. Anyone with fewer than 8 years of work experience is considered a Fellows applicant. All others are Traditional applicants. Self-employed candidates must demonstrate the ability to attend classes and pay for their education with no negative impact on their business.

Please [call the office](http://www.wharton.upenn.edu/mbaexecutive/contact-us.cfm) if you are unsure about the level of financial support you are required to have from your employer.

**Traditional Endorsement Letter**

There is no required format for your letter, but the following elements must be included:

* The letter must be on official letterhead of your organization, signed by the person having the authority to do so within your organization, and mailed to the appropriate program office.
* It must indicate that the necessary time will be provided for you to attend. See [Program Calendar](http://www.wharton.upenn.edu/mbaexecutive/academics/program-calendar.cfm) for the time commitment needed from employer.
* If financial support will be provided, the amount or percentage should be specified in the letter. If no financial support will be provided, this should be specified in the letter as well.

**Fellows Nomination Letter**

* The letter must be on the official letterhead of your organization, signed by the person having the authority to do so within your organization, and mailed to the appropriate program office.
* It must indicate that the necessary time will be provided for you to attend. See [Program Calendar](http://www.wharton.upenn.edu/mbaexecutive/academics/program-calendar.cfm) for the time commitment needed from your employer.
* The letter should cite your managerial potential and confirm a commitment for substantial financial and program-related support. Please [contact us](http://www.wharton.upenn.edu/mbaexecutive/admissions/contact_us.cfm) to discuss the possibility of an exception to the substantial financial support requirement. (Employment with a not-for-profit or start-up and other reasons are considered.)

 **Self-Employed Endorsement Letters** (for independent consultants and entrepreneurs)

* The letter must be on official letterhead of your organization and please attach a business card and provide proof of full-time self-employment. .
* Sign and mail the letter to the appropriate program office (addresses below).
* You may upload an unofficial coy of the letter within your online application.
* Please [call the office](http://www.wharton.upenn.edu/mbaexecutive/admissions/contact_us.cfm) for more information on how to prove self-employment.
* See [Program Calendar](http://www.wharton.upenn.edu/mbaexecutive/academics/program-calendar.cfm) for the time commitment needed to undertake the program.

We strongly encourage applicants to use traceable mail, i.e. UPS or FedEx. Sending documents via USPS can often delay the office receiving documents and there is no way to track if the mail was received.

**Send a hard copy (signed original) of your sponsorship letter to the office of the program to which you're applying:**

 **San Francisco (West)**

Admissions Committee

Wharton MBA Program for Executives

The Wharton School

2 Harrison Street

6th Floor

San Francisco, CA 94105

**Philadelphia (East)**

Admissions Committee

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Suite 108 Steinberg Conference Center

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Philadelphia, PA 19104-6340

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**7. Schedule an Interview**

* Interviews are required for all applicants.
* *You do* **not** *need to have a completed your application before interviewing*. In fact, we encourage you to interview before the deadline, if possible. But you must ***start*** an online application so that you can bring questions to your interview and understand what we are evaluating.
* On the day of your interview you will also have the opportunity to attend classes, meet and have lunch with current students**.**
	+ **Space in classes is limited**; therefore, we strongly encourage you to schedule your class visit and interview on the same day. *Priority for class visits is given to those* *who have an interview scheduled.*
* The only document required to schedule an interview is your resume.
* We recommend that you to contact the program office to which you are applying to set-up an interview appointment ***before*** the deadline.

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