Bloch Executive MBA online application instructions

The Bloch Executive MBA application consists of two parts: the UMKC online application and the supplementary application for the Executive MBA program. Please follow these steps to complete your application successfully:

1. Go to the UMKC online application
2. Click "New User Registration" and create your account
3. Select "Graduate" for Application Level
4. Fill out the biographical information requested on screens 1, 2 and 3 of the application (see the circles wit numbers in them at the top of the screen).
5. On Screen 4, select "2016 Fall Semester" for the application term. Answer "yes" to "Are you a degree seeking student?" Answer the question about disciplinary action by selecting Yes or No..
6. Continuing on Screen 4, select "Business Administration MBA" for your intended academic plan (major). Then, select "Executive MBA" as the emphasis area. **Do not** select any other emphasis areas or a 2nd choice academic plan.
7. Select "off campus" for housing interest (on-campus housing is not available for Executive MBA students).
8. On Screen 5, you do not need to submit any test scores. Standardized tests are not required for application to the Executive MBA program. Just click "continue".
9. On Screen 6, enter all colleges/universities you have attended EXCEPT for study abroad programs. Use the plus sign (+) under the College Information section to add additional colleges or universities. It is not necessary to enter your GPA information on this screen.
10. On Screen 7, enter your employer information for your current or most recent position.
11. On Screen 8, enter "I am applying to the Executive MBA program". Do not type in or upload responses to the 3 required essay questions for this program here. You will upload these responses in the Supplementary Application, which you will receive after submitting the UMKC online application.
12. Then, follow the instructions to pay your application fee ($35) with a credit card and submit your application.
13. Note: Once you submit your UMKC application, you will see a confirmation screen that states that you need to submit transcripts and supporting documents before your application will be processed. **You will receive a link to the Supplementary Application via e-mail between 24 and 48 hours from the time you submit your application.** (This delay is due to the requirements of our database system.) The Supplementary Application will enable you to upload the other required documents, including the admissions essay. It is not necessary to upload copies of your transcripts in the supplemental application.
14. **Official Transcripts** from all colleges and universities that you have attended must be sent either via email at **emba@umkc.edu** or by mail to:

UMKC
Bloch Executive MBA Program
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