Admission to the Executive MBA Program is a two-step process. Applicants must submit materials to two different departments at PVAMU—the Office of Graduate Studies and the EMBA program. Applicants must be admitted to both the Graduate Studies program and the EMBA program. Admission to one program does not guarantee admission to both programs. Official notification regarding an applicant’s status is sent from the Office of Graduate Studies.

Even though the applicant may meet the general requirements for admission to the Graduate School, he/she must meet the admission requirements of specific programs. One set of materials will be submitted to the Graduate School and another set of materials will be sent to the EMBA offices. Please follow the steps below carefully.

First, submit the following items to the Office of Graduate Studies.

Submit materials to the following address:

PRAIRIE VIEW A&M UNIVERSITY
OFFICE OF GRADUATE STUDIES
P. O. Box 519; MS 2800
Prairie View, Texas 77446-0519

Applicants who prefer to submit their materials in person can visit the Office of Graduate Studies located on the PVAMU main campus in the Delco Building in suite 120.

1. **Official transcripts** from each institution attended must be forwarded directly to the Graduate School. Transcripts issued to student will only be accepted in an envelope sealed by the academic institution. For evaluation of foreign transcripts, applicants must submit official transcripts for all high school and college work completed up to the time of expected enrollment. An evaluation of all foreign college transcripts must be completed by NACES, Inc. or AACRAO affiliated member agencies.

2. **Three letters of recommendation**, from persons in the field of the applicant’s academic major or area of concentration.

3. Pay the non-refundable application fee of $50.00 and attach a copy of the receipt confirming payment along with your application. An additional $15.00 late fee is required if the application is submitted after the application deadline. Please make payment online by visiting the link below:


### ADMISSION DEADLINES

**Domestic Students**
- Fall deadline—July 1st
- Spring deadline—November 1st

**International Students**
- Fall deadline—June 1st
- Spring deadline—October 1st

For admission decisions to the EMBA program, please allow four (4) to six (6) weeks from the time the completed application was received. International applicants should allow more time for the admissions process to be completed.

“I selected PV’s EMBA program for the hybrid schedule and sensible value. As an established professional and parent it was essential to enter a program that allowed for balance.”

—Gerald Herd
Retail Account Manager/Sales:
Construction Material and Services
Applicants will also need to submit program enrollment materials to the Executive MBA Program. Please mail the items below to the following address (note, applications will not be reviewed unless a complete application packet is received; this includes items 1-5 listed below):

Submit EMBA enrollment materials to the following address:

PRAIRIE VIEW A&M UNIVERSITY
COLLEGE OF BUSINESS
EXECUTIVE MBA PROGRAM
ATTN: Ms. Charity Vesey
9449 Grant Rd
Houston, TX 77070

1. Completed Executive MBA Application for Admission form

2. A two-page, double-spaced personal statement summarizing how an Executive MBA will advance your career goals and personal objectives (approximately 1,000 words).

3. A current resume or vita.

4. Copies of three letters of recommendation, including one letter certifying a minimum of three years of management/leadership experience (e.g., as project manager, director, district manager, supervisor) or two years of executive level experience. Letters may come from former professors, colleagues, managers and supervisors.

5. Copies of official transcripts from each institution attended must be forwarded directly to the Executive MBA Program Office (this is in addition to the transcripts submitted to the Graduate School). Transcripts issued to student will only be accepted in an envelope sealed by the academic institution. For evaluation of foreign transcripts, applicants must submit official transcripts for all high school and college work completed up to the time of expected enrollment.

An evaluation of all foreign college transcripts must be completed by NACES, Inc. or AACRAO affiliated member agencies. A bachelor’s degree from an accredited college or university is required for admission to the EMBA program.