

Application Form International Programmes



Surname _____

First Name(s) _____



Application for

- International MBA**
November
- International Executive MBA**
June
November
- Global MBA (18 months)**
February
September
- Master in Financial Management**
September
- Master of Management in Marketing**
September
- Master of International Legal Practice**
September
- Master of Management in Telecom & Digital Business**
September
- Executive Master of Management in Global Supply Chains**
February

Executive LLM: For the Executive LLM please download the application form at www.executive-llm.ie.edu

Year

To be completed by IE Business School

AF_OK

DC_OK

E:

F:

GMAT_OK

PA_OK

F:



Letter from the Admissions Director

Thank you for your interest in Instituto de Empresa master's programmes. You are about to embark on a rigorous selection process, designed to identify people with the kind of profile needed to undertake our highly demanding MBA programmes. Successful candidates will undergo a programme that equips future executives and entrepreneurs with a sound knowledge of management and the kind of personal skills needed to lead a business organisation into the future. Our aim is to organise groups comprising excellent students with complementary academic skills in order to add impetus to the learning process, thus obtaining optimum performance and results.

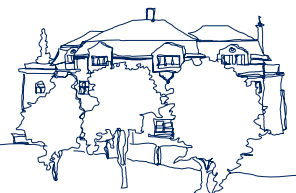
In view of the programmes' demanding workload and the fact that students will find themselves dealing with challenging case studies, Instituto de Empresa sets its standards high from the outset.

This application form, together with the admissions test (for the International MBA Programme) and the interview, forms an important part of the Instituto de Empresa selection process. It is one of the most valued criteria used by the Admissions Committee to evaluate candidates for our master's programmes. It is therefore essential that this document provide detailed, relevant information on your academic and professional achievements. It must also include aspects related to your vocation for business, aspirations and motivation, all of which are considered key factors for granting admission to Instituto de Empresa.

Yours truly,

Julián Trigo

Admissions Director





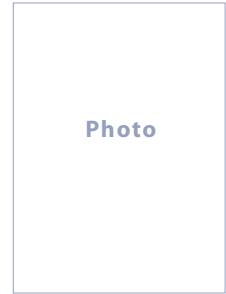
Application Form Codes

Academic Background							
Code	Qualification	Code	Qualification	Code	Area	Code	Area
1	Doctorate	5	Degree in Engineering	A	Sciences	F	Humanities
2	Master's Degree	7	Others	B	Social Sciences	G	Engineering
4	Bachelor Degree or equivalent			C	Law	H	Technology
				D	Economics	I	Others
				E	Business Studies		

Work Experience			
Code	Sectors	Code	Functions
	SERVICES		
S1	Legal and Tax / Auditing Counsel	1	General Management
S2	Consulting	2	Strategy / Business Development
S3	Investment Banking / Stock Exchange	3	Finance
S4	Commercial / Private Banking	4	Consulting
S5	Risk Capital / Asset Management	5	Operations
S6	Other Financial Services / Insurance Services	6	Human Resources
S7	Distribution and Retailing	7	Professional Services
S8	E-commerce / New Technologies Services and Consulting	8	Technology
S9	Not-for-Profit / Public Organisms / International Organisations	9	Sales and Marketing
S10	Entertainment / Media / Publicity	10	R&D
S11	Transport / Tourism and Catering	11	Others
S12	Others		
	INDUSTRY AND MANUFACTURING	Code	Position held
M1	Consumer Products	A	Entrepreneur
M2	Industrial Manufacturing / Energy and Mines / Construction	B	Senior Executive Management
M3	Pharmaceutical / Bio-technology / Health	D	Senior Management
M4	Technology / Telecommunications	E	Middle Management
M5	Computing / Hardware and Software	F	Employee
M6	Automobile		



Personal Information



Photo

Surname(s) _____ First Name(s) _____

Sex M F

Date of Birth (dd/mm/yyyy) _____ / _____ / _____ Age _____

Place of Birth (City, State) _____

Country _____ Nationality _____ Passport No. _____



Permanent Address

Address _____

Town _____

Zip Code _____ State _____ Country _____

Tel. _____ / _____ / _____ Mobile _____ / _____
(country) (area) (number) (country) (number)



Company Address

Company _____

Address _____

Town _____

Zip Code _____ State _____ Country _____

Tel. _____ / _____ / _____ Mobile _____ / _____
(country) (area) (number) (country) (number)

Where would you like to receive official mail from Instituto de Empresa?

- Permanent Address
- Company Address



E-mail

Please provide an e-mail address, which you check on a regular basis. We prefer to communicate with you throughout the admissions process by e-mail:

E-mail _____ @ _____



Academic Background

Higher Education

Qualification _____ Qualification and Field of Studies (see codes) / _____

University _____ City, Country _____

From (month, year) _____ To (month, year) _____

Additional qualifications, courses and seminars

Are you an Instituto de Empresa alumnus? No Yes (Programme, Year)



GMAT Score

Verbal Score _____ % Quantative Score _____ % Total Score _____ %

Test date (past or future) _____ (day) _____ (month) _____ (year)

Did you ask GMAC to send the scores to IE? yes/no

If not please request GMAC send us the official result should you have taken the GMAT. IE Business School's GMAT code is **6XT-ZH-98**

I have taken / plan to take the IE Admissions Test: Test date __ (day) _____ (month) _____ (year) _____ Place



English Certificate

Total Score _____ Internet-based Computer-based Paper-based

Test date (past or future) _____ (day) _____ (month) _____ (year)

Did you ask the Institution to send the scores to IE? yes/no

If not please request the institution send us the official result should you have taken the test. IE Business School's TOEFL code is **0707**



Language Skills

Please evaluate your level using a scale of 1 – 5 (5 is the maximum score and N indicates your native language).

	Level	Certification, Year (if applicable)
English		



Professional Experience

Please indicate only your current position in this section

Present Company

Company _____ Fiscal No. _____

Sector (see code) _____ Turnover (in Euros) _____ No. of Employees _____

Area _____ Area (see code) _____

Position _____ Position held (see code) _____

City, Country _____ beginning (month, year) _____

Gross annual salary (in Euros)

Less than 25,000 From 25,000 to 50,000 From 50,000 to 75,000 From 75,000 to 100,000 More than 100,000

No. of people reporting to you: Graduates _____ Others _____

Average number of business trips: Days/Year _____ Average duration: Days _____



Please draw an organisational chart on a separate sheet indicating what position you hold in the company (Start from the chairman down to the individuals reporting to you).

Please describe your job, stating your responsibilities and tasks. State the position of the person you report to.

Are you responsible for achieving objectives? Please state their nature.



Previous Experience

Previous Experience 1

Company _____ Sector (see Code) _____
 Turnover (in Euros) _____ No. of Employees _____
 Area _____ Area (see Code) _____
 Position _____ Position (see Code) _____
 City, Country _____ Beginning (month, year) ____ / ____ Ending (month, year) ____ / ____
 No. of people reporting to you: Graduates _____ Others _____

Please describe your former job, stating your responsibilities and tasks. State the position of the person you reported to.

Previous Experience 2

Company _____ Sector (see Code) _____
 Turnover (in Euros) _____ No. of Employees _____
 Area _____ Area (see Code) _____
 Position _____ Position (see Code) _____
 City, Country _____ Beginning (month, year) ____ / ____ Ending (month, year) ____ / ____
 No. of people reporting to you: Graduates _____ Others _____

Please describe your former job, stating your responsibilities and tasks. State the position of the person you reported to.



Accumulated Work Experience

Please indicate your accumulated work experience as of the programme start date:

Full-time: _____ years _____ months

Part-time: _____ years _____ months



Additional Information

Please limit your answer of the following questions to the space provided.

1. Why do you want to do a Master's degree? Describe how you believe a Master's degree fits in with your career plans.

2. What are your reasons for applying for a place on an IE Business School programme?

3. Have you applied to any other schools? If so, please state which ones.

4. What contribution could you make to a highly proactive programme?



5. Which of your personal characteristics could be considered valuable for teamwork?

6. Which of your personal characteristics would you like to improve through the programme?

7. What, in your opinion, have been your most important achievements?

8. What are your aspirations?

■ **Personal**

■ **Professional**

■ **Financial**

The main objective of the following questions is to have more information on your candidature. Please answer each question on a separate sheet of paper with a minimum of 250 words, limiting each reply to one side of paper (1.5 line spacing). These replies form a necessary part of your application. In the absence of any one of them, the Admissions Committee will not take a decision on your candidature.

- A. If you had the opportunity, what would you ask the president or leader of your country, and why?**
B. What was the most difficult problem you have faced in your life, and how did you deal with it?
C. Cite at least one example in which your leadership impacted or changed a situation and discuss how you think IE Business School will help you refine, focus, or enhance this skill.



How did you learn about the activities of IE?

- | | |
|---|--|
| <input type="checkbox"/> Prospectus | <input type="checkbox"/> Internet, please specify _____ |
| <input type="checkbox"/> Visit to IE Business School | <input type="checkbox"/> Information session, please specify _____ |
| <input type="checkbox"/> Recommendation by your company | <input type="checkbox"/> MBA Fairs, please specify _____ |
| <input type="checkbox"/> References from alumni | <input type="checkbox"/> Others, please specify _____ |
| <input type="checkbox"/> Newspapers and magazines, please specify _____ | |



How will you be financing this programme?

- Personal resources**
- External financing** (loans, etc.)
- Company resources.** What percentage will your company be financing? _____ %
- Aid or scholarship.** Institution _____ What percentage will they be financing? _____ %



Do you know any Instituto de Empresa alumni?

- Yes No

Please state their names

- Name _____ Programme _____ Year _____
- Name _____ Programme _____ Year _____
- Name _____ Programme _____ Year _____



Referee Data (does not apply to the International Executive MBA)

Referee 1

Full Name _____

Company _____ Position _____

Address _____ Zip Code _____ Town _____

State _____ Country _____

Tel. _____ E-mail _____

Is the referee an Instituto de Empresa alumnus? No Yes (programme, year) _____

Referee 2

Full Name _____

Company _____ Position _____

Address _____ Zip Code _____ Town _____

State _____ Country _____

Tel. _____ E-mail _____

Is the referee an Instituto de Empresa alumnus? No Yes (programme, year) _____



Statement

The information supplied by the candidate in this application, in the documentation enclosed herein, in his/her curriculum vitae, and all the data resulting from the admissions process will be used by Instituto de Empresa S.L., C/ María de Molina, 13, 28006, Madrid, for the purpose of evaluating his/her aptitude for the programme in question, and for admission process purposes, regardless of the results of the process. Signing the application implies unequivocal consent for said data to be treated and stored for the abovementioned purpose. Refusal to consent to the treatment of this data means that you should not complete your application, given that it will not be possible to process it.

Your personal data supplied in the application will be used to inform you of products, services and activities offered by Instituto de Empresa. If you do not consent to your data being used for this purpose, mark this box . The data you supply in the application will also be given to the Instituto de Empresa Alumni Association, C/ María de Molina, 12 bajo, 28006, Madrid; The Instituto de Empresa Foundation, C/ María de Molina, 13, 28006 Madrid; The Instituto de Empresa Entrepreneurship Foundation, C/ María de Molina, 13, 28006, Madrid; IE Advise Division, S.L.U., C/ María de Molina 12, 28006 Madrid, and IE Learning Network, S.A. C/ María de Molina 12, 28006. If you do not consent to your data being used for this purpose please mark this box .

You may exercise your right to access, rectify, cancel and oppose your personal data by addressing Instituto de Empresa, S.L. in writing, at the abovementioned address.

In order to keep your data constantly updated, we would ask you to communicate any modification that may arise.

Name _____ Date _____

Signature



Applicant Data

Surname _____

First Name(s) _____



Programme (Please tick the appropriate programme)

- | | |
|---|---|
| <input type="checkbox"/> International MBA | <input type="checkbox"/> Master of Management in Marketing |
| <input type="checkbox"/> International Executive MBA | <input type="checkbox"/> Master of International Legal Practice |
| <input type="checkbox"/> Global MBA | <input type="checkbox"/> Master of Management in Telecom & Digital Business |
| <input type="checkbox"/> Master in Financial Management | <input type="checkbox"/> Executive Master of Management in Global Supply Chains |



Method of payment

Application Fee: 120€*

- Application fee in cash
(for candidates presenting the application in person and/or taking the IE Admissions test)
- Check, made payable to Instituto de Empresa
- Credit card (please tick the appropriate card)

- Visa Mastercard American Express

Card Number _____ • _____ • _____

Cardholder's Name _____

Card Expiry date _____ / _____
Month Year

Date _____

Cardholder's Signature

*Please note this fee is not refundable and does not imply any discount in the price of the program, regardless of the results of the admission process.

Letter of Presentation



Applicant Data (does not apply to the International Executive MBA)

Applicant's Full Name _____

Programme _____

Please complete the above and give it to the person who will sign this letter of presentation. You hereby authorise the person who will act as your referee to provide IE Business School with all the information he/she deems relevant.

The aim of this programme is to provide students with the opportunity to develop the knowledge, skills and aptitudes that form the base of a highly competent professional.

The questions request the kind of information that the Admissions Committee deems the most useful. Please feel free to write down your comments in the style that you feel most comfortable with. We are very aware of the time and effort involved in preparing a letter of presentation and we would like to assure you that it is much appreciated and forms an extremely valuable part of our rigorous selection process.

1. When did you meet the candidate for the first time and in what capacity have you known her/him?

2. What do you consider to be the candidate's main strengths?

3. What features of the candidate's personality do you think could be improved or changed?

4. What qualities does the candidate have that augur well for teamwork?

5. Why do you think the candidate can successfully compete with fellow students under the pressure of a heavy workload?

6. Additional comments.



Referee Data

Full Name _____

Company _____

Position _____

Address _____

Town _____ Zip Code _____

State _____ Country _____

Telephone _____ E-mail _____

Signature _____

Are you an Instituto de Empresa alumnus? No Yes (programme, Year) _____

**We would like to thank you for your collaboration.
Please do not hesitate to contact us if you require any further information.**

The data supplied by the referee is to be included in a computerised file that will be the property of Instituto de Empresa. The referee authorises Instituto de Empresa to treat the data provided in this document as a part of the candidate's admission process. The referee may exercise the right to oppose, access, rectify, and cancel this data, in accordance with the Organic Law No. 15/1999 on personal data protection, by giving due notification to the person responsible for the data files at Instituto de Empresa, C/ María de Molina, 13, 28006 Madrid.

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Full Name _____

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Signature

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Documents that must be attached to this application form

- Photocopies of complete university transcripts (original or copy bearing official stamp).
- Photocopy of passport or ID card.
- One passport-size photo (with your name on the back).
- Curriculum Vitae (one page).
- Photocopies of diplomas or certificates accrediting language skills, courses, seminars or programmes undertaken by the candidate.
- Two letters of recommendation written by professors, entrepreneurs, freelance professionals or persons holding a management position (does not apply to the International Executive MBA).
- Certificate of current work (only applies to the International Executive MBA).
- GMAT score report.
- English Language Certificate (TOEFL or equivalent)

These documents must be submitted the moment you embark on the admissions process. The Admissions Committee will not make a final decision until they are in receipt of all the documents they require.

All information received as part of this application will be treated as confidential.

IMPORTANT

Please make sure that you have provided an adequate response to every question and have attached all the documents listed above.

The completed application should be sent to IE Business School.



Admissions Department

María de Molina, 11, 13, 15

28006 Madrid (Spain)

Tel. +34 91 568 96 10

Fax. +34 91 568 97 10

admissions@ie.edu

www.ie.edu