



ie university
Application Form



Your Name _____

Citizenship _____ Telephone/cellular _____

Email address _____

First Year Student Transfer students

University _____

Intake: September 2010 September 2011 Other _____

ie university

Application Form

Undergraduate application for Admission

(please tick your choice)

IE SCHOOL OF ARCHITECTURE

- Bachelor in Architecture + Business
 English Spanish

IE SCHOOL OF COMMUNICATION

- Bachelor in Communication + Business
 English Spanish

IE BUSINESS SCHOOL

- Bachelor in Business Administration (BBA)
 English Spanish
- Bachelor in Tourism Management + Business
 English

IE LAW SCHOOL

- Bachelor of Laws (LLB) + Business
 English Spanish

IE SCHOOL OF ARTS and HUMANITIES

- Bachelor in Art History + Business
 English

IE SCHOOL OF BIOLOGY

- Bachelor in Biology + Business
 English

IE SCHOOL OF PSYCHOLOGY

- Bachelor in Psychology + Business
 English

DUAL DEGREES

- English Spanish



IE University
Admission Department
Campus Santa Cruz la Real
Cardenal Zúñiga, 12
40003 Segovia. Spain
T: +34 921 412 428
F: +34 921 435 392
university@ie.edu

ie university

A p p l i c a t i o n F o r m

About the Admission application form:

This form requires you to provide us with information concerning part of your educational background along with your personal and family contact information.

We encourage you to take your time when filling out this application form, and to thoroughly read all information on our admissions process beforehand.

Submitting this document shows your serious intention of being evaluated by our admission committee. Once we receive this form as well as the other requirements for evaluation, we will open an admission file containing your information. Note that this is an **editable PDF file**, please fill it in and submit by email to **university@ie.edu**

Our students:

At IE University, we look for students who have qualities that will contribute to the diverse and stimulating learning environment, in which many cultural and life experiences and different perceptions of life will interact. This broad perspective will benefit our students.

Your academic records, as well as the results obtained from the admission test and personal interview are very important to us. At IE University, we seek talented students who will dazzle us with their personality and interpersonal skills. Show off your interests, extracurricular activities, your initiatives and aspirations. Ultimately, we want to know you as a person, as a student and as a potential member of our university community.

Useful tips:

IE University Admissions Committee is interested in learning more about you, not about a person you may picture as the ideal IE University candidate. For a most effective result we recommend an honest and open approach of yourself.

1. Note that there will not be a review of your file until all required documents have been submitted.
2. If you are still waiting for the scorecard from the Spanish university entrance exam (Selectividad) or from your country of origin, you can either start the process or receive a provisional admission until you have the final results. For other specific cases please contact us at university@ie.edu
3. Please make sure that your address, telephone number and e-mail address are legible and current.
4. We would appreciate your complying with the deadlines if you wish to apply for an IE University scholarship and please contact us should you have any queries throughout the process.
5. Please note that students from outside the European Union should complete their admission application form well in advance. For these students, the necessity to acquire a student visa to study in Spain makes it virtually impossible to enroll at IE University if an admission decision is not made before July.

The application process should be an enjoyable and self-revealing experience. We hope that you will learn as much about yourself from pondering these questions as we will learn from reading your answers.



Admission Process

The Admission Committee at IE University, comprised of faculty and admission staff, is highly selective. The process begins with a conscientious review of your academic trajectory, the documentation provided and your application form. For this reason we ask you to:

Fill in this application and submit it by e-mail to university@ie.edu or by post along with the additional documentation required as soon as possible:

- Admission fees
- Admission test (contact the Admissions Department regarding dates for the admission test or check out our website)
- Academic documentation
- Extracurricular documentation

Our admission process is explained step by step here below, we suggest you read it carefully and if in doubt please contact our admission department where we will be pleased to help you. Our telephone is +34 921 412 428 or e-mail us at university@ie.edu.

IE University offers a rolling admissions process. However, students are highly recommended to present their application several months in advanced as places are limited.

Who can apply to IE University:

- **First year students:** (Last year Baccalaureate Students): You will be considered a first-year applicant if you have not previously attended a university as a credit-seeking student. (Credit-seeking students are those formally enrolled and in pursuit of an academic degree.)
- **Transfer or Credit Recognition students:** If you have previously been enrolled in a university and have received university level credit, you will be considered a transfer applicant.

The Admission process in 3 steps

I. Apply

- Application Form
- Admission tests
- Documentation

II. Personal Interview

III. Admissions Committee Decision



I. Apply

● Application form

We are currently developing an online system in order to make the process for admission to IE University as easy as possible. In the meantime please complete this editable pdf and send it to us by email to university@ie.edu.

● Admissions tests

- IE University admission test (Spanish or English)
- SAT or ACT
- CAS

To study at IE University, it is necessary to take an admissions exam. You will have the option to take our own **IE University Admissions test**, or to send us your scores from the SAT, ACT or CAS exams (internationally recognized admissions exams used by prestigious universities worldwide as part of their admissions process).

The IE University admission test can be taken either in Spanish or English, depending on the language of the degree you are going to study. You can sit the admission test on campus or in one of our twenty offices around the world.

All these tests measure the basic verbal, logical and mathematical abilities that a student has acquired both in and out of the school environment. It tests the ability to reason rather than to remember facts, and it usually does not require special preparation.

To apply to an undergraduate program at:	You are required to take one of the following test (of your choice)			
IE Business School IE School of Architecture IE School of Arts and Humanities IE School of Biology IE School of Communication IE Law School IE School of Psychology	IE University Admission Test (Spanish or English)	SAT Reasoning Test™ known as SAT I	ACT®	If you are from UK or any other English speaking country and you prefer either the CAS Admissions Tests (BMAT, ELAT, TSA, Unites) or LNAT if you are interested in LAW please contact us at university@ie.edu

Scores: We do not require a minimum standardized test score. The test scores are considered along with your whole academic record and personal achievements. However, for your guidance, the average result that we accept from the SAT exam is 600/800 points for each of the three tests. Those students who present their scores from the ACT usually have an average score of 27/36.

All undergraduate applicants to the IE School of Architecture and the IE Business School are highly encouraged to take the mathematical components -if optional- of your preferred admissions test.

All undergraduate applicants to the IE School of Architecture are expected to submit a bound portfolio of art/design work. There is no need to wait for your standardized test scores, we encourage you to send your portfolio at your earliest convenience to the Admissions Office with the rest of the required documentation.

Language Proficiency

Students should have a high command of the language for the chosen degree program. The entire admissions process will be completed in that language. We will not take into consideration the nationality of the applicant.

If you wish to study a bachelor degree in Spanish, but have submitted your SAT, ACT or CAS scores as part of your application, the rest of the process should be completed in Spanish, including the application form and personal interview.

Applicants may submit an English or Spanish language proficiency test result as proof of their command of the afore-mentioned language. It is worth noting that this is optional as both the admission test and the personal interview provide us with a good indication of linguistic ability.

• Documentation

1. Admissions Fee (€120)

The admissions fee is required for your application to be processed. This payment is non-refundable.

Payment Methods

Payment in Cash

Cheque payable to IE University

Credit Card (please tick your choice)

Visa

Mastercard

American Express

Card Number _____ Expiry Date: Month _____ Year _____

Name and Family Name (s) of account holder _____

Date _____

Signature of account holder _____

Bank Transfer to IE University (see note)

Caja Madrid A/C: 2038 4129 30 6000000884

IBAN: ES10 2038 4129 30 6000000884

BIC: CAHM ES MM XXX

Banco Popular A/C: 0075 1283 44 0600162321

IBAN: ES77 0075 1283 44 0600162321

BIC: POPUESMM

NOTE: If you intend to make the payment via bank transfer, it is necessary to state both the full name of the applicant and their Bachelor course, indicating that the payment corresponds to the admission fee.

2. Academic documentation

Official transcripts from all secondary and university-level work will be required. They must specify all subjects and courses taken, and the published grades earned per subject.

Applicants must submit official academic transcripts from all secondary and post-secondary schools attended, whether or not a degree, certificate, or diploma was earned. Please submit:

- a) Official or certified academic transcripts indicating all courses taken and grades received during the last four years of secondary school.
- b) For those who have already graduated from secondary school, certified copies of the diploma or school leaving certificate, if the date of graduation is not listed on the transcript.
- c) Official or certified results from external examinations.
- d) Official or certified records from each post-secondary institution attended, indicating all courses taken, the number of hours per week devoted to each course and grades received.

For first year applicants:

- If you have studied in Spain or in a Spanish school abroad, you must submit your scorecard from the Spanish university entrance exam (Selectividad). You may be granted provisional admission if you are still waiting for your final score from the afore-mentioned exam.
- If you have studied in an education system within the European Union, Switzerland, or in a country with bilateral agreements with Spain (China), the European Baccalaureate education system or International Baccalaureate education system, you do not need to homologate your studies in Spain nor take the Spanish university entrance exam (Selectividad). You must however, submit the certificate granted by la UNED (National University for Distance Learning) and comply with all the requirements of the access to university in your country of origin. In this case, we recommend that you follow the steps on their website as noted: www.uned.es/accesoUE
- If you have studied in a different education system to those mentioned above and you have to take the Selectividad exam to access to the Spanish university and you also have to homologate your studies in Spain.

For transfer applicants:

- Transfer applicants must send official transcripts for all university work attempted.

All official or certified copies of academic transcript, including external examination results, must bear the original seal or stamp of each institution attended. Photocopies without an original seal or stamp of the school or university attended or faxes of academic records cannot be accepted as official documents. Certification of official documents should be made by a school or university official. Documents will not be considered as official if certified by notaries or translators.

This official documentation should be submitted in Spanish. For all other languages, the documents should be translated into Spanish by a sworn translator. Any translated record should be an exact word-for-word translation (not interpretive) and be submitted together with the official original document.

3. Extracurricular documentation

In addition to strong secondary school academic records and test scores, we want to know you as a person and as a student; that is why we are looking for interpersonal skills that will contribute to the internationally diverse learning environment here at IE University. This information is as important to us as your academic records. Please include:

- **Teacher recommendation.** IE requires a personal recommendation from a teacher or faculty member.
- **Guidance Counselor/School Official Recommendation.** IE requires a personal recommendation from a school or university official (counselor, principal, head of school, dean of students, department head or faculty advisor).
- **Personal Documentation.** Please send a complete Curriculum Vitae with your academic trajectory, work experience and personal activities. We want to know what you identify as your personal and professional skills.

Tell us about any **distinctions or honors you have been awarded** whilst at secondary school. Provide any available documentation of awards, honors or distinctions you have received by enclosing news articles or copies of certificates/awards.

We want to know what your **principal activities** are outside the classroom and in your community. Please list any hobbies or work experience that are especially significant to you and that you hope to continue at the college or university level.

Applicants often send in CDs, email attachments, portfolios of art/design work, certificates and other information. Undergraduate applicants for IE School of Architecture are expected to submit a bound portfolio of art/other relevant information work.

- **Photocopy of your passport, ID card or NIE.**
- **Two actual passport size photographs.**



II. Personal Interview

The Admissions Department will arrange a date for an interview with all applicants after they have successfully passed the application process. It can be conducted at IE University campus in Segovia, at our head office in Madrid (María de Molina 13), at any of our 20 offices worldwide or by telephone/internet if you are not able to attend the interview in person.

It is very important that you keep us informed of your most current contact information (telephone number and email address) in case we need to reach you.



III. Admissions Committee Decision

Once you have completed the admissions process, phases I and II, the IE University Admissions Committee will take a decision. You will be sent written notification approximately two weeks after the process has been completed.

Types of admission at IE University:

- **Provisional admission:** Provisional admission is granted when the candidate has successfully passed the admission process, but has not submitted all their documents. Once you have completed all the requirements listed in the provisional admission letter and paid the enrollment fee, you will receive notification of definitive admission.

Provisional admission allows you to reserve a place by paying a €1000 deposit and also to apply for an IE University Scholarship.

- **Definitive admission:** Once you receive the definitive admission document you are able to officially **enroll** at IE University. This document allows you to apply for a student visa in Spain and complete the transfer of your academic files from another University.

An admission decision does not give a place at IE University. Definitive Admission is an essential requirement to enroll, however provisionally admitted students can reserve their place at IE University by paying the enrollment fee. Please note that there is a limited number of places which are given in strict order of enrollment, places are not confirmed until payment has been received.



Applying for scholarships

The IE University Foundation offers over **2.5 million Euros** toward a limited number of scholarships. You must already be **admitted** to a program in order to apply for a scholarship. We encourage students to apply for admission as early as possible if they wish to be considered for an IE University Scholarship.

The Scholarship Committee has established the following deadlines for submitting scholarship applications:

Round I - December 15, 2009

Round II - March 15, 2010

Round III - May 15, 2010

Round IV - July 15, 2010

If you have any other questions, you may contact us at the following address:

IE University Admissions Department

Santa Cruz la Real Campus

Cardenal Zúñiga, 12

40003 Segovia. Spain

university@ie.edu

T: +34 921 412 428

F: +34 921 435 392

www.ie.edu/university

Financial Aid Office

María de Molina, 11

28006 Madrid. España

financialaid@ie.edu

T: +34 91 568 96 00

www.ie.edu/financialaid



How to fill in the Admissions Form and save your progress:

1. Click on the **Print** icon in the Adobe Reader menu.
2. Select either **PDF Creator** or **Adobe PDF** as the desired printing method and click **Accept**.
3. Give a name to the file. When you have named the file, click on the **Save** button.

This file is not editable: you cannot modify any entered data, nor fill in any fields which were left blank, please make sure that you have completed and fill in all the blanks.

To save an editable copy of the document, you must use Adobe Acrobat Professional.



Personal Details

Name (exactly as it appears on your passport) _____

Family name _____

Nationality _____ Citizenship _____

Number of passport / ID _____

Gender: male female

Date of birth _____ City and country of birth _____



Contact details

Telephone _____ Cell phone _____
Include country and city codes Include country code

Email address _____

Please confirm email address _____



Mailing Address

Number, street, apartment, etc. _____

City _____ State _____

Country _____ Zip code _____



Permanent residence if different

Number, street, apartment, etc. _____

City _____ State _____

Country _____ Zip code _____



Parental information

Parental names

Father _____

Mother _____

Parental current citizenship

Father _____

Mother _____

Family email

Father _____

Mother _____

Family profession

Father _____

Mother _____

Employer information

Father _____

Mother _____



Siblings Name, age, gender and nationality



Relatives

Do you have any relatives who attend or have attended IE? YES NO

If yes, please list their names, program and dates of attendance.

_____	_____
_____	_____
_____	_____
_____	_____



Languages

Native language _____

Other languages _____ Level _____

_____ Level _____

_____ Level _____

_____ Level _____

Assess your level of language proficiency in each of the above according to the following scale:

- 1 Highly proficient, almost fluent.
- 2 Moderately proficient, good working capacity.
- 3 Basic knowledge.



Prior University access

When will you enter IE University? _____

What prior studies give you access to IE University?

- First year students (please state the title, certificate or diploma that gives you access to university)

- Transfer students:

When did you first enroll in a university? _____

What qualification gave you access to university? _____

Have you previously studied this bachelor degree? NO YES (year of start) _____

Which university do you come from? _____



Schools and universities you have attended

(List in chronological order)

Name of University, College or School	City	State / province	Country	From (Month - year) to (Month - year)



Describe your future professional goals



College advisor

Name of school official/college advisor who is submitting your official school record or transcript.

Email address _____ Telephone No _____



Distinctions and honours

List and describe any distinctions or honours you have been awarded since the beginning of secondary school. Provide any available documentation of awards, honours or distinctions you have received by enclosing news articles or copies of certificates or awards (include this additional information in your CV and personal skills documentation).



Activities and hobbies

We want to know what activities you take part in outside the classroom environment. Do you participate in any community work, or do you have any hobbies or work experience that are especially significant to you and which you hope to continue at the college or university level?



Social networks

Please list the main social network(s) in which you are an active member (e.g. Tuenti, Facebook, etc).



What makes you different?

Use the space below to highlight what makes you the best candidate for your preferred degree. This could be a written text, a drawing, a graphic or a photographic image, a poem, a collage, or anything else you consider appropriate. Please feel free to enclose a separate sheet if necessary to support your application.



Which is your most interesting extracurricular experience and why? (work, educational, etc) (150 words)



Why do you want to study in IE University?

- IE University Prestige
- IE Business School Ranking (please specify) _____
- University Ranking (please specify) _____
- Reference to IE (please specify) _____
- Diverse and international program
- Innovative methodology and latest technologies
- Dual degrees
- Studies focused on professional practice
- Career opportunities at an international level
- International University / multicultural campus
- International Faculty
- Historical campus
- City of Segovia
- Studying in Spain
- Spanish culture / learning Spanish
- Family in Spain
- Other (please specify) _____



Where and how did you hear about IE University?

We are always trying to improve ways to reach excellent students like you. We therefore ask for your assistance by specifying where you initially found out about the university. Please tick those which apply and write in the name of your contact person and the date. Thank you in advance!

- Brochures
- University campus seminars
- Conversation with IE University Faculty Member
- Open Day on Campus
- IE Business School Seminar
- Friends
- International Rankings (please specify) _____
- Social network (please specify) _____
- Guidance Counselor/Teacher advice (name) _____
- Web research (please specify) _____
- Press article (please specify) _____
- Fair/Exhibition (please specify) _____
- Cultural activity(please specify) _____
- Other (please specify) _____



Statement

The information supplied by the candidate in this application, in the documentation enclosed herein, and all the data resulting from the admissions process will be used by IE University, 12 Cardenal Zuñiga, 40003 Segovia, Spain, for the purpose of evaluating his/her aptitude for the program in question, and for admission process purposes, regardless of the results of the process.

Signing the application implies unequivocal consent and authenticity for said data to be treated and stored for the above mentioned purpose. Refusal to consent the treatment of this data means that you should not complete your application, given that it will not be possible to process it.

IE University reserves the right to revoke admission due to false information provided, unethical conduct or revision of the application based on new information.

Your personal data supplied in the application will be used to inform you of products, services and activities offered by IE University. If you do not consent the use of your data for this purpose, mark this box . The data you supply in the application may also be given to IE, Alumni Association, IE Foundation, IE Editorial, all in c/ María de Molina, 13, 28006 Madrid, Spain. If you do not consent the use of your data for this purpose please mark this box .

You may exercise your right to access, rectify, cancel and oppose your personal data by addressing IE University in writing, at the above mentioned address.

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

Name _____ Date _____

Signature _____



Return email (Applications sent by email)

university@ie.edu



Return Address (Applications sent by post)

IE University
Campus Santa Cruz la Real
Cardenal Zúñiga, 12
40003 Segovia. Spain
T: + 34 921 412 428
F: + 34 921 435 392