



ie university

Application Form



Your Name

Citizenship **Telephone/cellular**

Email address

First Year Student **Transfer student**

University _____

Intake: **September 2012** **September 2013** **Other** _____

For official use only

ie university

Application Form

Undergraduate application for admission

(please tick your choice)

BACHELOR IN BUSINESS ADMINISTRATION (BBA)

English Spanish

Segovia Campus

English

Gradual Spanish - English

Madrid Campus

English

Gradual Spanish - English

BACHELOR OF LAWS (LL.B.)

English Spanish

BACHELOR IN COMMUNICATION

English

BACHELOR IN INTERNATIONAL RELATIONS

English

BACHELOR IN FINANCE

English

BACHELOR IN ARCHITECTURE

English Spanish

BACHELOR IN BIOLOGY

English

BACHELOR IN PSYCHOLOGY

English

DUAL DEGREE BBA + LL.B.

English Spanish

Segovia Campus

English

Madrid Campus

Gradual Spanish - English



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 will provide us with information about your educational background, extracurricular experiences, as well as 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 about the admissions process beforehand.

Submitting this document shows your intention to begin the admissions process at IE University.

Useful information:

1. There will be a formal review of your application once all the required documents have been submitted.
2. If you are still waiting for the scorecard from the Spanish university entrance exam (Selectividad), or from any other educational system (International or European educational system, and countries with an educational agreement with the Spanish Educational Ministry), you may still begin the admissions process and receive provisional admission. 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. If you wish to apply for an IE University scholarship, please comply with the deadlines stated.
5. Students from outside the European Union should begin their application process well in advance to ensure enough time to receive a student visa.

Please contact us should you have any questions about the application form or the admissions process which are not answered below.



Admission Process

The Admission Committee at IE University, comprised of faculty and admissions staff, is highly selective. The process begins with a thorough review of your academic records, the documentation provided and your application form.

With this application form, you must submit the following:

- Admission fee €120
- Admissions test (contact the Admissions Department regarding dates for the admissions test or check our website)
- Academic documentation
- Extracurricular documentation

IE University has a rolling admissions process, which means there are no deadlines for sending us your admissions application. However, we recommend that you apply well in advance as places are limited.

Our admissions process is explained step by step on our website and below. Follow it carefully and should you have any questions, please contact the Admissions Department at **+34 921 412 428** or send a message to **university@ie.edu**.

Apply as:

- **A first year student:** You are a first-year applicant if you have completed, or are going to complete, your secondary studies within the next 2 years, and if you are not currently enrolled in a university.
- **A transfer student:** You are a transfer applicant if you are currently enrolled in a university or have attended university previously and have received university level credit.

The admissions process in **3 steps**

I. Apply

- Application form
- Admissions test
- Documentation

II. Personal Interview

III. Admissions Committee Decision



I. Apply

• Application form

This application form is in PDF format. You will find instructions on page 8 regarding how to fill out the application form and how to save it as a PDF file.

• Admissions tests

To apply to an undergraduate program at IE University you are required to take one of the following exams:

- **IE University admissions test (English or Spanish)**
- **SAT, ACT, CAS**
- **LNAT (an option if you apply for Laws)**

You can take the IE University admissions test in English or Spanish, depending on the language which you will study in. The admissions test is administered regularly at our Campuses in Segovia and Madrid, or you may schedule to take the test at one of our 24 international offices.

The IE University admissions test measures reading comprehension, abstract reasoning, logic 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 thus it does not require special preparation. Detailed information about this test is provided on our website (*PDF Admissions Test Guidelines*).

In order to forward us your **SAT** or **ACT** scores, please use this code number:

SAT: 6293 ACT: 5360

If you wish to send us your CAS or LNAT scores, you will have to provide the hyperlink to the administrator's website where your results are stored. Please state "admissions test score" together with your name in the subject line and send it by e-mail to university@ie.edu

Scores: We do not require a standardized minimum test score. The test scores are considered along with your other academic records and personal achievements.

If you are applying to the Bachelor in Architecture, you must also submit a portfolio of art or design work you have done. You may send your portfolio together with the rest of the required admissions documentation.

Language Proficiency

Students should have a high command of the language they will study in. The entire admissions process must also be completed in that language, including the application form and personal interview. We do not take into consideration the nationality of the applicant.

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

If you have an English or Spanish language proficiency certificate, you may include it in your application documents. However, this is optional as both the admissions test and the personal interview provide us with a good indication of your language proficiency.

● 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

Applicants must submit official academic transcripts of their secondary education. If you are a transfer student, you must submit official transcripts of all your university course work.

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 the results.

- 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 educational system or International Baccalaureate educational system, you must submit your academic transcripts to the National University for Distance Learning (UNED) in order to homologate your studies in Spain. We recommend that you follow the steps listed on their website: www.uned.es/accesoUE (Select the English option.)

- Students coming from educational systems other than those mentioned are required to have their studies recognized by the Spanish Ministry of Education and to pass the Spanish University Entrance Exam (Selectividad / PAAU).

Please submit:

- Official or certified academic transcripts indicating all courses taken and grades received during the last two years.
- A certified copy of your secondary education diploma, if you have already graduated.

For transfer applicants:

Transfer applicants must send official transcripts of all university coursework completed or started.

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

Please submit:

a) Official or certified records from the post-secondary institution you attended, listing the courses you have completed or started, and grades received.

All official documentation should be submitted in Spanish. For all other languages, the documents should be translated into Spanish. If you come from a different educational system than the following: IB, European Baccalaureate, or a country with international educational agreement with Spain, your translation must be done **by a sworn translator**. Any translated record should be an exact translation (not interpretive) and be submitted together with the official original document or a certified copy.

3. Extracurricular documentation

In addition to your academic records and test scores, we are interested in your extracurricular achievements, skills and personal interests. This information is as important to us as your academic records.

Please include:

- **Teacher recommendation:** a personal recommendation from a teacher or faculty member.
- **Guidance counselor/school official recommendation:** a personal recommendation from a school or university official (counselor, principal, head of school, dean of students, department head or faculty advisor).
- **Personal documentation:** a complete Curriculum Vitae with your academic history, volunteer or work experience and extracurricular achievements and activities. This should include 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. You may send certificates, photos, CDs, a portfolio of art/design work and other information.
- **Bachelor of Architecture applicants** are required to submit a portfolio of art or other creative work they have done.
- **Photocopy of your passport, ID card or NIE**
- **Two up to date passport size photographs**



II. Personal Interview

The Admissions Department will arrange a date and time for the personal interview after the applicant has successfully passed the first application phase. The interview can be conducted at IE University's campuses in Segovia or Madrid, at one of our international offices, or by telephone/Skype 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 review your application and make 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 admissions process but has not submitted all of his/her documents. Once you have completed all the requirements listed in the provisional admission letter you will receive notification of definitive admission. With provisional admission you may make the €1500 place reservation as well as apply for an IE University scholarship.
- **Definitive admission:** With definitive admission you are able to officially enroll at IE University. It also allows you to apply for a student visa in Spain and complete the transfer of your academic records from another University if you are a transfer student.

Definitive or provisional admission does not reserve your place at IE University. To confirm your attendance, you must pay the place reservation fee. Please note that there are a limited number of places which are given in strict order of reservation, and places cannot be confirmed until the payment has been received.



Applying for scholarships

The IE University Foundation offers financial aid and scholarships based on merit and financial need. 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, 2011

Round II - March 15, 2012

Round III - May 15, 2012

Round IV - July 10, 2012

If you have any other questions, please contact us.

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. Spain

financialaid@ie.edu

T: +34 91 568 96 00

www.ie.edu/financialaid



How to fill in the Application 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 all the fields.

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 _____

DNI: (Compulsory if you are Spanish) _____

NIE: (Living in Spain with other nationality) _____

Passport: (Rest of cases) _____

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 _____



Family information

Names

Father _____

Mother _____

Legal guardian(s) _____

Current citizenship

Father _____

Mother _____

Legal guardian(s) _____

Telephone / Cellular

Father _____

Mother _____

Legal guardian(s) _____

Email

Father _____

Mother _____

Legal guardian(s) _____

Profession

Father _____

Mother _____

Legal guardian(s) _____

Employer information

Father _____

Mother _____

Legal guardian(s) _____



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.

 **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, e.g. IB Diploma, A levels, Abitur, BAC, Selectividad, etc).

- 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)
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Describe your future professional goals

(please make sure you fill out most of the space provided)



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) _____
- Focus on entrepreneurship _____
- Diverse and international programs
- Innovative methodologies and latest technologies
- Practice-based approach and internship opportunities
- International networks and career opportunities
- International University / multicultural campus
- International Faculty
- City of Segovia/historical campus
- 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 heard about IE University. Please tick as many options that apply and specify further details (name of person, date, etc).

- IE University materials or brochures
- A presentation at your school
- IE University representative or faculty member
- Open Day on Campus
- Former or current schoolmates
- Friends or family members (indicate if IE students or alumni)
- International rankings (please specify) _____
- Social network (please specify) _____
- Guidance counselor/advisor (name) _____
- Web research (please specify) _____
- Press article (please specify) _____
- Fair/exhibition (please specify) _____
- Cultural activity(please specify) _____
- Other (please specify) _____



Additional information. For statistical purposes we kindly request the following information:

Are you applying to other universities? Yes No

If your answer is yes, please provide their names in order of preference.

- 1 _____
- 2 _____
- 3 _____



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 Zúñiga, 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.

Since we request personal details from you and your family: (parents/ legal guardians / siblings, this application must be signed by you and your parents or legal guardians. Signing the application implies unequivocal consent and authenticity for said data to be treated and stored for the abovementioned 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 at the above mentioned address, in accordance to the Spanish Law (Ley Orgánica 15/1999, de 13 de diciembre, de Protección de Datos de Carácter Personal). In order to keep your data constantly updated, we would ask you to communicate any modification that may arise.

Student's name _____ Date _____

Student's signature _____

Parent's/Legal guardian's name _____ Date _____

Parent's/Legal guardian's 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