



**Application Form
Doctor in Business Administration (DBA)**



Surname (s)

First name (s)

Area of Concentration

- | | |
|--|---|
| ☐ Organizational Behavior & Human Resources | ☐ Finance and Accounting |
| ☐ Strategy, International Management & Entrepreneurship | ☐ Marketing |
| ☐ Operations & Technology Management | |

To be completed by IE Business School

AF_OK

GMAT/GRE

OK SP

OD_OK

TOEFL / OTHER

OK LR



General Instructions

Your application for admission to the DBA Program is completed when you include the following documents:

- The **application form** (including a statement of purpose)
- **Official degree** transcripts of each university where you have studied. A translation is required if the transcripts are in a language other than English or Spanish.
- **GMAT/GRE** score can be required, depending on the professional experience of candidates.
- **TOEFL** or other test.
- **Research proposal**



Personal Information

**Please
include a
recent
photograph**

Surname (s): _____

First Name (s): _____

Passport or Spanish identity document number: _____

Date of Birth: _____ Birthplace: _____ Gender: _____

Citizenship: _____

Permanent address: _____

Current address: _____

Telephone: _____ e-mail adress: _____

Please indicate any physical or other disabilities which might necessitate special arrangements.



Academic Information

Please list, chronologically; all universities where you have studied since high school.

Name and city of the University	Dates		Major field of Study	Degree Obtained
	From	To		

Please list academic awards and any non-academic distinctions.



Language Skills

Is English your first or native language? ☐ Yes ☐ No

If yes, go to the Professional Experience section. If no, please indicate your TOEFL scores

Listening: _____ Writing: _____ Reading: _____ Total Score: _____

Essay Rating: _____

Please, indicate level of proficiency in other languages using the following scale (1 Fluent, 2 Good, 3 Medium, and 4 Low)

English: _____ French: _____ German: _____ Spanish: _____

Others: _____

Are you an IE Business School alumnus? ☐ No ☐ Yes (Program, Year) _____



Professional Experience

Please indicate only your current position in this section

Present Company

Company _____ Fiscal No. _____

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

Position _____

City, Country _____ Start date (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 organizational 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 _____ Turnover (in Euros) _____ No. of Employees _____

Position _____

City, Country _____ Start date (month, year) _____ End date (month, date) _____

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 _____ Turnover (in Euros) _____ No. of Employees _____

Position _____

City, Country _____ Start date (month, year) _____ End date (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 program start date:

Full-time: years _____ months _____

Part-time: years _____ months _____



How did you learn about the activities of IE Business School?

- | | |
|---|--|
| ☐ Prospectuses | ☐ Internet, please specify _____ |
| ☐ Visit to IE Business School | ☐ Informative session, please specify _____ |
| ☐ Recommendation by your company | ☐ MBA Fairs, please specify _____ |
| ☐ References from alumni | ☐ Others, please specify _____ |
| ☐ Newspapers and magazines, please specify _____ | |



How will you finance this program?

- ☐ 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? _____ %



Statement of Purpose

Please use this page to write a statement explaining your reasons for being interested in our DBA program in particular and in a academic career in general. Discuss in detail your career plans after completing the DBA program.

Application Fee



Applicant Data

Surname (s) _____

First Name (s) _____



Program (Please tick the appropriate program)

☐ DBA Program



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.

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/ Maria de Molina, 13, 28006, Madrid, 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 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/ Mar a de Molina, 12 bajo, 28006, Madrid; The Instituto de Empresa Foundation, C/ Mar a de Molina, 13, 28006 Madrid; The Instituto de Empresa Entrepreneurship Foundation, C/ Mar a de Molina, 13, 28006, Madrid; IE Advise Division, S.L.U., C/ Mar a de Molina 12, 28006 Madrid, and IE Learning Network, S.A. C/ Mar a 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

The completed application should be sent to:



DBA Program Office

Instituto de Empresa

Mar a de Molina, 12- Bajo

28006 Madrid

Tel.: +34 91 568 9733 / +34 91 568 9600

dbaprogram@ie.edu

**The Admissions Committee will not make a final decision until
all the required documents are received.**

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.

Send the completed application to IE Business School.
