



Application Form PhD



Surname

First name (s)

Area of Concentration

- | | |
|--|---|
| ☐ Organizational Behaviour & 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

OK

OD_OK

TOEFL / OTHER

OK LR

1- OK

2- OK



Application Form PhD

General Instructions

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

- The **application form** (including a statement of purpose)
- **Official degree** transcripts of each university you have studied. A translation is required if the transcripts are in a language other than English or Spanish.
- **GMAT/GRE** score report.
- **TOEFL** or other test.
- **Two letters of recommendation.** These letters should be completed by faculty who know the applicant for at least 6 months and can evaluate the applicant's academic ability and potential for research, teaching and leadership. The letters of recommendation should be sent directly to the PhD Office by the referees in order to ensure confidentiality.



Personal Information

**Please
include a
recent
Photograph**

Surname (s): _____

First Name(s): _____

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.

All applicants must take either the Graduate Management Admission Test (GMAT) or the Graduate Record Examination (GRE).

Applications will NOT be considered until this score is received.

Official scores must be sent to the IE Admissions Department, María de Molina, 11. 28006 MADRID (Spain)

(This section must be completed in full)

GMAT _____ Verbal: _____ Quantitative: _____ Total: _____
GRE _____ Verbal: _____ Quantitative: _____ Analytical: _____

When did you take the test? _____

Have you sent your Registration Form to the Educational Testing Service? ☐ Yes ☐ No



Language Skills

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

If yes, go to the next question. If no, please indicate the scores in the TOEFL

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 (Programme, Year) _____



Financial Information

Students offered a place on the program can be considered for grants covering tuition fees and stipend for 4 years, given satisfactory academic progress. However, you are encouraged to apply for external support for which you are eligible.

Please, list all the grants to which you have applied to finance your PhD studies.

Name of Institution	Expenses Covered	Date Granted/Expected
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Employment Information

Name and Address of Employer	Type of Work	Dates From / To
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



How did you learn about the activities of IE?

- | | |
|---|--|
| ☐ 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 _____ | |



Referee Data

Referee 1

Full Name _____

Company _____ Position _____

Address _____ Zip Code _____ Town _____

State _____ Country _____

Tel. _____ E-mail _____

Is the referee an IE Business School alumnus? ☐ No ☐ Yes (programme, year) _____

Referee 2

Full Name _____

Company _____ Position _____

Address _____ Zip Code _____ Town _____

State _____ Country _____

Tel. _____ E-mail _____

Is the referee an IE Business School alumnus? ☐ No ☐ Yes (programme, year) _____



Statement of Purpose

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

Letter of Presentation



Applicant Data

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.

Please rate the applicant on the qualities listed below. The applicant should be rated by marking the scale in the appropriate place (1=low, 5=high and 0= no opportunity to observe). Please compare the applicant with other members of his or her peer group (this typically would mean a graduate with at least three years work experience).

	UNUSUALLY OUTSTANDING (top 1%)	SUPERIOR (top 10%)	HIGH (top 25%)	AVERAGE (middle 50%)	POOR (bottom 25%)	NO INFORMATION
General intellectual ability	_____	_____	_____	_____	_____	_____
Leadership skills	_____	_____	_____	_____	_____	_____
Oral communication skills	_____	_____	_____	_____	_____	_____
Written communication skills	_____	_____	_____	_____	_____	_____
Emotional stability	_____	_____	_____	_____	_____	_____
Ability to work independently	_____	_____	_____	_____	_____	_____
Ability to work in a team	_____	_____	_____	_____	_____	_____
Conscientiousness	_____	_____	_____	_____	_____	_____
Need for achievement	_____	_____	_____	_____	_____	_____
Creativity	_____	_____	_____	_____	_____	_____
Potential as a teacher/researcher	_____	_____	_____	_____	_____	_____



Applicant Data

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 skill do you think could be improved or changed?

4. Please state his/her ability to start and complete projects independently.

5. Please state his/her suitability for an academic career, teaching and research.

6. Additional comments.



Referee Data

Full Name _____

Company _____

Position _____

Address _____

Town _____ Zip Code _____

State _____ Country _____

Telephone _____ E-mail _____

Signature _____

Are you an IE Business School 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.

Carta de presentación



Datos del Candidato

Nombre del candidato _____

Programa solicitado _____

Por favor, complete esta parte del impreso y entréguelo a la persona que firmará este documento.

Autorizo a la persona que me presenta a proporcionar a IE Business School toda la información que estime relevante

El propósito de este programa es dar a los alumnos la oportunidad de desarrollar sus conocimientos, habilidades y aptitudes que constituyan la base de un profesional altamente competitivo.

Las preguntas que se formulan recaban la información que el Comité de Admisiones considera más útil, por lo que agradeceremos sus comentarios en la forma en que usted considere más oportuno. Somos conscientes del esfuerzo y del tiempo que le solicitamos, y por ello queremos asegurarle que, dada la rigurosa selección en el proceso de admisión de los candidatos, su aportación nos será muy valiosa.

Por favor valore las cualidades del candidato según esta lista. El candidato debe ser valorado poniendo la escala apropiada en cada lugar (1=bajo, 5=alto y 0=sin oportunidad de observación). Por favor compare al candidato con otros miembros de su mismo grupo (es decir un graduado con al menos tres años de experiencia laboral)

	EXCEPCIONALMENTE SOBRESALIENTE (max 1%)	SUPERIOR (max 10%)	ALTO (max 25%)	MEDIA (mitad 50%)	POOR (bottom 25%)	NO CONSTA
Capacidad intelectual general	_____	_____	_____	_____	_____	_____
Destrezas de liderazgo	_____	_____	_____	_____	_____	_____
Destrezas de liderazgo para la comunicación oral	_____	_____	_____	_____	_____	_____
Destrezas para la comunicación escrita	_____	_____	_____	_____	_____	_____
Estabilidad emocional	_____	_____	_____	_____	_____	_____
Capacidad para trabajar con independencia	_____	_____	_____	_____	_____	_____
Capacidad para trabajar en equipo	_____	_____	_____	_____	_____	_____
Conciencia	_____	_____	_____	_____	_____	_____
Necesidad de logro	_____	_____	_____	_____	_____	_____
Creatividad	_____	_____	_____	_____	_____	_____
Potencial como docente/investigador	_____	_____	_____	_____	_____	_____



Applicant Data

1. ¿Desde cuándo conoce al candidato y en qué relación le ha conocido?
2. ¿Cuáles considera que son las fortalezas del candidato?
3. ¿Qué características del candidato le gustaría cambiar o ver mejoradas?
4. Su capacidad para iniciar y terminar proyectos con independencia.
5. Su idoneidad para la carrera académica, docencia e investigación.
6. Observaciones



Datos del Recomendante

Nombre y apellidos _____

Empresa _____

Puesto _____

Domicilio _____

Población _____ C.P. _____

Provincia _____ País _____

Teléfono _____ E-mail _____

Firma _____

¿Es usted Antiguo Alumno del IE Business School? ☐ No ☐ Sí (Programa, Año) _____

**IE Business School agradece su colaboración
y queda a su disposición para aclararle cuanto precise.**



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 IE Business School 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 IE Business School. 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 IE Business School Alumni Association, c/ María de Molina, 12 bajo, 28006, Madrid; The IE Business School Foundation, c/ María de Molina, 13, 28006 Madrid; The IE Business School 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 IE Business School, 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 recommended application deadline is end of February.



PhD Office

María de Molina, 12 - Bajo
28006 MADRID (Spain)
(Att: Iraida Jiménez-Carlés)
Tel. 34 91 568 97 33 / +34 91 568 96 00
Fax. +34 91 411 13 61

phdprogram@ie.edu
www.ie.edu/phd

**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.
