



ie

Application Form



Last Name (s)

First Name(s)

To be completed by IE

AF_OK

DC_OK

E:

F:

F:

ie

Application Form

Application for:
(please tick your choice)

MBA Programs

- International Executive MBA** (Bi-weekly)
 - November
- International Executive MBA** (online)
 - June
 - November

Specialized Masters

- Master in Sports Management** (online)
 - February
- Master in Biotechnology Management** (online)
 - February
- Master in Digital Marketing** (online)
 - February
- Executive Master in Global Supply Chains** (online)
 - November

Year

- Other program** _____



ie

Application Form

Letter from the Admissions Director

Thank you for your interest in IE Business School executive master's programs. 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 programs. Successful candidates will undergo a program 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 programs' demanding workload and the fact that students will find themselves dealing with challenging case studies, IE Business School sets its standards high from the outset.

This application form, together with the other requirements and the interview, form an important part of the IE Business School selection process. It is one of the most valued criteria used by the Admissions Committee to evaluate candidates for our master's programs. It is therefore essential that this document provide detailed, accurate and relevant information on your academic and professional achievements. It must also include aspects related to your vocation for business and law, aspirations and motivation, all of which are considered key factors for granting admission to IE Business School.

Yours truly,
Julián Trigo
Admissions Director



Documents that must be attached to this application form

- Original or certified copy of undergraduate diploma and complete university transcripts, demonstrating degree awarded, translated into English or Spanish. Originals may be substituted for photocopies when presented together.
- Photocopy of passport or ID card.
- One passport-size photo (with your name on the back).
- Curriculum Vitae (maximum two pages).
- Photocopies of diplomas or certificates accrediting language skills, courses, other exams, seminars, other higher education degrees or programs undertaken by the candidate.
- Certificate of current work (company letter stating your current position, start date within the company and type of contract)

The following requirements are listed within the application form; please use the checklist below to make sure you submit them all.

- Organizational chart indicating the current position held by the candidate
- Three essays
- Signed statement
- Two letters of recommendation written by entrepreneurs, freelance professionals or persons holding a management position

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 you provide an adequate response to every question and present all the documents listed above. The Admissions Committee will not take a final decision regarding your candidature until all requirements are duly fulfilled.

This application should be filled only in the English Language and sent to IE or any IE international office. Find a list at www.ie.edu/offices.



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



Application Form Codes

Academic Background					
Code	Degree Level	Code	Field of Study	Code	Field of Study
1	Doctorate	A	Sciences	F	Humanities
2	Master	B	Social Sciences	G	Engineering
5	Bachelor	C	Law	H	Technology
6	Associate degree	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	Teaching
S12	Education / Training	12	General Services/Administration
S13	Real Estate / Architecture / Town Planning	13	Purchasing Department
S14	Others	14	Communications
	INDUSTRY AND MANUFACTURING	15	Controller
M1	Consumer Products	16	Law
M2	Industrial Manufacturing / Energy and Mines / Construction	17	Logistics
M3	Pharmaceutical / Bio-technology / Health	18	Marketing
M4	Technology / Telecommunications	19	IT systems and programming
M5	Computing / Hardware and Software	20	Others
M6	Automobile		
M7	Aerospace	Code	Position Level
M8	Leisure / Sports	A	Entrepreneur
M9	Clothing / Luxury products / Cosmetics	B	Senior Executive Management
		D	Senior Management
		E	Middle Management
		F	Employee



Personal Information



Last Name(s) _____ First Name(s) _____

Sex M F

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

Place of Birth (City, Country) _____

Nationality (ies) _____ Spanish ID or passport nº _____

Website or blog _____



Current Address

Address _____

City _____

Zip Code _____ State _____ Country _____

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

E-mail _____ @ _____



Company Address

Company _____

Department _____

Address _____

City _____

Zip Code _____ State _____ Country _____

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

E-mail _____ @ _____

Website _____

Where would you like to receive official mail from IE Business School?

- Current Address
- Company Address

If you have a different preferred mailing address, please provide it in writing.

E-mail

Please provide an e-mail address, which you check on a regular basis. The Admissions Direction will contact you through this e-mail.

E-mail _____ @ _____



Academic Background

Higher Education

Degree Level and Field of Studies (see codes) _____ / _____ Degree Title _____

University _____ City, Country _____

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

Additional degrees, courses and seminars _____

Are you an IE alumnus? No Yes (Program, Year)



Language Skills

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

	Level	Certification, Year (if applicable)
English		



Professional Experience

Present Company

Company _____

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

Function (see code) _____ Area _____

Position Level (see code) _____ Position _____

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 (in 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, and state the position of the person you report to. If you manage a budget please state how large.

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 _____
Function (see code) _____ Area _____
Position Level (see code) _____ Position _____
City, Country _____ Beginning (month, year) ____ / ____ Ending (month, year) ____ / ____
No. of people reporting to you: Graduates _____ Others _____

Please describe this experience, 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 _____
Function (see code) _____ Area _____
Position Level (see code) _____ Position _____
City, Country _____ Beginning (month, year) ____ / ____ Ending (month, year) ____ / ____
No. of people reporting to you: Graduates _____ Others _____

Please describe this experience, 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



Additional Information

For the following questions, please limit your answer to the space provided.

1. What is your motivation to study an executive masters degree? Describe how you believe a master degree fits with your future career objectives?

2. What are your reasons for applying to this IE program?

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

4. What contribution could you make to a highly dynamic and interactive program?



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 program?

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

8. What are your aspirations?

■ Personal

■ Professional

■ Financial



How did you learn about the activities of IE?

- Prospectus
- References from alumni
- Recommendation by your company
- Visit to IE
- Information session, please specify _____
- Fairs, please specify _____
- Internet, please specify _____
- References from friends or co-workers, please state their names _____

- Newspapers and magazines, please specify _____
- Others, please specify _____



How will you be financing 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? _____ %



Do you know any IE alumni?

Yes

No

Please state their names

Name _____ Program _____ Year _____

Name _____ Program _____ Year _____

Name _____ Program _____ 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 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 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.

IE Business School 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. If you do not consent to the use of your data for this purpose, mark this box . The data you supply in the application will also be given to IE Alumni Association, C/ María de Molina, 12 bajo, 28006, Madrid; IE Foundation, C/ María de Molina, 13, 28006 Madrid; IE Editorial; IE 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 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 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

Letter of Recommendation



Applicant Data

Applicant's Full Name _____

Program _____

Please complete the above and give it to the person who will sign this letter of recommendation. 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 program 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 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 recommendation 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 do you think could be improved with the program?

4. In which ways has the candidate demonstrated to you their leadership and teamwork capabilities?

5. In your opinion how will the candidate cope with the combination of full-time work and a heavy study workload?

6. Additional comments



Referee Data

Full Name _____

Company _____

Position _____

Address _____

City _____ Zip Code _____

State _____ Country _____

Telephone _____ E-mail _____

Signature

Are you an IE alumnus? No Yes (program, 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.

Letter of Recommendation



Applicant Data

Applicant's Full Name _____

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Application Fee



Applicant Data

Last name (s) _____

First name _____



Program (Please tick the appropriate program)

- | | |
|--|--|
| <input type="checkbox"/> International Executive MBA (Bi-weekly) | <input type="checkbox"/> Master in Digital Marketing (online) |
| <input type="checkbox"/> International Executive MBA (online) | <input type="checkbox"/> Executive Master in Global Supply Chains (online) |
| <input type="checkbox"/> Master in Sports Management (online) | <input type="checkbox"/> Other program _____ |
| <input type="checkbox"/> Master in Biotechnology Management (online) | |



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 IE

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.



Essays

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).

All applicants should answer the two following essay questions:

- A.** Cite at least one example in which your leadership impacted or changed a difficult professional situation.
- B.** Describe a professional situation in which you failed to reach an objective and the lesson learnt from this experience.

Applicants for the Sports, Biotechnology and Digital Marketing Specialized master's programs should also write an essay on the following topic:

- C.** According to your opinion, what is the most important issue or opportunity today in the sports/biotechnology/digital marketing industry?

Applicants for all other programs should also answer the following essay question:

- D.** What do you think will be the greatest challenges facing your company and/or sector in the next 3 years and which will be your role in them?



Essays