

Application Instructions

Thank you for applying to the **Executive Master in Marketing & Sales**.

The 6th edition of the Executive Master in Marketing and Sales starts in January 2012 and finishes in February 2013.

Applications must arrive by **30th November 2011**. The application can be submitted first online and then be completed with the required documents (by email or post). It is important to note that, given the limited number of places available, it is in the interest of all candidates to present their application **as early as possible**.

All candidates must provide the following documents:

1. Completed online application form on the web site (www.emms-program.com)
2. CV/Résumé
3. Transcripts and, if not mentioned on the transcripts, University or Bachelor's Degree (original or certified copies emitted by your university)
4. One professional reference letter
5. TOEFL or equivalent English proficiency test
6. Photocopy of passport
7. 1 scanned passport photo
8. Application fee: 100 € (not refundable)

Contact Information:

ESADE Business School
Executive Education
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The selection process

The selection process begins when the School receives your application. The Admissions Committee will let the candidate know if he/she is considered suitable to proceed with the process. The final assessment of each application will take place once the candidate has submitted all the required documents. Candidates admitted to the Master program must confirm their participation based on deadlines set by the Admissions Office.

Admissions criteria and requirements

The selection process is based on an overall analysis of the following factors:

- Application form and documents
- Work experience
- Good written and spoken English
- Interview

How to apply

1. Complete the online application form

The online application has to be completed in English and is available online at www.emms-program.com. The application form should include precise information about your personal and professional experiences, as well as your reason for wishing to attend the EMMS program.

To login, please register as a new user with a valid email address and enter a password. Use the email and password to enter, save, modify and complete the application form. Should you like to save a copy of your application, select print and save the application in a PDF format.

To submit the application, use the “close/submit” button (bottom of the page). Once submitted it will not be possible to change the data.

2. CV/Résumé

A detailed CV/Résumé in English must be attached to the application.

3. Degree certificate and transcripts

The SDA Bocconi and ESADE Executive Master in Marketing & Sales is aimed at graduates in any discipline with at least 4 years of work experience. You are required to submit an official degree certificate and corresponding grades from the college or university attended.

The type of degree, the date of graduation, the date of enrolment must be clearly stated in this documentation.

4. One letter of reference

This assessment should be submitted by individuals who are well acquainted with your performance in a work or academic setting. The form (PDF) is available on the web site and should be submitted to the School.

5. Proficiency in English

All applicants must have good written and spoken English. If English is not your mother tongue, you must take the TOEFL or IELTS tests. If you have already taken the test, the original results must be sent to the School. Alternatively there is a possibility to the ESADE English test.

Any test results from before January 2006 are not longer considered valid.

TOEFL website: www.TOEFL.org

ESADE: contact the Admissions Office to learn about for the scheduled days

6. The application must be accompanied by:

- digital copy (.jpg) of a passport-size photograph
- copy of passport
- online payment of Euro 100 fee for the admissions procedure

The selection result

Once the selection process has been completed, the Admissions Office will inform the candidate of the result of their application, whatever the result. The result is communicated in writing by email.

If accepted, the candidate receives the official letter of admission to the Master Program and the contract for participation. If all places available have been filled, the School may decide to place the candidate in a waiting list or offer admission for the next edition.

Admission procedure fee: €100

Tuition Fee:

The total fee is **32,000 €** to be paid in four instalments:

1st Instalment due on registration: 8,500 €

2nd Instalment due January 31st, 2012: 8,000 €

3rd Instalment due March 30th, 2012: 8,000 €

4th Instalment due September 30th, 2012: 7,500 €

The fee includes: tuition, teaching materials, lunch and coffee breaks, access to the school's database and facilities. It does not include travel and accommodation expenses.