Application Form

MBA Programmes
Full Time MBA
18-month MBA / One Year MBA
We would like to thank you for your interest in the MBA programme and we look forward to welcoming you to ESADE.

The purpose of the admissions process is twofold: to determine whether the candidate meets the requirements for the programme and whether the programme fulfils the participant’s specific needs. The selection criteria focus on a combination of academic performance, professional experience, managerial potential and personal characteristics, as well as motivation to learn and contribute to the exchange of ideas at ESADE. The final decision is made on the basis of all the above-mentioned requirements, resulting in an overall evaluation of the candidate compared to the candidates as a whole and to the number of places available. This Application Form offers candidates an excellent opportunity to convey the positive contribution they believe they can make to the programme’s development. Please read the instructions and application procedures contained in this brochure before completing the Application Form.

If you have any doubts or questions about the programme or the admissions procedure, please do not hesitate to contact the ESADE Admissions Office at the following address:

Admissions Office MBA
ESADE Business School
Av. Esplugues, 92-96
08034 Barcelona (Spain)
Tel. +34 934 952 088 (direct line)
+34 932 806 162 (switchboard)
Fax +34 934 953 828
mba@esade.edu
www.esade.edu/mba
The Admissions Office is open from 10am to 2pm and from 4pm to 7pm.
Applying to the MBA Programme

Confidentiality
The application and all the materials submitted by the applicant become confidential property of ESADE. The Admissions Office will not reproduce copies of any part of the application material for individuals not involved in the admissions procedure, except with written consent from the candidate. Candidates and MBA participants do not have access to personal recommendations and interview reports. The Admissions Committee will only review completed applications. Candidates are responsible for ensuring that all materials are submitted on time.
Admissions Guidelines

Please bear in mind the following guidelines for applying to ESADE’s MBA:

**General Guidelines**
- Applications deadlines: 18-month MBA: June, 30
  One Year MBA: December, 31
- Applications will not be reviewed until all items on the checklist have been received. The Admissions Committee makes a decision within approximately one month of receiving a complete application.
- All applicants (national and international) are assessed under the same criteria; ESADE has no country or regional quotas.
- All application materials become the property of ESADE Business School and cannot be returned regardless of the Admissions Committee decision. We recommend you keep copies for your own records.

**Eligibility**
The Admissions Committee makes an individual assessment of each candidate and takes into account the dynamics of the whole students group.

**Candidate Requirements**

**18-month MBA**
- Undergraduate degree from a recognised university, equivalent to Bachelor’s degree.
- Two years minimum of full-time work experience

**One Year MBA**
- Undergraduate degree in business or economics.
- Applicants with strong quantitative backgrounds on engineering or mathematics who possess solid business experience may qualify for admission (to be determined on a case-by-case basis).
- Minimum of 5 years of work experience.

**Interviews**
- The Admissions Committee reviews the application and, as part of the Admission process, may request that you be personally interviewed by one of its members or an alumnus. These interviews are held preferably in Barcelona but if the candidate is unable to travel here, an interview can be arranged with an ESADE representative at an agreed location.

**Reapplicants**
- Candidates who submitted an application to ESADE MBA in a previous year are welcome to reapply. At the MBA Admissions Office, applications are kept for one year, so candidates who applied last year do not need to re-submit their transcripts or test scores if the ones they sent are current. They will be asked to send an updated CV and one essay explaining their reasons for reapplying, as well as pay a new application fee.
Admissions Committee Decision

**Admitted to the program**
Candidates accepted to the MBA will receive email and written notification from the Admissions Committee with instructions for completing the administrative process. Candidates are requested to pay a deposit and must be paid before the deadline indicated in the admissions letter, in order to secure their place in the MBA.

**Deferred Admission**
Acceptance to the program is only for the year for which the application was submitted. Candidates wishing to obtain deferred admission must submit their request in writing to the Admissions Committee. Deferred admission is only offered in exceptional cases and candidates are informed about the required procedure on an individual basis.

**Not admitted to the program**
Candidates not accepted to the MBA will receive email notification from the Admissions Committee. Applicants who wish to reapply may contact the Admissions Office at the beginning of the next application season in order to find out why their prior application was not successful.
Applications that are not complete or have missing documents will not be evaluated. We will try to notify you of missing documents or information but it is your responsibility to ensure that all materials are submitted on time. All candidates must provide the following documents:

1. **Completed Application Form**
2. **Transcripts**
3. **Certificate of Language Proficiency**
4. **Admission Test**
5. **Curriculum Vitae**
6. **Essays**
7. **Two letters of recommendation**
8. **Photographs**
9. **Identity Card or Passport**
10. **Application Fee**

### 1 Completed Application Form
The completed Application Form should be submitted to the Admissions Office. Applications may also be completed on-line through ESADE’s application system.

### 18-month MBA
Candidates who wish to join the Spanish section during the first year of the MBA must have an intermediate high level of English and be proficient in Spanish. Those who wish to enrol the English section must be proficient in English. No previous knowledge of Spanish is required. Those candidates who are native speakers of either of the two languages, or who have studied or worked for a significant period of time in a Spanish or English-speaking country, should make this known to the Admissions Office. The admissions office will determine if a certification is required. Non-native Spanish speakers interested in joining the Spanish group must present internationally recognized proof of proficiency (DELE Certificate-Superior).

### One Year MBA
All candidates must be proficient in English. Spanish is not required.

When candidates are required to proof their English knowledge, they must either take an English Examination at ESADE on the same day they take the ESADE Entrance Examination or present any of the following English proficiency tests:

- **TOEFL**
- **IELTS**
- **University of Cambridge**
  - The minimum scores are as follows: TOEFL:
    - Spanish section: IBT, 95; CBT, 240; PBT, 587
    - English section: IBT, 100; CBT, 250; PBT, 600
  - Overall band score of 6.5 for the Spanish section
  - Overall band score of 7.0 for the English section
  - University of Cambridge:
    - Certificate of Proficiency in English (CPE).
4 Admission Test
All applicants to the MBA are required to take an entrance examination. Candidates applying to the One year MBA and candidates applying to the English section of the 18-month MBA must take the Graduate Management Admission Test (GMAT). Candidates applying to the Spanish section of the 18-month MBA must either take the GMAT or ESADE’s own admission test, which is given in Spanish.

The GMAT
The GMAT is administered in centres all over the world and is entirely in English. Candidates must make their own arrangements for the test and should have the original score report sent directly to ESADE by the Pearson Vue, the organisation that administers the Test. ESADE’s code is 93M-3K-60. ESADE will accept test scores provided that the test was taken within the last five years.

The ESADE Entrance Examination
The ESADE Entrance Examination is entirely in Spanish and its structure is similar to the GMAT. It is administered several times a year in Spain and several countries in South and Central America. You will find the test calendar on our website. Test dates are assigned on a first-come, first-serve basis as applications are received. However, if you wish to sign up for a specific date, you may do so if there is space remaining.

5 Curriculum Vitae

6 Essays

7 Two letters of recommendation

8 Photographs
Please enclose 2 recent passport-sized photographs with your name on the back.

9 Identity Card or Passport
Please enclose photocopy of your passport (or, in the case of EU nationals, your EU identity card).

10 Application Fee
The application fee is 105€ and may be paid through your Embark application or by bank transfer to Fundación ESADE:

La Caixa
Via Laietana, 56 - E-08003 Barcelona (Spain)
Account no. 2100 0900 92 0211326804
Swift code: CAIXESBB
IBAN code: ES20 2100 0900 92 0211326804
Please send a copy of the transfer order to the ESADE Admissions Office
Email: mba@esade.edu
Fax: +34 9364 953 828
Application fees are not refundable.
Personal Information

ESADE Code
(to be completed by ESADE)

Date of Application

|   |   |   |   |   |   |   |

Personal Details

Last Name
Second Last Name:
First Name
Gender

ID Card (EU Nationals Only)

Passport Nº

Nationality/ies

City of Birth

Country of Birth

|   |   |   |   |

Date of Birth

Marital Status

Number of Children

Spouse (or spouse-to-be) or domestic partner

Name

Academic Degree

Occupation

Father

Name

Academic Degree

Occupation

Mother

Name

Academic Degree

Occupation

Mailing Address

Street

City

Postal Code

Country

Permanent Address

Street

City

Postal Code

Country
**Business Address**

<table>
<thead>
<tr>
<th>Company</th>
<th>Street</th>
<th>City</th>
<th>Postal Code</th>
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**Personal**

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<tr>
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**Business**

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**Please indicate preferred contact**

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<tr>
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<th>☐ Personal</th>
<th>☐ Business</th>
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</thead>
<tbody>
<tr>
<td>E-mail address</td>
<td>☐ Personal</td>
<td>☐ Business</td>
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**Permanent Phone** Please indicate a phone number where you could be reached in the future (yours or your family's)

Name or nickname that you would like to have in your ESADE email address if you are admitted into the program

**Have you filed an application to any other ESADE programme?**

- ☐ No
- ☐ Yes. If yes, which one and when?

**Program applying to**

- ☐ 18-month MBA

In this case, and regarding the language of instruction during the first year of the MBA, what section are you applying to? (select one)

- ☐ Spanish
- ☐ English

- ☐ One Year MBA
Applicants to the MBA Programme must have a US Bachelor’s degree or equivalent. Please list all colleges and universities attended starting with the most recent:

**1 Institution name**
City
Country
Degree earned - Code (see list of degree codes)  |  |  |
Official length of course in years
Number of years taken  From DD |  | MM |  | YY |  |

**2 Institution name**
City
Country
Degree earned - Code (see list of degree codes)  |  |  |
Official length of course in years
Number of years taken  From DD |  | MM |  | YY |  |

**3 Institution name**
City
Country
Degree earned - Code (see list of degree codes)  |  |  |
Official length of course in years
Number of years taken  From DD |  | MM |  | YY |  |

Please list academic distinctions, honours and awards

If there is any gap in your academic career which you feel is important to clarify in this application (e.g., military service, internships, etc) please provide details.
Candidates applying to the One Year MBA and candidates applying to the English section of the 18-month MBA must take the Graduate Management Admission Test. The GMAT code for ESADE is 93M-3K-60.

Candidates applying to the Spanish section of the 18-month MBA may choose to take either the GMAT or ESADE’s own admission test (in Spanish).

Please indicate which one you are intending to take:

☐ GMAT Date of Test (taken/to be taken)

Date of Test and location:

DD | MM | YY |
In

☐ ESADE’s own admission test

Date of Test and location:

DD | MM | YY |
In

If you have already taken the GMAT, please provide the results of your highest single test:

Score

Verbal | % |
Total

Quantitative | % |
AWA

Languages

Native Language(s):

We accept any of the following English proficiency tests (please mark which one you have already taken/are intending to take):

☐ TOEFL

☐ IELTS

☐ University of Cambridge

☐ ESADE’s English Level Test

If you have already taken the test, please provide the results of your highest score:

1 List the languages in which you have some proficiency:

Language | Speak | Read | Write | Certificates
----------|-------|------|-------|------------------

E: Excellent, G: Good, P: Poor, N: None

2 International and cross-cultural experience: list the countries in which you have lived, studied or worked.

Country (other than yours) | Time spent in the country | Reason
---------------------------|--------------------------|--------


Professional Background

**Is your company sponsoring your participation in the programme?**

- ☐ Yes, 100%
- ☐ Yes (Please state %)
- ☐ No
- ☐ Other (Please state)

Please submit a separate CV with this section

**Total full-time work experience completed by the beginning of the Programme**

| Total | MM | | YY | | |

**1 Most recent employer** (please give full name of Controlling Group or Corporation)

Name
City
Country
Branch of industry - Code (see list of Industry codes)
Number of employees
From MM | | YY | | to MM | | YY | |
Job title
Number of employees reporting to you
Your budget (in €)
Position of the person reported to
Department code (see list of Department codes)
Gross annual starting salary (in €)
Gross annual current salary (in €)
Reason for leaving

Contact name   Phone number

**2 Previous employer** (please give full name of Controlling Group or Corporation)

Name
City
Country
Branch of industry - Code (see list of Industry codes)
Number of employees
From MM | | YY | | to MM | | YY | |
Job title
Number of employees reporting to you
Your budget (in €)
Position of the person reported to
Department code (see list of Department codes)
Gross annual starting salary (in €)
Gross annual current salary (in €)
Reason for leaving

Contact name   Phone number
### Previous employer (please give full name of Controlling Group or Corporation)

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<th>Contact name</th>
<th>Phone number</th>
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### Please list any part-time work experience

1 Company

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2 Company

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### Total part-time work experience completed by the beginning of the Programme

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1. Write a brief explanation of your most important professional and personal achievements to date.

2. What do you consider your most powerful strength or asset? Describe a situation where you demonstrated this strength or asset.

3. If you could pick the one quality that characterizes a good leader, which would you choose and why?

4. What are your mid- and long-term goals after doing the MBA?

5. Is there anything you have not mentioned in the essays that you would like the Admissions Committee to know?
## Sources of Information

**How did you learn about ESADE MBA?**

- An MBA Fair. In which city?
- A guide or publication. Which one?
- An advertisement. In which newspaper or magazine?
- An article. In which newspaper or magazine?
- Recommendation from alumni. Who?
- Recommendation from ESADE faculty
- An information session. When? Where?
- Recommendation from your company
- ESADE Admissions Office
- Internet
- Other

**What other business schools did you apply to?**
Confidential Recommendation

To the applicant
Please write your name below and send this form, together with the envelope provided, to the person from whom you are asking for a recommendation.

To the recommender
Thank you for taking the time to write on behalf of this candidate who is applying to the ESADE MBA. In this letter of recommendation we would appreciate your expressing your opinion of the candidate, in terms of both personal qualities and managerial potential.

Please answer the questions below and return this letter to the candidate in an envelope with your signature across the sealed flap. You may write an letter in English or in Spanish. If you wish to do so, you may keep a copy for your files. The candidate must send the sealed letter together with the other application documents required for applying to the MBA programme. Thank you again for your assistance.

Candidate’s name

1. How long have you known the candidate? In what context?

2. What do you consider to be the candidate’s most noteworthy qualities?

3. What are the areas in which you believe the candidate needs to improve?

4. Please comment on the candidate’s potential for senior management. Describe an occasion on which you observed the candidate in a leadership role.
Please give us your opinion in terms of the following criteria

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<thead>
<tr>
<th></th>
<th>Exceptional</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
<th>Unobserved</th>
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<tr>
<td>Leadership potential</td>
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</table>

**Additional Comments**
Please add information on the ratings you have assigned and make any additional comments about the applicant’s motivation, ability, leadership potential or any personal qualities you would like the Admissions Committee to take into account.

---

Please rate the candidate’s potential for becoming a responsible and successful manager compared with other employees.

- □ Excellent. Top 5%
- □ Very Good. Top 10%
- □ Above Average. Top 25%
- □ Average. Top 50%
- □ Below Average. Bottom 50%

Recommender’s name
Company
Position
Business or home address
Business or home telephone number
E-mail address

---

Signature
Date
Confidential Recommendation

To the applicant
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Please rate the candidate’s potential for becoming a responsible and successful manager compared with other employees.

☐ Excellent. Top 5%    ☐ Very Good. Top 10%    ☐ Above Average. Top 25%
☐ Average. Top 50%    ☐ Below Average. Bottom 50%

Recommender’s name
Company
Position
Business or home address
Business or home telephone number
E-mail address

Signature
Date
Checklist

☐ Completed Application Form
☐ Official transcripts of grades and degrees (certified true copies or the originals and photocopies)
☐ Photocopy of your GMAT score (application is complete when ESADE receives the score from Pearson Vue)
☐ Photocopy of your TOEFL score (application is complete when ESADE receives the score from ETS)
☐ Letters of recommendation
☐ Essays
☐ Curriculum Vitae
☐ Two recent passport sized photographs with your name on the back
☐ Photocopy of your ID card or passport
☐ Proof of payment of the application fee
☐ Your signature certifying the accuracy of the information included in the Application Form

I hereby declare that all the information I have given in this application is complete and correct. I am the sole author of the essays I attach. ESADE is authorised to verify my credentials. I understand that this application and the documents enclosed become the property of ESADE and will not be returned to me.

Signature Date