Documentation required
Thank you for deciding to apply to ESADE Business School.

Here are the deadlines for the Master of Business Administration Program.

Please take note of the required paperwork, as incomplete applications will not be eligible for final evaluation by the Admissions Committee. 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:

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**Online Application Form**

The Online Application Form has to be submitted to be considered by the International Admissions Office. We strongly encourage candidates to complete this step as soon as possible, so that the Admissions personnel responsible for your region can begin to process your application.

You can submit your Online Application Form prior to your GMAT or GRE test; in this case, please include your scheduled future test date in your application form. This is also valid for your English Language Proficiency test.

Once you have submitted your Online Application Form and the ESADE Admissions team has checked that all of the information that you have provided is correct, you will receive an email containing an URL and an ESADE username and password that will allow you to access our document management system. This process can take between 24 and 48 hours. You will use the document management system to submit most of the documents required to complete your application.

**Academic certificates (transcripts and/or undergraduate degree)**

One of the basic prerequisites for applying to the Master of Business Administration is an undergraduate degree equivalent to a Bachelor's degree. Applicants are required to submit official university transcripts and diploma (if the degree granted isn't shown on the transcripts). These certificates must be issued in the original language. Any documents which are not in Catalan, Spanish or English must be submitted with an official translation into one of these languages.
Scanned copies can be accepted during the admissions process.

Admitted candidates will be required to send originals or certified copies of the transcripts and diploma. In order to obtain the official university degree of Master of Business Administration these documents must meet the requirements detailed in this document.

**English Language Proficiency**

Candidates must present one of the following officially recognized English proficiency tests (with minimum scores as listed):
- TOEFL: IBT 100 (sent directly from ETS to ESADE, school code: 0884)
- IELTS (Academic test): Overall band score of 7.0 (send us your TRF number)
- University of Cambridge:
  - Certificate of Advanced English (CAE): B+
  - Certificate of Proficiency in English (CPE): C+
- Pearson: PTE 68+ (Academic test)

Cambridge certificates must be originals or certified true copies.

Please note that ESADE will accept language test scores acquired within the last two years.

Native English speakers and candidates who have studied their bachelor’s degree in English (+120 ECTS), are exempt from this requirement. Official transcripts stating the amount of ECTS attended in English will be required.

**Admissions Tests**

All applicants to the MBA programme must take the Graduate Management Admission Test (GMAT) or the Graduate Record Examinations (GRE).

The GMAT and the GRE are administered in centers all over the world and are 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 organization that administers the Test.

- ESADE’s GRE code is 5761
- ESADE’s GMAT code is: 93M-3K-60

ESADE will accept GMAT and GRE scores acquired within the last five years.

**Letters of Recommendation (2)**

Candidates must have 2 recommendation letters that may either be emailed directly from the recommender’s professional email account to recommendationletters@esade.edu, or mailed directly to the ESADE MBA Admissions office by the candidate or the recommender in an envelope with the recommender’s signature across the sealed flap.

**ESADE MBA Admissions**

Av. de la Torre Blanca, 59
E-08172 Sant Cugat del Vallés
(Barcelona) Spain
The submission of two recommendation letters is required as part of the application process. These can be from professional and/or academic referrer, although we recommend that both be from professional sources. Your recommendation letters will be used to evaluate Global Mindset and Personal Motivation.

Here you can find a template that your recommenders can use in order to fulfil this requirement.

**Photograph**

Please upload a recent passport-sized photograph with white background.
- Maximum file size: 50 kb
- Format: JPEG
  (i.e., CV/resume-style picture)

**Identity Card or Passport**

Please submit a digital copy of your passport (or, in the case of EU nationals, your EU identity card).

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**Contact List**

**Admissions Office**
Campus Barcelona – Sant Cugat
Av. Torre Blanca, 59
08172 Sant Cugat del Vallès
Barcelona (Spain)
P: +34 634 952 088
E: mba@esade.edu

**Financial Aid Office**
P: +34 935 530 245
E: financialaid@esade.edu

**GMAT Customer Service**
_Americas Region_  
E: GMATCandidateServicesAmerican@pearson.com
_Africa, Europe, Middle East, Asia-Pacific Region_  
E: GMATCandidateServicesAPA@pearson.com
_Europe, Middle East, Africa (EMEA) Region_  
E: GMATCandidateServicesEMEA@pearson.com
W: www.mba.com

**ETS (GRE Test and TOEFL Test)**
E: toefl@ets.org
E: gre-info@ets.org
W: www.ets.org

**University of Cambridge ESOL**
E: info@cambridgeesol.org
W: www.cambridgeesol.org

**IELTS**
E: ielts@ucles.org.uk
W: www.ielts.org

**Pearson Test of English**
E: pltenquiries@pearson.com
W: www.pearsonpte.com