

IFAM Business School

APPLICATION FOR ADMISSION

MBA Programs :

MBA University
Paris / USA

International MBA
Paris

ADMISSION PROCEDURE

Would all future MBA candidates please conform strictly to the following specifications :

1. APPLICATION FOR ADMISSION – (Background File)

To apply for admission to the MBA, it is necessary to return the paper marked '**PART ONE : Background File**', fully completed. When the Admissions Office has examined this paper, they will inform the applicant of the provisional decision made concerning the possibility of continuing the admissions procedure.

Important : It is possible to enter directly into Stage Two of the Admissions procedure by sending both the Background File and the Personal Information at the same time.

2. OFFICIAL CANDIDACY

The definitive decision made by the Admissions Committee can only be given once the applicant, who has already sent Part One, submits the following papers :

PART TWO : Personal Information

- A copy of all diplomas and grades obtained previously (transcripts)
- Two recommendation letters (personal recommendations), which are to be returned directly to IFAM by the person making the recommendation
- The application fee of 77 Euros (non refundable)
- Copy of the passport

Answer on a separate sheet of paper the following questions :

- A. Please give a brief, candid evaluation of yourself. Include some discussion of the qualities and abilities you feel are your strengths and some discussion with regard to the areas in which you would like to develop yourself more fully. The Admissions Committee would like to know what you consider unique and distinctive about yourself.
- B. What are your ultimate career objectives? What impact do you expect your graduate education to have on your career?
- C. Why have you decided to enter a graduate program at this time? Why have you decided to apply to MBA University or to International MBA in particular?
- D. Describe a situation in which you had considerable responsibility and indicate what you learned from it.
- E. What would you choose to do as an alternative if you were not admitted to this program?
- F. What will be your contribution to the program during your time in this MBA program?
- G. Would you like to supply any further information about yourself? If so, please provide this information.

Please list the names, titles, employers and business addresses of the people you have asked to send your personal recommendation.

3. GMAT AND TOEFL TESTS

The GMAT and TOEFL tests must be taken by all the candidates. These tests are obligatory and registration must be made as soon as possible. (Information can be obtained from our Secretarial Offices).

INSTITUTION CODE : 0652

4. INTERVIEW

An interview by the Admissions Committee is only given once all the papers specified in Parts 1 and 2 have been received. The interview is given in English and French.

5. DECISION

The candidate will be informed of the Admissions Committee's decision within a period of two weeks following the interview.

6. FINANCIAL AID

IFAM has obtained special contacts with several banking organizations, thus enabling our students to obtain financial aid covering 100% of their costs, with competitive interest rates, repayable over a period of several years. All students interested in this form of aid should write a separate letter and attach it to their application dossier.

APPLICATION FOR ADMISSION

International MBA (Paris)

MBA University (Paris / USA)

Part One : BACKGROUND FILE

IDENTIFICATION

1. Full name of Applicant :

_____ Last

_____ First

_____ Middle

2. Date of Birth : _____ Place / Country : _____

3. Student Address : _____

Tel : _____

E-Mail : _____

4. Citizenship : _____ 5. Sex : _____ Marital Status : _____

6. Husband / Wife's profession : _____ Company : _____

Father's name & occupation : _____

Mother's name & occupation : _____

Brothers & sisters (age & occupation) : _____

7. Permanent adress : _____

Tel : _____

EDUCATIONAL BACKGROUND

9. Please list all secondary schools, colleges & universities attended. Please send all official transcripts of your grades from the Baccalauréat to your college degree.

Year	Degree received	Subject	Institution, Country

Major field of studies :

Economics / Management
 Engineering / Science

Law / Political Science
 Others :

KNOWLEDGE OF LANGUAGES

10. Mother tongue : _____

Language proficiency (*):

- English French
 German Spanish

(*): A = fluent B = Good working knowledge
 C = Basic conversational level D = Some understanding

11. TOEFL

What is your score if you have already taken it

Score : _____ Date : _____

Date on which you will take the TOEFL : _____

12. GMAT

What is your score if you have already taken it

Score : _____ Date : _____

Date on which you will take the GMAT : _____

SPECIALIZATION

13. Please indicate which specialization you wish to pursue :

- Business Management Finance Management Marketing Management
 Human Resources International Management Undecided

EXTRA-CURRICULAR ACTIVITIES

14. Please list extra-curricular, community or professional activities in the order of their importance to you.

Years held	Office or position held	Activity

EMPLOYMENT HISTORY

15. Please list each full-time position you have held, summer jobs while at college and any part-time or volunteer work you consider significant. List your most recent position first (mention the Gross annual salary in €uros).

Employer, Company	Location	Job title	Dates : From	To

16. Briefly describe your most recent job.

REFERENCE

17. How did you hear about IFAM MBA programs?

- Newspaper Ad At work Friend Poster
 Professor Fair Other (explain)