

APPLICATION PROCEDURE

for

**SABANCI MASTERS IN FINANCE
(MiF) PROGRAM**

APPLICATION STEPS

Application to MiF program involves a combination of on-line application and delivery hardcopy of your application package. Follow the steps described below to put together a complete application.

First you need to complete your online application.

Then you need to submit hardcopy of your application documents:

You may contact the School of Management admission office (0216-483 9672 or mif@sabanciuniv.edu) for further information and guidance.

STEP 1. Read this document carefully before attempting to fill out the on-line application.

STEP 2. Please view "Application Package Checklist" first (Page 3).

STEP 3. If all your documents in the checklist are ready, then go to the on-line application. For online application link, click [here](#).

STEP 4. When you complete online application, print the on-line application affidavit on the website, sign the form and add it to the hardcopy application document package. For online application affidavit, click [here](#).

STEP 5. Put together your application package. See Page 3 again for a checklist of documents you need to submit. Mail or deliver your package to

For MiF Program

Burcu Albayrak
Yönetim Bilimleri Fakültesi
Sabancı Üniversitesi
Orhanlı, Tuzla 34956
İstanbul

Your application will be complete when we receive your full application package. Please keep in mind that your online and hardcopy application package should be received by the deadlines.

TEST SCORE REQUIREMENTS

Test scores form an important component in the process of selecting applicants for admission. Scores from the following tests are considered:

Academic Test Scores (one of them should be submitted, not exemptible):

- **Akademik Personel ve Lisansüstü Eğitimi Giriş Sınavı (ALES):** This test is administered by the Turkish Student Selection and Placement Center (ÖSYM). For more information, see <http://www.osym.gov.tr> (applicable for Turkish speakers) **OR**
- **Graduate Management Admission Test (GMAT):** This test is administered worldwide by GMAC. For more information, see <http://www.mba.com/mba/TaketheGMAT> **OR**
- **Graduate Record Examinations (GRE):** This test is administered worldwide by ETS. For more information, see <http://www.ets.org/gre>
- The validity periods for these scores are as follows: GMAT or GRE exams: 5 years; ALES: 2 years

Language Test Scores (one of them should be submitted, not exemptible):

- **Test of English as a Foreign Language (TOEFL):** This test is administered worldwide by ETS. For more information, see <http://www.ets.org/toefl> **OR**
- **International English Language Testing System (IELTS):** This test is administered worldwide mostly by British Council. For more information, see <http://www.ielts.org/> **OR**
- **If you do not have TOEFL or IELTS, you can take Sabanci University English Language Exam (ELAE). We inform you about the dates of ELAE. Please note that we may ask for TOEFL or IELTS based on your ELAE score or interview performance. For more information, see <http://sl.sabanciuniv.edu/students/elae> **OR****
- Additionally for local students, **KPDS or UDS** are also valid as language test requirement.

To summarize language test scores, any of the following language test results with the below minimum scores and which are within the validity period as indicated below. Photocopies are acceptable for application, but original copies should be submitted during admission.

MİF	TOEFL			IELTS	KPDS*	UDS*
	PBT	CBT	IBT			
	557	220	83	6,5	80	80

The validity periods for language scores are as follows: KPDS and UDS 3 years, TOEFL and IELTS 2 years

*KPDS: Foreign Language Proficiency Examination for State Employees (conducted by Turkish Student Selection and Placement Center)

*UDS: Interuniversity Foreign Language Exam (conducted by Turkish Student Selection and Placement Center)

Applicants may be admitted as a special student until test score requirements are satisfied. For more information, please contact Burcu Albayrak (balbayrak@sabanciuniv.edu)

The graduates of Sabanci University, who have applied and accepted to a Sabanci University graduate program within 2 years following the graduation, will be exempted from the English language test scores.

➔ For GMAT/GRE, and TOEFL/IELTS tests, our institution code is **7100**.

APPLICATION PACKAGE CHECKLIST

Your application will not be complete until your application package is received. Use the following checklist to make sure that you have all required documents in your package.

- Signed on-line application affidavit. For online application affidavit, click [here](#).
- Your letter of intent.
- Your detailed resume including specific details on work experience, if available
- If applicable, a copy of your undergraduate diploma. **Note:** If you are in your last semester of your undergraduate studies and do not have your diploma yet, you can provide a graduation certificate before you can be admitted to the degree program (if applicable).
- Transcripts from all the schools attended at undergraduate and if applicable, graduate levels
- Official scores from TOEFL/IELTS (or other language exams stated above). See page 2 for minimum score requirements.
- Official scores from GMAT/GRE or ALES. See page 2 for details.
- At least two letters of recommendation, in sealed and signed envelopes **OR** submitted through online application
- A photograph

All of the above must be included in your application package before your application can be processed.

PROBLEMS?

If you experience any problems while using the application module, please send an e-mail to Burcu Albayrak (balbayrak@sabanciuniv.edu), describing the problem you experienced and how we may contact you.