APPLICATION PROCEDURE

for

SABANCI MBA PROGRAM
APPLICATION STEPS

Application to MBA program involves a combination of on-line application and document preparation. Follow the steps described below to put together a complete application. Also you may contact the School of Management admission office (0216-483 9672 or mba@sabanciuniv.edu) for further information and guidance.

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

STEP 2. Download the recommendation letter form from the website. You must provide at least two recommendation letters. Print out the form and give it to your recommenders. They should return the form and/or a separate letter to you in a sealed and signed envelope. You will need to provide the names of the recommenders in order to complete the online application form.

STEP 3. Have you taken GMAT and TOEFL/IELTS tests? You will be asked for your scores in the application form; see page 2 for test score requirements. If you have not taken a required test yet, you may need to plan for that and provide dates on which you will take the test.

STEP 4. Go to the on-line application. For online application link, click here.

STEP 5. Print the on-line application affidavit on the website, sign the form and submit with the application documents. For online application affidavit, click here.

STEP 6. Write your essay. In this essay, describe your personal and professional objectives and discuss what motivates you to seek the degree for which you are applying. One page essays are welcome, but it should not exceed two pages.

STEP 7. Put together your application package. See page 3 for a checklist of documents you need to submit. Mail or deliver your package to

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

Your application will be complete when we receive your full application package.
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):**

- **Graduate Management Admission Test (GMAT):** This test is administered worldwide by GMAC. For more information, see [http://www.mba.com/mba/TaketheGMAT](http://www.mba.com/mba/TaketheGMAT)
- **Graduate Record Examinations (GRE):** This test is administered worldwide by ETS. For more information, see [http://www.ets.org/gre](http://www.ets.org/gre)

**Language Test Scores (one of them should be submitted):**

- **Test of English as a Foreign Language (TOEFL):** This test is administered worldwide by ETS. For more information, see [http://www.ets.org/toefl](http://www.ets.org/toefl)
- **International English Language Testing System (IELTS):** This test is administered worldwide mostly by British Council. For more information, see [http://www.ielts.org/](http://www.ielts.org/)

In order to be considered in the admission process, official scores must be provided. For GMAT/GRE, and TOEFL/IELTS tests, our institution code is 7100. The validation periods for these scores are as follows: TOEFL or IELTS exam: 2 years; GMAT or GRE exams: 5 years.

**Application Requirements:**

GMAT or GRE score is required. If you have not taken GMAT at the time of application, you must indicate the date you will take the exam. However, your application will not be processed until GMAT test is taken. Submitting GMAT score, together with a TOEFL score is preferred.

Suggested minimum total score from GMAT is 550.

**English Proficiency Requirement**

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.

<table>
<thead>
<tr>
<th>MBA</th>
<th>TOEFL</th>
<th>IELTS</th>
<th>KPDS*</th>
<th>UDS*</th>
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<tr>
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<td>PBT</td>
<td>CBT</td>
<td>IBT</td>
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</tbody>
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The validity periods for these scores are as follows: KPDS and UDS 3 years, TOEFL, IELTS 2 years

Applicants who could not submit a valid language test score may be admitted the program on the condition to get a satisfactory grade from the Sabanci University English Language Exam Assessment (ELAE). For more information on ELAE, visit [http://sl.sabanciuniv.edu/students/elae](http://sl.sabanciuniv.edu/students/elae)

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 Assessment Exam.

*KPDS: Foreign Language Proficiency Examination for State Employees (conducted by Turkish Student Selection and Placement Center)*
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 (Step 5). For online application affidavit, click here.

☐ Your essay (Step 6)

☐ 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 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. See page 2 for minimum score requirements.

☐ 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.