

APPLICATION PROCEDURE for PROFESSIONAL MBA PROGRAM

APPLICATION STEPS

Application to Professional 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 pmba@sabanciuniv.edu for further information and guidance.

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

STEP 2. You must provide at least two recommendation letters. The recommendation letters can be filled in two alternative ways.

* Download the recommendation letter form from the website. 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 on-line application form. The system will send automatic emails to the recommenders as soon as you submit your application. They can send their recommendations by filling the form in that email.

STEP 3. Go to the on-line application; see the instructions starting from page 2.

STEP 4. Print the on-line application affidavit on page 4 of this document and sign the form.

STEP 5. 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 6. Put together your application package. See page 1 for a checklist of documents you need to submit. Mail or deliver your package to

Professional MBA Program
School of Management
Sabancı University
Orhanlı, Tuzla 34956
İstanbul

Your application will be completed 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:

Application Requirements:

Proof of English proficiency (TOEFL, IELTS, KPDS, UDS or Sabanci University English Test) is required.

English Proficiency Requirement

Accepted English proficiency exams and the minimum required scores are given in the following table. Photocopy of exam results is acceptable for application, but original documents should be submitted during admission. The validity period for these scores are as follows: KPDS,ÜDS,YDS and YÖKDİL 5 years, CPE and CAE 3 years, TOEFL and PTE 2 years.

TOEFL IBT*	PTE*	CAE*	CPE*	KPDS-ÜDS-YDS-EYDS-YÖKDİL
83	70	B	C	69

* According to the latest instruction letter for Foreign Language Exam Equivalencies issued by the Centre for Selection and Placement of Students in order for an exam to be accepted as equivalent, **it must have taken place in a building owned by a state university.**

Applicants who could not submit a valid result may be admitted the program on the condition to get a satisfactory grade from the Sabanci University English Language Exam.

The graduates of Sabancı University, who have applied and accepted to a Sabancı University graduate program within 2 years following the graduation, will be exempted from the English Language Assessment Exam.

APPLICATION PACKAGE

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 4)
- Your statement of purpose (Step 5)
- Your detailed and updated CV including specific details on work experience, if available
- A copy of your undergraduate diploma.
- Transcripts from all the schools attended at undergraduate and graduate levels
- Official scores from TOEFL, PTE,CAE,CPE, UDS, YDS, KPDS, YÖKDİL, SABANCI ENGLISH TEST.

- At least two letters of recommendation, in sealed and signed envelopes
- A photograph

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

FOR ANY OF YOUR PROBLEMS

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

AFFIDAVIT

I am applying to the _____ program at School of Management, Sabancı University; I have completed the on-line application form. I certify that all the information I presented in the on-line application form is true and accurate to the best of my knowledge.

Name: _____

Signature: _____

Date: _____