

# APPLICATION PROCEDURE for EXECUTIVE MBA PROGRAM

## APPLICATION STEPS

Application to Executive 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 Professional Programs Office (0216-483 9743 or [emba@sabanciuniv.edu](mailto:emba@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 3 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

**Executive MBA Program**  
Ms. Neyir Özdemir  
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

Any of the following science test results baring the min. scores and which are within the validity period as indicated below. Photocopies are acceptable for application, but original copies should be submitted during admission.

	TOEFL						
	PBT	CBT	IBT	IELTS	KPDS	UDS	YDS
EMBA	557	220	83	6,5	69	69	69

The validity period for these scores are as follow: KPDS and UDS 3 years, other exams 2 years.

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 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.

## 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, IELTS, UDS, YDS, KPDS, SABANCI ENGLISH TEST. See page 1 for minimum requirements.
- 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 Manager Ipek Ulger ([nozdemir@sabanciuniv.edu](mailto:nozdemir@sabanciuniv.edu)) describing the problem you experienced and how we may contact you. As this is a new system, there may still be bugs to be corrected.

## 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: \_\_\_\_\_