## **Application Form**



Surname	
First Name(s)	
	Application for  International MBA International Executive MBA Master in Financial Management
	Master of International Legal Practice  Executive LLM
	Intake  November Year  October  June

#### To be completed by INSTITUTO DE EMPRESA

 AF\_OK
 DC\_OK
 E:
 F:

 GMAT\_OK
 PA\_OK
 F:



### Letter from the Admissions Director

Thank you for your interest in Instituto de Empresa master's programmes. You are about to embark on a rigorous selection process, designed to identify people with the kind of profile needed to undertake our highly demanding MBA programmes. Successful candidates will undergo a programme that equips future executives and entrepreneurs with a sound knowledge of management and the kind of personal skills needed to lead a business organisation into the future. Our aim is to organise groups comprising excellent students with complementary academic skills in order to add impetus to the learning process, thus obtaining optimum performance and results.

In view of the programmes' demanding workload and the fact that students will find themselves dealing with challenging case studies, Instituto de Empresa sets its standards high from the outset.

This application form, together with the admissions test (for the International MBA Programme) and the interview, forms an important part of the Instituto de Empresa selection process. It is one of the most valued criteria used by the Admissions Committee to evaluate candidates for our master's programmes. It is therefore essential that this document provide detailed, relevant information on your academic and professional achievements. It must also include aspects related to your vocation for business, aspirations and motivation, all of which are considered key factors for granting admission to Instituto de Empresa.

Yours faithfully, **Julián Trigo Admissions Director** 







	Academic Background						
Code	Qualification	Code	Qualification	Code	Area	Code	Area
1 2 4	Doctorate Master's Degree Bachelor Degree or equivalent	5	Degree in Engineering Others	A B C D	Sciences Social Sciences Law Economics Business Studies	F G H I	Humanities Engineering Technology Others

ode	Sectors	Code	Functions
	SERVICES		
S1	Legal and Tax / Auditing Counsel	1	General Management
S2	Consulting	2	Strategy / Business Developmen
S3		3	Finance
	Investment Banking / Stock Exchange	4	Consulting
S4	Commercial / Private Banking	5	Operations
S5	Risk Capital / Asset Management	6	Human Resources
S6	Other Financial Services / Insurance Services	7	Professional Services
S7	Distribution and Retailing	8	Technology
S8	E-commerce / New Technologies Services and Consulting	9	Sales and Marketing
S9	Not-for-Profit / Public Organisms / International Organisations	10	R&D
S10	Entertainment / Media / Publicity	11	Others
S11	Transport / Tourism and Catering		
S12	Others		
	INDUSTRY AND MANUFACTURING	Code	Position held
M1	Consumer Products	А	Entrepreneur
M2	Industrial Manufacturing / Energy and Mines / Construction	В	Senior Executive Management
M3	Pharmaceutical / Bio-technology / Health	D	Senior Management
M4	Technology / Telecommunications	E	Middle Management
M5	Computing / Hardware and Software	F	Employee
M6	Automobile		

Personal Infor	mation		
			Photo
Surname (s)		First Name(s)	
Sex M 🗌 F 🗌			
Date of Birth (dd/mm/yyyy)	/_	/ Age	
Place of Birth (City, State)			
Country	Nationality (s)	Passport No	
Permanent Ad	dress		
Address —			
Neighbourhood		Town	
Zip Code — Stat	re	Country	
Tel/		Mobile/	
Company Add	ress		
Company			
Address			
Neighbourhood ————		Town	
Zip Code	State	Country	
Tel//		Mobile /	
(country) (area) (number)		(country) (number)	
Where would yo	Du like to receive official n  ☐ Permanent Address ☐ Company Address	nail from Instituto de Empresa?	
E-mail Please provide an e-mail addre	ess, which you check on a regular b	oasis. We prefer to communicate with you throughou	nt the admissions process by e-mail:
E-mail		@	



		Hig	her Educati	on
Qualification _		(	Qualification a	nd Field of Studies (see codes) /
University —				
From (month, year				
Additional qualif		rses and seminars		
Are you an Insti	ituto de Emp	resa alumnus?	□No	Yes (Programme, Year)
Langue Langue		I using a scale of 1–5 (5 is the	· maximum score and	Nindicates vour native language).
rease evaluat	te your leve			Mirkitaka yoti Hauve kii iyaaye.
	Level	Certification, Year (if ap	plicable)	
panish				
English				
Profe Please in	e <b>ssional</b> ndicate only y	Experience rour current position in this se	ection sent Compa	ny
ompany				Fiscal No.
ector (see code)		Turnover (in Euros)		No. of Employees
rea				Area (see code)
osition				Position held (see code)
ity, Country				beginning (month, year)
ross annual sala	ary (in Euros)			
Less than 25,000	0	25,000 to 50,000	50,000 to 75,000	☐ From 75,000 to 100,000 ☐ More than 100,000
lo. of people rep	orting to you	u: Graduates		Others —

Average number of business trips: Days/Year \_\_\_\_\_\_ Average duration Days \_\_\_\_\_







	Previous Experience	e 1
Company		Sector (see Code)
Furnover (in Euros)	No. of Employees	
Area		Area (see Code)
Position		Position (see Code)
City, Country	Beginning (month, year)	/ Ending (month, year) /
No. of people reporting to you: Graduates		Others
	Previous Experience	e 2
Company		Sector (see Code)
urnover (in Euros)	No. of Employees	
Area —		Area (see Code)
osition		Position (see Code)
City, Country	Beginning (month, year)	/ Ending (month, year) /
No. of people reporting to you: Graduates		Others
	our responsibilities and tasks	s. State the position of the person you reported to
Please describe your former job, stating y		
Accumulated Work Ex	perience	
Please describe your former job, stating years ————————————————————————————————————	perience xperience as of the programn	



Please limit your answer of the following questions to the space provided.

1. Why do you want to do a master's degree? Describe how you believe a master's degree fits in with your career plans
2. What are your reasons for applying for a place on an Instituto de Empresa programme?
3. Have you applied to any other schools? If so, please state which ones.
4. What contribution could you make to a highly proactive programme?



5. Which of your personal characteristics could be considered valuable for teamwork?	
6. Which of your personal characteristics would you like to improve with the programme?	
7. What, in your opinion, have been your most important achievements?	
8. What are your aspirations?  ■ Personal	
■ Professional	
■ Economic	



The main objective of the following questions is to have more information on your candidature. Please answer each question on a separate sheet of paper with a minimum of 250 words, limiting each reply to one side of paper (1.5 line spacing).

These replies form a necessary part of your application. In the absence of any one of them, the Admissions Committee will not take a decision on your candidature.

- A. If you had the opportunity, what would you ask the president or leader of your country, and why?
- B. What was the most difficult problem you have faced in your life, and how did you deal with it?
- C. Cite at least one example in which your leadership impacted or changed a situation and discuss how you think Instituto de Empresa will help you refine, focus or enhance this skill.

How did you learn abo	ut the activities of IE?	
Prospectuses	☐ Internet, please specify	
☐ Visit to Instituto de Empresa	☐ Informative session, please specify	
Recomendation by your company	MBA Fairs, please specify	
References from alumni	Others, please specify	
Newspapers and magazines, please specif	fy	
How will you be financ	ing this programme?	
Personal resources		
External financing (loans, etc.)		
Company resources. What percentage w	vill your company be financing?	%
	What percentage will they be financing?	
Do you know any Instit	tuto de Empresa alumni?	
	l Yes □ No	
Please state their names		
	Programme	Year
Name	Programme	Year

Programme



Signature

#### Referee Data (for International MBA, Master in Financial Mangement, Master of International Legal Practice only)

Referee 1 Full Name	
Company	Position
Address	Zip Code Town
State	Country
Tel	E-mail
Is the referee an Instituto de Empresa alumnus?	No Yes (programme, year)
Referee 2 Full Name	
Company	Position
Address	Zip CodeTown
State	Country
Tel	E-mail
Is the referee an Instituto de Empresa alumnus?	No  Yes (programme, year)
The information supplied by the candidate in this application, in the docuresulting from the admissions process will be used by Instituto de Empresa his/her aptitude for the programme in question, and for admission process implies unequivocal consent for said data to be treated and stored for the data means that you should not complete your application, given that it we have the same and the	a S.L., C/ Maria de Molina, 13, 28006, Madrid, for the purpose of evaluating purposes, regardless of the results of the process. Signing the application e abovementioned purpose. Refusal to consent to the treatment of this
Your personal data supplied in the application will be used to inform you of do not consent to your data being used for this purpose, mark this box □ de Empresa Alumni Association, C/ María de Molina, 12 bajo, 28006, Mad Madrid; The Instituto de Empresa Entrepreneurship Foundation, C/ María of 12, 28006 Madrid, and IE Learning Network, S.A. C/ María de Molina 12, 280 mark this box □.	The data you supply in the application will also be given to the Instituto rid: The Instituto de Empresa Foundation, C/María de Molina, 13, 28006 de Molina, 13, 28006, Madrid; IE Advise Division, S.L.U., C/ María de Molina
You may exercise your right to access, rectify, cancel and oppose your pabovementioned address.	personal data by addressing Instituto de Empresa, S.L. in writing, at the
In order to keep your data constantly updated, we would ask you to comr	nunicate any modification that may arise.
Name	Date





E Method of payment					





Applicant's rull Name
Programme
Please complete the above and give it to the person who will sign this letter of presentation. You hereby authorise the person who will act as you referee to provide Instituto de Empresa with all the information he/she deems relevant.
The aim of this programme is to provide students with the opportunity to develop the knowledge, skills and aptitudes that form the base of highly competent professional.
The questions request the kind of information that the Admissions Committee deems the most useful. Please feel free to write down your comment in the style that you feel most comfortable with. We are very aware of the time and effort involved in preparing a letter of presentation and would like to assure you that it is much appreciated and forms an extremely valuable part of our rigorous selection process.
1. When did you meet the candidate for the first time and in what capacity have your known her/him?
2. What do you consider to be the candidate's main strengths?
3. What features of the candidate's personality do you think could be improved or changed?

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ional comments.					
Referee Data					
ne			Zip Cod	e	
ne			Zip Cod	e	
ne			Zip Cod	e	

We would like to thank you for your collaboration. Please do not hesitate to contact us if you require any further information.

The data supplied by the referee is to be included in a computerised file that will be the property of Instituto de Empresa. The referee authorises Instituto de Empresa to treat the data provided in this document as a part of the candidate's admission process.

The referee may exercise the right to oppose, access, rectify, and cancel this data, in accordance with the Organic Law No. 15/1999 on personal data protection,

by giving due notification to the person responsible for the data files at Instituto de Empresa, C/ María de Molina, 13, 28006 Madrid.





Applicant's Full Name
Programme
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\*It is not necessary to supply this document for the International Executive MBA

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lo you think the candi	idate can successful	lly compete with	n fellow students	under the pres	ssure of a heavy wo
ional comments.					
Referee Data					
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# Documents that must be attached to this application form

Photocopies of complete university transcripts (original or copy bearing official stamp).
Photocopy of passport or ID card.
One passport-size photo (with your name on the back).
Curriculum Vitae (one page).
Photocopies of diplomas or certificates accrediting language skills, courses, seminars or programmes undertaken by the candidate.
For the International MBA: Two letters of recommendation written by professors, entrepreneurs, freelance professionals or persons holding a management position.
For the International Executive MBA: Certificate of current work.
These documents must be submitted the moment you embark on the admissions process. The Admissions Committee will
not make a final decision until they are in receipt of all the documents they require.
All information received as part of this application will be treated as confidential.
IMPORTANT
Please make sure that you have provided an adequate response to every question and have attached all the
documents listed above.
Send the completed application to Instituto de Empresa.



#### **Admissions Department**

María de Molina, 11, 13, 15 28006 Madrid (Spain) Tel. +34 91 568 96 10 Fax. +34 91 568 97 10 admissions@ie.edu www.ie.edu