



Application Form



Confidential

Last Name	First Name
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Month and Year of Intended entry:

- Executive MBA
- The Alba MBA Full Time Part Time
- MBA in Shipping Full Time Part Time
- MSc in Shipping Management Full Time Part Time
- MSc in Finance
- MSc in Risk Management
- MSc in Marketing
- MSc in International Business & Management Full Time Part Time
- MSc in Tourism Management Full Time Part Time
- MSc in Entrepreneurship Full Time Part Time
- MSc in Strategic Human Resource Management
- MSc in Business for Lawyers
- Double Masters for Lawyers
(with the University of Reading school of Law)
- Double Degree MSc in Supply Chain Management (ALBA) & Master Degree The European Business program International (KEDGE)

Checklist

Before sending your application to ALBA, please use this checklist to ensure that your application is complete.

- 2 Photographs
- 1st Recommendation
- 2nd Recommendation
- Certified copy of the proof of competency in English language (Proficiency, TOEFL, IELTS)
- GMAT Scores (if available)
- Official Transcripts of Grades (of your undergraduate and graduate studies if any)
- Certified copy of your Diploma (of your undergraduate and graduate studies if any)
- Copy of Police ID (Greek Applicants) /Passport (International Applicants)
- Financial Aid Application (if applicable)
- Essays
- Application Fee of €60 and proof of payment*

*After the submission of your application, you will receive a unique banking ID and further instructions for the payment of the non-refundable application fee of 60€.

Applicants who will not proceed with the payment of the application fee, they will not receive the final decision for their application file from the respective Academic Program Office.

PLEASE NOTE THAT ANY ATTEMPT TO INFLUENCE THE ADMISSION PROCESS IN A CANDIDATE'S FAVOR, THROUGH GETTING INTERESTED PARTIES INVOLVED IN THE PROCESS, WILL RESULT IN THE AUTOMATIC REJECTION OF THE APPLICATION.

Applicant Details

Last Name

First name(s)..... Father's Name.....
 (underline name by which normally known)

Date of Birth			Gender	Nationality
Day	Month	Year		
			M <input type="checkbox"/>	
			F <input type="checkbox"/>	
Marital Status		Place of Birth		
Vat Number		Police ID Number		
Children		Country in which you are ordinarily resident (last 6 years)		



Current Mailing Address		
Street		City
Country	Postal/Zip Code	Tel.
Mobile	Fax	E-mail

Permanent Mailing Address (if different than above)		
Street		City
Country	Postal/Zip Code	Tel.
Mobile	Fax	E-mail

Business Address		
Company		
Street		
City	Country	Postal/Zip Code
Tel.	Fax	E-mail

Is your employer aware that you are applying to ALBA? Yes No

May we contact you at work by:

 Telephone? Yes No

 Fax? Yes No

 Email? Yes No

Please let us know immediately if any of your contact details change at any time during the application process

Professional Background

Number of years of full-time work experience.....

Please give us the details of your current job

Company/Organization Name	
City	Country
Job Title/Position Held	Dept.
Responsibilities (please provide a description of your job to include the nature of work undertaken, your responsibilities, etc.)	

Please list all Full-time positions starting with your most recent/current position

Company	Dates		Job Title	City/Country
	Begin	End		

Please list all Part-time positions starting with your most recent/current position

Company	Dates		Job Title	City/Country
	Begin	End		

Military Service

Completed
 Deferral
 Exempted
 Not applicable
 From __/__/__ To __/__/__

Education & Professional Training

Please provide the following information concerning the Lyceum/High School from which you graduated

Year of Graduation

Name of Lyceum or High School

Grade of Graduation Diploma (GPA).....

Please give details of all undergraduate and graduate studies, and enclose all relevant official Diplomas & Transcripts

Dates		Institution attended & country	Major and/or specializations	Degree Grade (class/GPA)	Degree Earned (i.e., BSc, MSc, PhD)	F Full time P Part time
From	To					

Please give details of any additional training obtained

Dates		Professional firm of educational institution attended (name country if abroad)	Qualification & Subject	Result (Class/GPA)
From	To			

Please list any scholarships, awards and prizes obtained

.....

Professional Membership

.....

Languages

Please state your native language

.....

Please rate your English language ability:

Spoken	Elementary	1	2	3	4	5	Excellent
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written	Elementary	1	2	3	4	5	Excellent
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please indicate below the scores obtained of Proficiency or TOEFL or IELTS as proof of competency in English language:

Test	Date taken	Score Obtained

GMAT scores if available

Verbal _____ Quantitative _____ Total _____ Date of Test _____

If not taken, when do you intend to take the test?

Do you have knowledge of other Languages?

Language	Spoken					Written							
	Elementary	1	2	3	4	5	Elementary	1	2	3	4	5	Excellent
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Computer Skills

Do you have working familiarity with:

Word Processing Software	Elementary	<input type="checkbox"/>	Good	<input type="checkbox"/>	Excellent	<input type="checkbox"/>
Excel	Elementary	<input type="checkbox"/>	Good	<input type="checkbox"/>	Excellent	<input type="checkbox"/>
PowerPoint	Elementary	<input type="checkbox"/>	Good	<input type="checkbox"/>	Excellent	<input type="checkbox"/>
Do you have a PC/laptop at home?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Do you have Internet access at home?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		

Essays

Three essay questions should be answered by all candidates. Questions 1 and 2 are obligatory for everyone. Choose one more question from 3 to 5. Your answers should be typed, up to 300 words each, on separate sheets of paper and be stapled together. Your essays must appear in 10 – 12 font size and be double-spaced.

1. Why do you wish to pursue a degree at ALBA? What are your career aspirations and why?
2. Ask three persons to describe your strengths and weaknesses; a friend, a professional colleague and another person of your choice. How did they describe you, what were their reasons and what are your reactions?
3. Describe your most substantial accomplishment and explain why you view it as such?
4. Describe a situation where leadership and teamwork were critical to the outcome of a project in which you were directly involved. What did you learn from the experience and how have you applied what you learned to other situations?
5. Describe a setback, disappointment, or occasion of failure that you have experienced. How did you manage the situation, and what did you learn from it?

Marketing Information

This information is for statistical purposes and it doesn't affect the success of your application. Are you applying to any other Business Schools? If so, which?

.....

How did you hear about ALBA?

- ALBA Alumni
- Current Student(s)
- University/Professors
- Colleague
- Employer
- Press Ad
- Press Article
- World Wide Web
- Other _____

Which one of the above sources of information determined your final decision to apply for ALBA?

.....

Have you attended an ALBA information session? If so, when and where was this?

.....

Activities and Interests

Briefly describe any significant extracurricular activities, voluntary work, honorary positions held, etc.

Please list any hobbies, sports, or other non-academic interests. If circumstances permit it, what other interests would you like to pursue?

How do you plan to finance your studies?

Self Family Employer Other Please specify _____

Would you be available for a campus interview? Yes No

Please provide the names of the persons you have asked to write letters of recommendation

Name	Position	Address

I confirm that to the best of my knowledge the information contained in this Application Form is accurate.

Signature _____ Date ____/____/____

NOTIFICATION AND CONSENT FOR THE PROCESSING OF PERSONAL DATA

The American College of Greece (called herein as **"Data Controller"** or **"ACG"**), hereby informs you that it collects, processes and stores, in electronic or paper form, personal data concerning you, according to the provisions of the applicable legislation on personal data, namely today the Regulation (EU) 2016/679 of the European Parliament and of the Council ("General Data Protection Regulation") as well as the applicable Greek Legislation regarding the protection of personal data, as in effect from time to time (called herein as **"the Personal Data Legislation"**), and according to the specific terms and conditions set below.

The personal data concerning you which are or may be processed by ACG include especially the following (if applicable to your case): Full name, Father's name, Place and date of birth, Gender, Nationality, Marital/family status, VAT Number and Tax Office, Police ID/ passport Number, Social Security Number, IKA/AMKA number, Country of residence, Contact details, Professional Background information, Military information, Education and Professional Training information, Professional Memberships, Photographs, Information included in your essays, Extracurricular Activities and interests, Recommendation letters, Financial Data such as the manner in which you finance your studies, Payment Information, Bank Account and IBAN number, loans, Data included in official documents such as ID and Passport, VISA, Travel insurance, Residence/Work Permit, Financial Assistance/ Scholarship information, Data collected during the course of your studies in ALBA, such as transcripts, attendance and absence data, disciplinary record/actions, certificates, student's evaluations, honors and awards, CV, contract and correspondence with external employers for student internships, Class representatives, Student Portfolios, Videos during classes, transportation and accommodation information, health and health insurance data, etc.

ACG collects, stores and processes the above personal data for purposes of evaluation of the students' applications, the attendance of the Programs by the students, the protection of the students' health and in order to inform the students in relation to events, programs and matters concerning ACG in general and ALBA in particular. The legal bases of the above processing are your written consent granted hereby, the fact that the processing is necessary in order to take steps at your request prior to entering into a contract, the performance of our contract, ACG's compliance with its legal obligations, and the serving of the legitimate interests of ACG. Regarding special categories of data, the legal bases of the processing are your written consent granted hereby, and the fact that the processing is necessary for the protection of student's health and life, either for purposes of prevention, or in case there is an emergency for the provision of medical services, as well as for the performance of any obligations of ACG in the field of social security and social protection law.

The above personal data will be accessible and processed by authorized employees of ACG, who will process the personal data solely for the fulfillment of the aforementioned purposes, and by no means for their own benefit. Furthermore, some of the above personal data will be accessible and processed, within the framework of their responsibilities, by authorized external associates of ACG for the fulfillment of the aforementioned purposes. In addition, some of the above personal data may be transferred to competent public authorities for purposes of compliance of ACG with its legal obligations. Some of the above data may be transferred upon your request to universities or potential employers. Any further transfer of personal data to any third person or to a country outside the European Union, will take place only in accordance with the Personal Data Legislation.

ACG will keep and process the above personal data for as long as it is required for the serving of the aforementioned processing purposes and for as long as it is required in order to comply with its legal obligations and to defend itself against any legal claims. After the above time period, ACG will proceed to the deletion of the above personal data.

Subject to the exceptions, conditions and limitations provided by the Personal Data Legislation, you can exercise your right of access, rectification, restriction of processing, objection, erasure of the above personal data, as well as the right to data portability. In case you exercise one of the aforementioned rights, ACG will take any possible measure for the prompt satisfaction of your request, according to the

specific provisions and conditions of the Personal Data Legislation, and shall inform you in writing regarding the satisfaction of your request, or for the reasons that prevent the exercise or the satisfaction thereof according to the Personal Data Legislation.

In addition, you may at any time withdraw your present consent, without however affecting the lawfulness of processing based on your consent before its withdrawal and the processing based on another legal basis. We inform you that in case of withdrawal of your consent, we may not be able to use the above personal data and the attendance of the ALBA Program(s) may not be possible.

Furthermore, you have the right to lodge a complaint with the Hellenic Data Protection Authority, in case you consider that the processing of your personal data is against the applicable legislation.

If you have any queries in relation to the protection of your personal data or you wish to exercise your legal rights, you can contact the Data Protection Officer of the American College of Greece by using the following contact details:

Address: 6 Gravias Street, Aghia Paraskevi, 15342

E-mail address: dpo@acg.edu

PROCESSING OF CONTACT DETAILS BY ACG

I hereby provide my consent for the processing of my contact details by ACG, in order to receive information on news and events of Alba.

Yes _____ No _____ (please fill in accordingly)

I have been informed and I hereby provide my consent for the processing of the aforementioned data.

_____ First and Last Name Date

(To be filled in by the applicant)