

# Application Form

Confidential

_____	_____
Last Name	First Name

Month and Year of Intended entry:
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**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 Marketing**

**MSc in International Business & Management**

**MSc in Tourism Management**

Full Time

Part Time

**MSc in Entrepreneurship**

**MSc in Strategic Human Resource Management**

**MSc in Business for Lawyers**

**Double Degree MSc in Supply Chain Management (Alba)**

**& Master Degree The European Business program International (KEDGE)**

## Checklist

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

- 2 Photographs
- 1<sup>st</sup> Recommendation
- 2<sup>nd</sup> 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 (and more specifically after three to four working days of the actual submission of your application file), you will receive from the respective Program Office 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.

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



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

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Professional Membership

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# Languages

Please state your native language

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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

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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

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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?

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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?

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

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## Activities and Interests

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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 \_\_\_\_/\_\_\_\_/\_\_\_\_

**Disclaimer:** The release of your data in this document indicates your consent to Alba to maintain that data in a database and use it according to law 2472/1997. You reserve the right to request that your personal data be confirmed, altered or deleted from this database, at any time and according to law 2472/1997.