

Application Form

Confidential

.....
Last Name	First Name

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)

Certificate in Financial Management

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)
- Financial Aid Application (if applicable)
- Essays
- Application Fee of €60 and proof of payment

This payment can be made by:

- By bringing to ALBA a bank cashier's check in the above amount made payable to ALBA ΚΟΛΛΕΓΙΟ ΔΙΟΙΚΗΣΗΣ ΕΠΙΧΕΙΡΗΣΕΩΝ (for Greek citizens), or payable to ALBA (for non-Greek citizens), or
- By paying to ALBA the above amount in cash (Monday – Friday, 09:00 – 15:30), or
- By bringing to ALBA a receipt of your payment of the above mentioned amount at our ALPHA Bank Account No. 101-00-2320-011893, IBAN: GR21 0140 1010 1010 0232 0011 893, SWIFT (BIC) CODE: CRBAGRAAXX, or
- Charging your credit card, MasterCard or VISA

Please charge my: MasterCard VISA

Name of card holder _____

Card # _____

Exp. Date ____/____

Signature _____

Please return the complete application form to:

ALBA Graduate Business School
at The American College of Greece
Admissions Office
6-8 Xenias Str., 115 28 Athens, Greece
Tel.: +30 210 896 4531-8, Fax: +30 210 896 2139

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).....

(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	
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	<input type="checkbox"/>	No	<input type="checkbox"/>	
May we contact you at work by:	Telephone?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Fax?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Email?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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				Excellent	Elementary				Excellent
	1	2	3	4	5	1	2	3	4	5
_____	<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?

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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

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.