

## PREPARING YOUR APPLICATION

**Transcripts** We must receive official transcripts of all university level studies you have undertaken. Ask the schools concerned to send the transcripts to AGSBE at the mailing address below.

**Two Letters of Recommendation** These letters should be from professors who taught you during your last degree program. If you graduated more than two years ago, then this obligation is waived and you can ask someone who can assess your potential to succeed in graduate level study; this could be an employer. Recommendation letters should be sent to AGSBE by your referee, so be sure to give them the mailing address of AGSBE. Letters should be written on headed paper. We will accept a letter of recommendation by email, as long as the original is then mailed to us. Also let the referee know when you are submitting your application and ask him/ her to send it as close to that date as they can. List the names of your referees on the application form.

**TOEFL score** All applicants whose mother tongue is not English are required to take the TOEFL (Test of English as a Foreign Language). Exceptions may be made for applicants who graduated from an English language degree program in an English-speaking country. You will find information about test centers and dates on [www.toefl.org](http://www.toefl.org); arrange to take the test in plenty of time so we will receive the score before the deadline for applications. The score will be sent directly from the testing agency to AGSBE. The AGSBE institution code is **0230**. A minimum score of 600 on the paper-based test, 260 on the computer-based test or 90 on the new Internet-based test is required.

**Degree diplomas** If transcripts do not include the degrees awarded, please send photocopies of degree diplomas. International applicants must send an official copy of degree certificates.

**Statement of personal and career objectives** The personal statement assists the admissions committee to get to know you better and assess your potential to do graduate level work. We want to know why you are envisaging studying in the field of finance or marketing and your objectives after graduation. Please take time over this essay, which should be one or two pages in length. Remember content is more important than length.

**Application fee** The application fee of 100 Euros should be paid online at [www.ags.edu](http://www.ags.edu). Your application will not be processed until the application fee has been received.

**Documents in a language other than English** must be accompanied by certified translations. Notarized translations alone will not be accepted, as translations do not replace original documents. Both originals and translations must be received in order for an application to be processed.

**Application form** Complete the application form, sign and date it and send it by mail, Internet or fax, with your personal statement, and any other document you wish to attach that you feel is relevant to your application.

**GMAT score (optional)** Students might consider submitting a GMAT score if they feel their academic transcripts do not reflect their current status and potential or if the resume indicates lack of expertise in pivotal areas of management. A solid GMAT score is a plus for gaining entry into our executive programs but it is not required and does not guarantee admission.

**Please Note** *No document or fee received by AGSBE will be returned to the applicant.*

*Applications will only be processed when all documentation has been received, and the application fee paid.*

### **Mailing address:**

Mr Matthew Delabre  
Admissions  
American Graduate School of Business and Economics  
101 boulevard Raspail  
75006 Paris  
France

Email: [matthew.delabre@ags.edu](mailto:matthew.delabre@ags.edu) Telephone: +33 (0)1 47 20 00 94 Fax: +33 (0)1 47 20 81 89

## MBA APPLICATION FORM

Intended start of studies: \_\_\_\_\_

### PERSONAL DATA

Family/Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name(s): \_\_\_\_\_

Sex: \_\_\_\_\_ Nationality: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_  
(dd/mm/yy)

Address to which you wish mail to be sent during the application process Give limit of validity if applicable:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permanent address:  
(if different from above)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permanent email address: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ Telephone (portable): \_\_\_\_\_

Mother tongue: \_\_\_\_\_ Language(s) spoken at home: \_\_\_\_\_

List any other languages you speak: \_\_\_\_\_

### ACADEMIC INFORMATION

University (Name, Country): \_\_\_\_\_ Graduation year: \_\_\_\_\_

Degree obtained: \_\_\_\_\_ Major/Specialization: \_\_\_\_\_

University (Name, Country): \_\_\_\_\_ Graduation year: \_\_\_\_\_

Degree obtained: \_\_\_\_\_ Major/Specialization: \_\_\_\_\_

University (Name, Country): \_\_\_\_\_ Graduation year: \_\_\_\_\_

Degree obtained: \_\_\_\_\_ Major/Specialization: \_\_\_\_\_

Other university experience: \_\_\_\_\_

### TIME LIVED ABROAD (IF ANY)

Country	Year(s)	Duration	Purpose
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



**BUSINESS INFORMATION**

Company name: \_\_\_\_\_ Title: \_\_\_\_\_

Number of years in this role: \_\_\_\_\_ Total years of working experience: \_\_\_\_\_

Describe your industry, your organization's primary function, and your division's role in it:

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Describe your main activities, responsibilities, and challenges:

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**OTHER EXPERIENCE**

Mention here other information that could be relevant to your application: leadership positions held, honors awarded, additional test scores, professional certificates, licenses, volunteer work etc.

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**RECOMMENDATIONS**

Give here the names and positions of the two people whom you have contacted to write letters of recommendation.

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**DATES OF TOEFL**

Test of English as a Foreign Language (TOEFL) taken on: \_\_\_\_\_ (if applicable)

**APPLICATION FEE:** Date paid: \_\_\_\_\_ (The fee of €100 should be paid online at: [www.ags.edu](http://www.ags.edu))



**WHERE DID YOU HEAR ABOUT AGSBE?**

CHECK ALL THAT APPLY (PLEASE SPECIFY WHERE POSSIBLE):

ONLINE SEARCH ENGINE \_\_\_\_\_  EMABSSY / CONSULATE \_\_\_\_\_

WHAT KEYWORDS DID YOU ENTER? \_\_\_\_\_

AGS STUDENT / ALUMNUS \_\_\_\_\_

ADVERTISEMENT \_\_\_\_\_  PROFESSOR / ADVISOR / STAFF MEMBER \_\_\_\_\_

ONLINE EDUCATION DIRECTORY \_\_\_\_\_

PRINT EDUCATION DIRECTORY \_\_\_\_\_  ALLIANCE FRANÇAISE / ARCADIA \_\_\_\_\_

UNIVERSITY FAIR \_\_\_\_\_  OTHER \_\_\_\_\_

**WHAT PROMPTED YOU TO APPLY TO AGSBE?**

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**SOURCING OF FUNDING** Program charges for my participation in the program will be paid:

IN FULL, BY ME

OTHER. PLEASE SPECIFY \_\_\_\_\_

IN FULL, BY EMPLOYER

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IN FULL, BY LOAN

**WILL YOU BE APPLYING FOR FINANCIAL AID?**

U.S. FEDERAL LOAN

PRIVATE LOAN

OTHER NATIONAL LOAN

OTHER \_\_\_\_\_

AGS LOAN

**TO WHAT OTHER UNIVERSITIES ARE YOU APPLYING?**

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**TO WHAT OTHER UNIVERSITIES ARE YOU APPLYING?**

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**PERSONAL STATEMENT** (attach no more than two pages to your application)

The admissions committee wants to know more about you. Write about any experience: personal, academic or professional that has led to your desire to study business administration. Why do you believe that you are a good candidate for this program? What are your goals after graduation?

**SIGNATURE:**

**Date:**

**SEND YOUR APPLICATION TO :**

Mr Matthew Delabre  
Admissions,  
American Graduate School of Business and Economics,  
101 boulevard Raspail,  
75006 Paris,  
France

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