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; 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. 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 Kambiz Zare
Director of Business Program
American Graduate School of Business and Economics—6th floor
101 boulevard Raspail
75006 Paris
France

Email: kambiz@ags.edu      Telephone: +33 (0)1 45 44 98 70       Fax: +33 (0)1 45 44 98 76
INTERNATIONAL 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:
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

Describe your main activities, responsibilities, and challenges:
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

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.
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

RECOMMENDATIONS

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

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)
WHERE DID YOU HEAR ABOUT AGSBE?
CHECK ALL THAT APPLY (PLEASE SPECIFY WHERE POSSIBLE):

☐ ONLINE SEARCH ENGINE __________________________
☐ EMBASSY / CONSULATE __________________________

WHAT KEYWORDS DID YOU ENTER? __________________________

☐ ADVERTISEMENT __________________________
☐ PROFESSOR / ADVISOR / STAFF MEMBER __________________________

☐ ONLINE EDUCATION DIRECTORY __________________________

☐ PRINT EDUCATION DIRECTORY __________________________
☐ ALLIANCE FRANÇAISE / ARCADIA __________________________

☐ UNIVERSITY FAIR __________________________
☐ OTHER __________________________

WHAT PROMPTED YOU TO APPLY TO AGSBE?
__________________________________________________________
__________________________________________________________

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

☐ IN FULL, BY ME
☐ IN FULL, BY EMPLOYER
☐ IN FULL, BY LOAN
☐ OTHER. PLEASE SPECIFY __________________________

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?
__________________________________________________________
__________________________________________________________
TO WHAT OTHER UNIVERSITIES ARE YOU APPLYING?

______________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________

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 Kambiz Zare
Director of Business Program
American Graduate School of Business and Economics—6th floor
101 boulevard Raspail
75006 Paris
France

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