

INTERNATIONAL MBA PROGRAM APPLICATION FORM



NYENRODE
BUSINESS UNIVERSITEIT





APPLICATION PROCEDURE AND INSTRUCTIONS

Candidates applying for the Nyenrode International MBA program must submit the following documents:

- A completed and signed application form including a curriculum vitae (in English) and written essays
- Two letters of recommendation
- The Graduate Management Admission Test (GMAT)
- The Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) (for non-native English speakers only)
- A non-refundable application fee of € 80
- A passport photograph, digital or hard copy. (Should you be accepted to Nyenrode Business Universiteit, your photograph will be used in internal program publications.)

APPLICATION FORM

The Nyenrode MBA Admissions Committee pays considerable attention to the information you provide in this document. Before answering the questions, please read the application instructions and the entire application form carefully. You should try to limit your answers to the space available and use separate sheets for the descriptions of your professional experience and responses to the essay topics. Please answer all questions in English, regardless of your nationality.

The application must be your own work. Please note that application packages will be screened for plagiarism.

RECOMMENDATIONS

You are required to submit two letters of recommendation on the forms provided. Previously prepared letters of reference are acceptable, but as these letters frequently do not address all the questions on the Recommendation Form they may put your candidacy at a disadvantage. Please read the instructions on the Recommendation Form carefully before asking the referee to complete it.

DIPLOMAS AND TRANSCRIPTS

A complete application must include an official, certified transcript from each university or college you have attended and a certified copy of all diplomas corresponding to the transcripts. If possible, the information should contain records showing courses, grades, class of degree and class rank, and should include an explanation of the grade scales used. If your transcript is in a language other than English, Dutch, French, German or Spanish, please have it translated into English and submit both the certified copy of your transcript and a certified translation.

GMAT RESULTS

Graduate Management Admission Test (GMAT)

Score reports must be sent to the MBA Admissions Office directly from Pearson VUE. To facilitate the receipt of your score reports, please fill in the code for Nyenrode Business Universiteit on the GMAT registration form. The GMAT code for the International MBA is W21-2K-17.

If you took the test in a previous year, you should also request for your score report to be sent directly to Nyenrode under its respective code. You should allow four weeks for test scores to arrive at the MBA Admissions Office. The GMAT Bulletin of Information, which includes registration materials and all other up to date information concerning the test can be obtained online via www.mba.com.

TOEFL RESULTS

Test of English as a Foreign Language (TOEFL)

If your native language is not English, you must submit the results of either the TOEFL or the IELTS. You may be exempted from this requirement if you have conducted your university studies in English. As with the GMAT, TOEFL scores must be reported directly from the testing body.

The Nyenrode institutional code for the TOEFL is 9202: the department code is 02.

Please remember that the GMAT and TOEFL scores are the only part of your application that you do not mail directly to the MBA Admissions Office in your application package.

IELTS RESULTS

International English Language Testing System (IELTS)

As an alternative to the TOEFL test, Nyenrode also accepts the IELTS test. You may be exempted from this requirement if you have conducted your university studies in English. As with the GMAT test, you may request your IELTS score to be sent directly to Nyenrode. Information and registration materials for IELTS can be obtained online via www.ielts.org.

APPLICATION FEE

A non-refundable fee of € 80 is required to cover processing of the application. Please do not send cash. Make your bank draft, Euro cheque or international money order payable to 'Nyenrode Business Universiteit, MBA Application Fee'. Private checks should be in either Euros or US Dollars.

Bank transfers should be sent to ABN AMRO Bank N.V. Breukelen:

Bank account number: 55.05.53.827.

IBAN: NL33ABNA0550553827

BIC: ABNANL2A

Please include your payment or notification of bank transfer in the application package.

APPLICATION PROCEDURE

Applications are processed on a continuous basis in order of receipt and should be submitted as early as possible. The Admissions Committee will review applications on a rolling basis. After the application package has been reviewed by the Admissions Committee, you will be notified whether you will be invited for an interview. The interview plays an important role in assessing your suitability for the Nyenrode MBA programs.

Applicants are encouraged to come to Nyenrode Business Universiteit for their interview. Should you be unable to travel to the Netherlands, arrangements can be made for you to be interviewed by telephone. The Admissions Committee will make every effort to provide you with a final decision as soon as all assessments have been made. Applicants accepted to Nyenrode will be required to pay a non-refundable deposit of € 1.000 in order to secure their place. The deadline for payment will be indicated in the letter of acceptance to the program.

APPLICATION

PERSONAL INFORMATION

I am applying for the International MBA Program starting 20 _____

Family name	<input type="checkbox"/> Mr <input type="checkbox"/> Ms
First name(s)	First name used
Date of birth <small>day month year</small>	Town
Country of birth	Nationality
Present country of residence	Marital status
Age at the start of the program	

MAILING ADDRESS

Full postal address	
City	Country
Phone	Mobile
Fax	E-mail
Alternative address, if current address ceases to apply:	

EMPLOYER INFORMATION

Company name	
Company sector <small>Telecommunications, Consulting, Financial Services etc.</small>	
Present position	
Functional area <small>Marketing, Finance, Operations, etc.</small>	
Company address	
Phone	Fax
E-mail	Can we contact you at this address? <input type="checkbox"/> yes <input type="checkbox"/> no
Total number of consecutive years of full-time work experience at the start of the program:	

GMAT, TOEFL AND IELTS RESULTS

Have you taken the GMAT?	<input type="checkbox"/> Yes, date	Total score
	<input type="checkbox"/> No, date I plan to take it	
Have you taken the TOEFL?	<input type="checkbox"/> Yes, date	Total score
	<input type="checkbox"/> No, date I plan to take it	
	<input type="checkbox"/> No, I would like to request a waiver because	
Have you taken the IELTS?	<input type="checkbox"/> Yes, date	Total score
	<input type="checkbox"/> No, date I plan to take it	
	<input type="checkbox"/> No, I would like to request a waiver because	

EDUCATION

Please list all colleges and universities attended.

Dates from - to	Institution, Country	Field of study	Degree obtained (Eg BA, MSc)

Which other professional educational institutions or courses have you attended?

Dates from - to	Institution, Country	Field of study	Qualification obtained

Please list any academic or professional distinctions, honors, awards and scholarships that you have received.

Please list, in order of importance to you, your extra-curricular collegiate, community and professional activities.

Is your academic performance a reflection of your ability? If not, please explain.

What do you think you have gained from your university studies? Conversely, what did you not gain that you now find important?

SELF-ASSESSMENT

Please provide a critical self-assessment.

YOUR PROFILE

Please describe your present or most recent position and its significance within the organization.

INTERNATIONAL EXPOSURE

Please describe your international exposure, such as residence abroad, travel or work experience, in order of importance to you.

Dates from - to	Activity	Country

LANGUAGE SKILLS

	Mother tongue	Fluent	Good	Basic
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other languages	<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"/>

**SOURCES OF
INFORMATION ON
NYENRODE BUSINESS
UNIVERSITEIT**

How did you first hear of the Nyenrode MBA Program? (One answer only)

- Personal visit to Nyenrode
- Mailing received from Nyenrode
- Information Session date
- Conference or fair please specify
- Website please specify
- Printed advertisement please specify
- MBA guide please specify
- Alumnus / Alumna please specify
- Other please specify
- At work from a colleague / HR Department
- Advice of a professor / student advisor

Which of these sources had the greatest influence on your final decision to choose Nyenrode Business Universiteit? (One answer only)

- Personal visit to Nyenrode
- Mailing received from Nyenrode
- Information Session date
- Conference or fair please specify
- Website please specify
- Printed advertisement please specify
- MBA guide please specify
- Alumnus / Alumna please specify
- Other please specify
- At work from a colleague / HR Department
- Advice of a professor / student advisor

**FINANCING YOUR
MBA EDUCATION**

How do you intend to finance your MBA education?

- Own means
- Company sponsorship
- Other please specify
- Bank loan

My application demonstrates my (academic) merit, and I would therefore like to be considered for a Nyenrode scholarship.

- yes no

RECOMMENDATIONS

Please list the people you have asked to recommend you.

1	Family name	First name	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms
	Position	Organization		
	Address			
<hr/>				
2	Family name	First name	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms
	Position	Organization		
	Address			

OTHER OPTIONS

What plans do you have if you are not accepted to the Nyenrode MBA?

To which other business schools do you intend to apply?

WORK EXPERIENCE

On separate sheets of paper, using the guideline below, please list your professional experience (including military) starting with the most recent.

Company

Company sector

Size of company number of employees and turnover in €

Country of operation

Title / Position

Functional area

From month, year To month, year

Full-time

Part-time

Description of the nature of your work, including your main responsibilities, number of employees under your supervision, the budget involved, results achieved, and the evolution of your career within the company (use space as necessary)

Starting salary in €

Ending salary in €

Reason for leaving

ESSAY TOPICS

On separate sheets of paper, please respond to the following essay topics.

Prepare your essays carefully, as they are your opportunity to provide unique information about yourself, your ambitions and your interests. Please limit your responses to each topic to no more than two pages of typed double spaced text.

- 1 How do you expect an MBA degree to help you in your career goals? Please reflect on the nature of the role you would like to have and in what type of organization. How will the Nyenrode MBA help you towards achieving this?
- 2 Based on your own experience, please discuss an example of a situation where your teamwork and/or leadership skills have been tested. In your answer, describe the event and your involvement. What did you learn from the experience? What would you do differently in the future should a similar situation arise?
- 3 Choose both an achievement and a failure from your professional or personal life and describe why you see it as such. What lessons did you learn from each incident? How would you handle such incidents in the future?
- 4 Why should you be accepted as a candidate to the Nyenrode MBA program? What will be your personal contribution to Nyenrode as an alumnus/na of the International MBA program?

APPLICATION FEE

Please include your payment or notification of bank transfer in the application package, and specify below your method of payment (bank transfer, eurocheque or international money order). Private checks can be accepted provided they are in either Euros or US Dollars, and should be payable to Nyenrode Business Universiteit.

The application fee of € 80 has been paid via:

Check

Name of the bank

Dated

Bank transfer, from

Name of the bank

City

Dated

SIGNATURE

All the information in this application package is true, accurate and complete to the best of my knowledge. I certify that I have formulated and written all narrative responses without assistance of any kind. I understand that withholding or giving false information will invalidate my application and make me ineligible for admission to Nyenrode Business Universiteit.

Date

Signature

LETTER OF RECOMMENDATION

REFERENCE

Applicant's name

Recommender's name

To the applicant

Please print your full name above and give this form to the person you have asked to recommend you. Ask this person to complete this form, place it in an envelope, seal the envelope, sign across the seal and return it to you. Return the unopened envelope with your application. Alternatively, you may ask your recommender to mail the recommendation directly to the Nyenrode MBA Admissions Office.

To the applicant and the recommender

This recommendation will be used for admission purposes only. The applicant will not have access to the information at any time.

To the recommender

Please answer the following questions. If possible, please type or print. After completing this form, place it in an envelope, seal the envelope, sign across the seal and return it to the applicant. Alternatively, you may send your recommendation directly to the Nyenrode MBA Admissions Office. This recommendation is a required part of the application so a prompt return is essential. Nyenrode Business Universiteit places a great deal of importance on comments from recommenders when considering an application for admission to its MBA programs. We realize this requires both time and effort on your part and we sincerely appreciate your assistance. Thank you in advance.

How long have you known the applicant and in what capacity?

What do you consider the applicant's primary talents or strengths?

In what areas does the applicant need improvement or growth?

LETTER OF RECOMMENDATION CONTINUED

REFERENCE

Many qualities, including reasoning, communications, interpersonal skills and integrity contribute to an individual's effectiveness in management. Please comment on the applicant's abilities in this regard.

Using the table below, please rate the applicant comparing him/her with his/her peers and note the reference group with which you are making your comparisons.

Reference group:	Superior Top 5%	Excellent Top 15%	Good Top 25%	Average Top 50%	Unable to rate
Leadership potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creative / innovative approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aptitude for teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning skills / time management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please rate the applicant's aptitude for

Reference group:	Superior Top 5%	Excellent Top 15%	Good Top 25%	Average Top 50%	Unable to rate
Post-graduate studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Success in international management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have additional comments concerning this applicant that you believe to be relevant?

Date

Signature

Please attach your business card and mail to:

Nyenrode Business Universiteit, MBA Admissions Office, PO Box 130, 3620 AC Breukelen, The Netherlands

LETTER OF RECOMMENDATION

REFERENCE

Applicant's name

Recommender's name

To the applicant

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Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please rate the applicant's aptitude for

Reference group:	Superior Top 5%	Excellent Top 15%	Good Top 25%	Average Top 50%	Unable to rate
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Success in international management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have additional comments concerning this applicant that you believe to be relevant?

Date

Signature

Please attach your business card and mail to:

Nyenrode Business Universiteit, MBA Admissions Office, PO Box 130, 3620 AC Breukelen, The Netherlands

APPLICATION CHECKLIST

CHECKLIST

Applications will not be reviewed until all documents have been received by the MBA Admissions Office.

Please make sure that your application includes the following:

- Completed and signed application form
- Application fee of € 80
- A passport photograph (digital or hard copy)
- Certified copies of diplomas
- Certified copies of transcripts
- 4 Essays
- Curriculum vitae
- 2 Recommendation letters

Please remember that the GMAT and TOEFL scores are the only part of your application that you do not mail directly to the MBA Admissions Office.

Nyenrode Business Universiteit reserves the right to make changes affecting policies, fees, curriculum, or other matters announced in this publication without prior notice.

Nyenrode Business Universiteit

MBA Admissions Office

PO Box 130

3620 AC Breukelen

The Netherlands

Phone +31 346 291 725

Fax +31 346 250 595

E-mail imbaadmissions@nyenrode.nl

Internet www.nyenrode.nl

Candidates for the International MBA are invited to note IMBA Admissions Office on the envelope in which they submit their application.



NYENRODE
BUSINESS UNIVERSITEIT

Nyenrode Business Universiteit

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The Netherlands**

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