



Your application

Thank you for considering the EMBA-Global programme. The information that follows is designed to help you prepare your application and be a competitive candidate. You can start the process now and use this overview to:

- Plan your application activities
- Complete your essays for the EMBA-Global programme
- Gather the required documentation for your application.

When should I apply?

Whilst you can apply at any time with the rolling admissions process, the application dates below are to help you plan your application timing. The sooner you apply, the sooner you receive a decision and places are allocated on a rolling basis.

We recommend that you submit your application as early as possible to allow time to organise your funding, apply for visas and complete your pre-enrolment workload.

Online application

Applications for EMBA-Global are completed online. Please visit the website for the latest information and to access the application form.

Full instructions are included within the online application system itself. The application is designed to be completed over several sessions. Once you create your username and password, you can work on your application at your own pace, saving your work as you go along. You will also be able to invite your referees to complete their reference forms on your behalf and pay your application fee. Once you have submitted your application, you will be able to check your application status through the same system.

Who sees my application?

The system is password protected and secure. Your application material will be seen by the Admissions Committees of the partner schools.

Your application checklist

- Application form containing personal, employment and educational information
- Two essays and one personal statement
- Two recommendations
- One page CV/resume
- GMAT test score certificate
- Test of English for non-native English speakers (TOEFL or IELTS)
- Transcripts of undergraduate/post graduate degrees. An English translation to be provided by an official translation agency. Original and translation to be sent.
- Letter of support from company (can be submitted at interview/acceptance point)
- Copy of passport page with picture and identification information
- Application fee of US\$250.00

An application is complete when the candidate has provided **all** the documents listed in the checklist, including the application fee. Candidates will not be considered for review or interview stage until this point.

Documents to go to the Admissions Office

- Application fee if not paid online
- Transcripts and academic documents if not uploaded online

Planning your application

- Book and take the GMAT test (www.mba.com/mba/TaketheGMAT)
- Book and take (if appropriate) a test of English language proficiency
- Choose your recommenders and brief them on the EMBA-Global programme
- Request transcripts and certificates and if appropriate arrange translation to English
- Arrange your letter of company support.

EMBA-Global essay questions

The essay questions and personal statement are designed to provide insight into:

- Your motivations for undertaking the EMBA-Global programme
- How the programme fits with your long-term career goals
- What your individual contribution will be to the classroom.

There are no right or wrong answers and all information is important. This forms a significant part of the application, so thoughtfully completed answers and early preparation is highly recommended. We recommend that you observe the maximum word limit which has been indicated for each essay.

Essay 1 (maximum 500 words)

Why do you wish to participate in the EMBA-Global programme? What do you hope to experience and how will participation in this programme help you to achieve your objectives?

Essay 2 (maximum 500 words)

Please describe a situation either work or personal where you faced a particular challenge. What was the outcome and what did you learn from the experience about your own strengths and personal development needs?

Personal statement (maximum 500 words)

Please tell us about yourself and your background. How do you embody the characteristics of a future global leader? The objective of this statement is to get a sense of who you are, rather than what you have achieved professionally.

Letter of company support

A signed letter from an authorised sponsor stating the sponsorship agreement from the company must be submitted with your application. Candidates may be self-sponsored, but their employers are still required to support them in terms of time. Applicants must submit complete information on terms of sponsorship with the appropriate signature from an authorised sponsor. This may be the department head, president, CEO or human resources executive.

Example: Re: Sponsorship of John Doe

The XYZ Corporation is pleased to sponsor John Doe's application to the EMBA-Global programme. John will be completely released from his professional responsibilities on class days, his travel time will be kept at a minimum, and he will be paid his full salary while he is enrolled in the EMBA-Global programme.

The cost of the programme will be paid by

Please address billing statements to the following:

Name

Address

Recommendations

You will be asked to provide **two** letters of recommendation using the EMBA-Global recommendation form. One should be from your supervisor or immediate manager who can attest to your managerial abilities. Typically, the other should be from a senior management member such as your department head or Human Resources manager. Some candidates are able to provide an academic reference, but most generally

recommenders are drawn from your current and previous employment networks.

Who shall I contact?

Enquiries and applications from candidates for EMBA-Global Americas and Europe who are resident in North, Central, and South America, the Caribbean and Asia are managed by **Columbia Business School**. Enquiries and applications from candidates for EMBA-Global Americas and Europe residing in Europe, the Middle East and Africa are managed by **London Business School**.

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