

### Your application

Thank you for considering the EMBA-Global Americas & Europe programme. The information that follows will 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?

You can apply at any time with the rolling admissions process; the application dates below will help you plan your application timing. The sooner you apply, the sooner you receive a decision. Places are allocated on a rolling basis. Candidates who apply after the March deadline will be considered on a case by case basis.

Stage	Application to be submitted by
Early Fall deadline	September 14, 2021
Late Fall deadline	November 9, 2021
Early Spring deadline	January 18, 2022
Late Spring deadline	March 8, 2022

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 to see if your references have been sent.

### Who sees my application?

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

## What's in the application?

- Personal data relating to yourself, including educational and employment history, resume, and test scores including tests of English proficiency
- Essays and personal statement
- Letter of company support and recommendations
- Academic documentation (transcripts and certificates) from your undergraduate and postgraduate educational experience.

An application is complete when the candidate has provided **all** the documents listed in the checklist, including the application fee. No offers can be made until all required items are received.

## Planning your application

Review and choose your test.

Executive Assessment, GMAT and GRE are accepted.

- Book and take the [Executive Assessment](#) OR
- Book and take the GMAT test ([www.mba.com/mba/TaketheGMAT](http://www.mba.com/mba/TaketheGMAT)) OR
- Book and take the GRE <http://www.ets.org/gre/>
- 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 help us build up a picture of you and what you can bring to the EMBA-Global class. There are no right or wrong answers and all information is important. 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 professional situation 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 who you are, rather than what you have achieved professionally.

## 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, and the second typically from another senior management member such as your department head or Human Resources manager. Some candidates are able to provide an academic reference, but generally recommenders are drawn from your current and previous employment networks.

## 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 program will be paid by:

Please address billing statements to the following:

Name

Address

## Your application checklist

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

## Who shall I contact?

Enquiries and applications from candidates for EMBA-Global 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 residing in Europe, the Middle East and Africa are managed by **London Business School**.

We can answer your questions about the programme or arrange for you to sit in on a class at London Business School or Columbia Business School. Please contact Columbia or London Business School depending on the region in which you are based – though we are always happy to hear from candidates who are travelling and want to visit, just give us a little notice.

<b>Located in Europe, the Middle East or Africa?</b>  <b>Ashley Curry</b> <b>Admissions Manager, Sloan and EMBA-Global Programmes</b> London Business School Tel: +44(0)20 7000 8367 Email: embaglobal@london.edu	<b>Located in North, Central or South America, the Caribbean or Asia?</b>  <b>Susan Sullivan, Associate Director of MBA Admissions</b> Columbia Business School Executive MBA Programs Tel: +1 212 854 1961 Email: apply@gsb.columbia.edu
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