

# Application Requirements for MBA, EMBA and MS programs of Istanbul University, Graduate School of Business

## Application requirements to programs

### 1-Graduation

The students applying the programs should hold at least a bachelor degree. Students who are currently enrolled in an undergraduate program or in other graduate programs, are expected to be graduated in times of application. During the dates of pre-enrollment these students should turn in a document showing that the candidate can be graduated from the currently enrolled institution in dates of the final enrollment. The students admitted to the programs should not be enrolled in other education programs.

### 2- ALES or GMAT or GRE score report

Only full-time MBA candidates are required to bring in the valid score reports of one of the ALES / GMAT / GRE exams during the application process. The minimum acceptable score for each of the exams are listed below.

<b>ALES</b>	<b>GMAT</b>	<b>GRE</b>
A minimum score of 55 (any subject area)	450	Minimum score from quantitative part: 149

### 3- Language Requirements

Candidates applying to the programs given in English should prove their proficiency level. The valid reports of one of the following exams are expected to be reported in dates of the application process. The minimum acceptable score for each of the exams are given below.

- KPDS: a minimum score of 65
- ÜDS: a minimum score of 65
- YDS: a minimum score of 65
- TOEFL (IBT): 78\*
- English proficiency exam given by Istanbul University, Graduate School of Business: A minimum score of 65

\* or an equivalent score

### 4- Job Experience

For the application to the Executive MBA program five years full time job experience is required. Job experience is not a requirement for the application to other programs offered by the Graduate School of Business.

## **5-CV**

Applicants to the Executive MBA program are required to submit a detailed CV listing all of the previous job experiences which should entail details about the responsibilities involved.

## **6- Recommendation Letter**

The applicants to the Executive MBA program are required to bring in two recommendation letters.

## **7- Statement of Purpose: Goals in Profession**

Candidates applying the Executive MBA programs are required to prepare a statement of purpose describing their professional goals in business.

## **8- Admission Evaluation Procedure:**

The weights used for the final evaluation of the applicants for full-time programs and the corresponding admission decision are as follows: 50 % of the ALES exam score (or equivalent exam score), 25 % of the undergraduate GPA and 25 % of the interview score. The applicants will be selected, to be admitted to the programs limited with the capacity of each program, according to their ranking among the other applicants. The final scores will be rounded to three decimal places. For consideration of admissions a minimum final score of 60 is expected from each applicant. In case of a tie among two or more applicants, the priority will be given to those applicants with a higher ALES (or equivalent GMAT) score.

The weights used for the final evaluation of the applicants for the part-time programs and the corresponding admission decision are as follows: 50 % of the undergraduate GPA and 50 % of the interview score. The applicants will be selected, to be admitted to the programs limited with the capacity of each program, according to their ranking among the other applicants. The final scores will be rounded to three decimal places. For consideration of admissions a minimum final score of 60 is expected from each applicant. In case of a tie among two or more applicants, the priority will be given to those applicants with a higher undergraduate GPA score.

## **9- Application Documents Required for Pre-Enrollment**

1. A notarized copy of diploma or graduation certification. Those on the final semester of the undergraduate programs should hand in an official letter from the Deanship of the corresponding program they are enrolled in, stating and confirming that the applicant may graduate until the final enrollment date of Istanbul University, Graduate School of Business. The applicants graduated from an institution outside of Turkey are also required to hand in two copies of official, notarized translation of their diploma.
2. The applicant should hand in an official certified transcript listing all the courses taken with the corresponding grades and the final graduation GPA of the applicant from the bachelor program.
3. The print out of the ALES exam score (or the equivalent exam) and the password necessary for verification, or the notary certified copy of the exam results are necessary. (only applicants for full-time MBA programs)
4. Applicants applying to programs given in English language are required to hand in the print outs of the score results of the KPDS/ÜDS/YDS (or equivalent exam) and the

password necessary for verification or the notarized copy of the exam result. (Applicants without the necessary English exam results will take the English proficiency exam given by Istanbul University, Graduate School of Business)

5. For the application to the Executive MBA program the documentation of at least 5 years of professional work experience is required.
6. A detailed curriculum vitae (only for the application to the Executive MBA program)
7. 2 letters of recommendation (only for the application to the Executive MBA program)
8. A statement of purpose describing the professional experience and the future goals of the applicant is required (only for the application to the Executive MBA program)
9. 1 recent (taken within 6 months) head shot photos (4.5×6 cm). The applicant should be easily recognizable in these photos.

### **10- Dates of Application, English Exam, Interview and Final Enrollment for the next coming semester**

#### **Application and admission dates for Fall 2016-2017**

#### **Pre-Enrollment and application dates for new students**

27.06.2016 – 30.07.2016

#### **Foreign language exam**

1.08.2016

#### **Interview dates**

8-11 August 2016

#### **Announcement of admission results**

15.08.2016

#### **Final Enrollment dates for the new students**

15.08.2016 – 27.08.2016

#### **Teaching starts (MBA-MS)**

19.09.2016

#### **Teaching starts (Executive MBA)**

23.09.2016

### **11- Documents Required for Final Enrollment**

1. A copy of the Turkish Citizen ID. For foreign nationalities a notary certified, photo attached translation of the passport and documentation of the foreign originality number is required.

2. Declaration of residency
3. Only for Turkish citizens a military duty current condition documentation is required
4. The applicants with foreign nationality applying to a program offered in Turkish are required to demonstrate a proficiency level of at least C1-C2 in the TOMER exam. The documentation of this exam results are required for final enrollment.
5. A notarized copy of diploma or graduation certification. The applicants graduated from an institution outside of Turkey are also required to hand in two copies of notary certified official translation of their diploma (Only necessary if the applicant was not graduated at the time of pre-enrollment and therefore did not hand in these documents already).
6. A notarized copy of diploma is required. Applicants with a degree from an institution outside of Turkey are required to document an equivalency certification from the Higher Education Council of Turkey.
7. 4 recent (taken within 6 months) head shot photos (4.5×6 cm). The applicant should be easily recognizable in these photos.
8. The applicants are required to deposit the following amounts for the final enrollment to the bank account number of the bank **T.C. Halk Bankası, Beyazıt branch** given below and should hand in the receipt to the Istanbul University, Graduate School of Business

**IBAN #** TR19 0001 2009 8200 0006 2002 70

The account holder's name is: İşletme İktisadı Enstitüsü

Turkish MBA program: 400 TL per credit

English MBA and MS programs: 450 TL per credit

Turkish Executive MBA program: 450 TL per credit

English Executive MBA program: 500 TL per credit

**Attention:**

1. Applications through mail are not accepted.
2. The documents handed in during the application process will not be returned to applicants.
3. The location of the English proficiency exam conducted by Istanbul University, Graduate School of Business in Avcılar Campus.

**Address of Istanbul University, Graduate School of Business**

İstanbul Üniversitesi Avcılar Kampüsü  
İşletme İktisadı Enstitüsü, 34320  
Avcılar/İstanbul