



We are delighted that you have decided to apply to the International MBA Program of the IGBS Zagreb (International Graduate Business School Zagreb, with public liability; Međunarodna diplomatska škola za poslovno upravljanje Zagreb, s pravom javnosti). We use a self-managed application process, which means that you are responsible for submitting all the components of the application.

### **What to do first**

We've designed the application to give you the opportunity to present yourself in the best possible manner. Please print out the application, sign it, and submit it through regular mail. Also, please make sure all required documents are sent to IGBS.

We suggest that you read the directions for each section carefully. Please answer all the questions in the spaces provided unless you see a request to do otherwise. We ask that you type or clearly print the form.

### **Recommendations**

You will find a recommendation form included as a part of the application. Send a form, either via e-mail or, if by regular mail, with an envelope addressed to IGBS Zagreb, to the person who has agreed to provide references for you. It should be a person who can comment meaningfully on your professional performance.

The recommender will complete the form in English, seal it in an envelope, sign the envelope across the seal, and mail the sealed envelope directly to IGBS Zagreb.

### **Academic records**

Submit official academic records in the original language from every postsecondary school you have attended, whether or not you obtained a degree:

1. Certified transcript in the original language;
2. Certified official, exact (literal) English translation.

Secondary school records are not required. **Records must be issued by and carry the original seal or stamp of the registrar or record keeping official from the institution at which the work was completed.**

GMAT and TOEFL scores are not required for applying to IGBS Zagreb. However, if you have already taken those tests, you can include them in your application as additional documents.

The code number for the International MBA Program at IGBS Zagreb is 7210.

### **Acknowledgment of receipt of application**

Upon receipt of your application, IGBS will notify you either (a) that all necessary documents have been received, or (b) that additional documentation is required. Notification will be by e-mail or, if no e-mail address is provided, through the mail.

### **Deadlines**

To guarantee that we can thoroughly consider your application please make sure that your completed packet is received by the deadline listed on the first page of the application.

### **Duplicate copy of application**

We advise you to save and/or make a photocopy of your completed application form.

## **Eligibility for graduate study**

To be eligible for graduate study you must hold a bachelor's degree or its recognized equivalent. Degrees and diplomas earned in other countries are not always considered equivalent to those earned in Croatia. (In Croatia you should have finished at least: „preddiplomski sveučilišni studij“ or „stručni studij“.)

## **Application Checklist**

Use this checklist to make sure you've completed all the components of the application.

1. MBA application for admission
2. Résumé (curriculum vitae)
3. Official certified academic records from all post-secondary institutions attended
4. One letter of recommendation (it should be a professional reference)
5. Certificate attesting your knowledge of English language (*if available*)

**Please do not submit your application before it is complete.**

**Please contact IGBS if these requirements pose a problem for you.**

**All documents must be in English or certified translation in English.**

**APPLICATION TO THE INTERNATIONAL Part-time MBA PROGRAM 2009/10:**

**Personal and biographical data**

NAME: last/family  first/given

RELEVANT I.D. NUMBER (or JMBG in Croatia - optional):

PASSPORT NUMBER (international applicants):

GENDER:  Male  Female

BIRTH DATE:    BIRTHPLACE:    
Month day year city country

STATE OF LEGAL RESIDENCE:

CITIZENSHIP:

Complete ADDRESSES as they should appear on an envelope (please include zip code or postal code):

Current address:  Permanent address:

Until what date will you be at your current address?     
month day year

Where should we write to you?  Current address  Permanent address

TELEPHONE NUMBERS: Current  Permanent   
area code number area code number

May we contact you at work?  Yes  No Work   
area code number

Is there a FAX NUMBER where we can contact you?   
area code number

E-MAIL Address:

**Academic background**

Please list all the colleges and universities you have attended, with the most recent first. **Every postsecondary institution must be included.** Use an additional sheet if necessary. Official academic records/transcripts will be required from each postsecondary institution attended. *In identifying certificates, degrees, or diplomas, use native language, not translations.*

(1)

<input type="text"/>		<input type="text"/>	
institution		city and country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
dates (from-to)	certificates, degrees, or diplomas	date earned	major

(2)

<input type="text"/>		<input type="text"/>	
institution		city and country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
dates (from-to)	certificates, degrees, or diplomas	date earned	major

(3)

<input type="text"/>		<input type="text"/>	
institution		city and country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
dates (from-to)	certificates, degrees, or diplomas	date earned	major

(4)

<input type="text"/>		<input type="text"/>	
institution		city and country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
dates (from-to)	certificates, degrees, or diplomas	date earned	major

**Academic record**

Please calculate your Cumulative Grade Point Average (GPA). If you attended more than one postsecondary institution to complete your degree, include grades for each institution to determine your cumulative GPA.

undergraduate GPA  graduate GPA (if applicable)



## Employment history

Please **submit a current résumé** with your application.

The resume should be organized as follows:

- (1) Beginning with your most recent position and continuing in reverse chronological order, list all the *full-time* positions you have held, including military service.
- (2) Indicate how many months of full-time work experience you will have had, upon entering IGBS Zagreb, *since earning your undergraduate degree*.
- (3) In a separate section, please indicate all *part-time* positions you have had, including summer employment while a student, if applicable.
- (4) Finally, please list and briefly describe the university, community, or professional activities in which you've been involved – and particularly those in which you have taken a lead. Please list them in the order of importance to you.

### Essay – *Optional*:

1. Please discuss your post-MBA short- and long-term professional goals. How will your professional experience, when combined with the International MBA degree, allow you to achieve these goals?

The information I have provided in this application is complete and accurate. I understand that submission of inaccurate information can be sufficient cause for terminating my application or enrollment at IGBS Zagreb. Furthermore, the attached essay is my own composition. I understand that materials received by IGBS Zagreb in connection with this application are not returnable.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Recommendation**

Please send directly to:

IGBS Zagreb  
International MBA Program  
Trg J. F. Kennedyya 7  
10 000 Zagreb  
Croatia  
Phone: +385 1 2314 990  
Fax: +385 1 2335 165  
E-mail: [mba@igbs.hr](mailto:mba@igbs.hr)  
[www.igbs.hr](http://www.igbs.hr)

**FOR THE APPLICANT TO FILL OUT:**

Applicant name: last  first  middle

Relevant I.D. number (or JMBG in Croatia - optional):

Passport number (international applicants):

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR THE RECOMMENDER:**

The applicant asking for your recommendation is interested in enrolling in the International MBA program at the IGBS Zagreb (International Graduate Business School Zagreb, with public liability - Međunarodna diplomatska škola za poslovno upravljanje Zagreb, s pravom javnosti). A recommendation is requested as an integral part of the application process.

Your detailed and candid statement will help us assess the applicant’s managerial potential, academic capabilities, initiative, and maturity. As the recommendation is part of the application, we would appreciate your completing this form as quickly as possible. If you prefer, you may write an additional letter of recommendation on your company letterhead and attach it to this form.

When you have finished, please put the recommendation in an envelope. Seal the envelope, sign it across the seal, and return it directly to IGBS Zagreb. We will notify you by postcard when we receive your recommendation.

**This information will be kept strictly confidential.** Thank you for your assistance.

How well and in what capacity do you know the applicant?

Does the applicant have potential as a leader and a manager? What have you observed that leads you to think the applicant will be successful?

Are there areas where the applicant can improve his or her potential for graduate study and a managerial career? If so, what are those areas?

Please appraise the applicant in terms of the qualities listed below. With what group or population are you comparing the applicant? Please mark the appropriate box in the table below.

	Outstanding (Top 10%)	Very Good (Top 25%)	Average (Middle 33%)	Below Average (Bottom 33%)	Unable to Judge
Leadership ability					
Intellectual capacity					
Organizational skills					
Verbal skills					
Written skills					
Analytical skills					
Ability to work in a team					
Maturity					
Self-confidence					
Creativity					
Initiative					
Sense of humor, ability to keep things in perspective					
Overall appraisal					

Do you recommend that this applicant be admitted to the IGBS Zagreb International MBA Program?

Strongly recommend  
  Recommend  
  Recommend with reservations  
  Do Not Recommend

**SIGNATURE OF RECOMMENDER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

NAME:       POSITION:

title institution or company

ADDRESS:

number and street                      city                      zip/postal code                      country

TELEPHONE NUMBER:  E-MAIL:

