



2010 – 2011

Brandeis University

INTERNATIONAL BUSINESS SCHOOL



application for admission

PROGRAM OFFERINGS

- » Master of Business Administration/International (MBA)
- » Lemberg Master of Arts in International Economics and Finance (MAief)
- » Lemberg Bachelor of Arts/Master of Arts in International Economics and Finance (BA/MAief) (Brandeis/Wellesley undergraduates only)
- » Master of Science in Finance (MSF) Part-Time/Full-Time
- » PhD in International Economics and Finance
- » Special Student (Non Degree MSF)

International
Business School

Admission applications for the International Business School will only be reviewed when all supporting documentation for an application have been received by the Office of Admission. Please type or print clearly all information required on the application. We will attempt to notify you if information is missing from your application file, however it is your responsibility to ensure that all materials have been submitted. Applications completed by the November 15 application deadline will receive a decision in late January. Applications completed by the February 15 priority deadline for scholarship will receive decision letters in early March. For applications completed after February 15, decision letters are mailed three weeks after an application and all of its supporting documentation are received.

The International Business School at Brandeis University offers many application options, however the Office of Admission encourages candidates to utilize our online application.

APPLY ONLINE

Applicants with internet access may utilize our online application found on our website at www.brandeis.edu/global/prospective_students.php.

DOWNLOAD

Our application and supporting forms may also be downloaded directly from our website at www.brandeis.edu/global/prospective_students.php.

A COMPLETED APPLICATION INCLUDES:

 Completed Application Form and Application Fee

Please select *one* program to which you would like to apply for admission. The specifications for each program can be found in our catalog or on our website at www.brandeis.edu/global. The form also requests personal information, including contact information, educational and professional background, and international experience.

The application must include a \$55 U.S. application fee. Applications WILL NOT be processed without the fee. Additional directions are listed under section XII.

 Official Transcripts – section IV

Please request that an official transcript of record be sent directly to you in a sealed envelope from each college or university that you have attended. We have included a transcript request form for your convenience. If you were a transfer or exchange student, you must include official transcripts from all institutions attended. Transcripts should list all courses taken and the marks received. All international educational credentials and transcripts should be provided both in their original language and with an English translation. Applicants that hold degrees with less than four years of undergraduate study should contact the Office of Admission to clarify their eligibility for admission. Photocopies of transcripts will not be accepted as official. While it is preferred that all of your official transcripts are submitted with this application form, they may be submitted directly to the International Business School, Office of Admission.

 Resume – section VII

Provide a current resume that summarizes your academic and professional accomplishments, accounting for the time since your graduation with your first degree through the time of this application. The amount of professional work experience that is required for each program varies.

 Letters of Recommendation – section VIII

Three letters of recommendation are required for all programs with the exception of the part-time

MSF program which only requires two. Using the enclosed forms, you should complete the first section and then provide these forms to individuals that are well acquainted with your performance in a professional work environment or in an academic setting. Ask each recommender to complete the form, attach any additional comments, seal it in an envelope, sign across the seal, and return the form directly to you for submission with your application package. While it is preferred that all of your letters of recommendation are submitted with this application form, they may be submitted directly to the International Business School, Office of Admission.

 Essays – section IX

Your response to the first two essay questions helps us to evaluate your career aspirations and how those goals meld with the unique qualities of the programs that we offer. The optional third essay provides you with the opportunity to include any additional information not highlighted in your application. We encourage you to place considerable thought in the writing of your essays. Additionally, we ask that your essays be double-spaced and that you limit your responses to the length that has been indicated.

Statement of Financial Resources – section X
This form must be completed by ALL Full-time applicants. The purpose of this form is to indicate how you intend to finance your graduate education and to inform us if you are applying for financial aid. Financial aid awards are based on a combi-

Your completed application should be returned to:

**Brandeis University, International Business School,
Office of Admissions, Lemberg Academic Center, MS 032,
415 South Street, Waltham, MA 02454-9110, USA.**

 Standardized Test Scores – section III

All applicants must complete the required standardized test for the program to which you are applying. Official results must be sent directly to the IBS Office of Admission from the Educational Testing Service (ETS). Our institution code for reporting your score is **3122**. If you have already taken the required exams, we encourage you to enclose a photocopy of your score report with your application package (for review purposes only). We will accept GMAT and GRE scores that are up to five years old. Information and registration materials are available from the Educational Testing Service, P.O. Box 6000, Princeton, NJ 08541. You may also request materials via their web site at www.ets.org.

Testing requirements for each program:

MAief – GRE General or GMAT, TOEFL*/ IELTS

MBA – GMAT, TOEFL*/ IELTS

MSF – GMAT, TOEFL*/ IELTS

BA/MAief – not required (Brandeis/Wellesley undergraduates only)

PhD – GRE, TOEFL*/ IELTS

*Test of English as a Foreign Language (TOEFL)

A TOEFL score, no older than 2 years, is required of all applicants whose native language is not English, or who did not receive an undergraduate or graduate degree from an institution in the US, Canada, UK, Ireland, Australia, or New Zealand. A score of 600 on the paper-based or 250 on the computer-based exam is usually required. Informational materials are available from the Educational Testing Service, P.O. Box 6000, Princeton, NJ 08541. You may also request materials via their website at www.ets.org.

An official score report from the International English Language Testing System (IELTS) may be submitted in place of the TOEFL. A score of 7.0 is usually required.

nation of academic merit, financial need, and availability of funds. APPLICATIONS RECEIVED ON OR BEFORE FEBRUARY 15 WILL BE GIVEN PRIORITY. Statements received without amounts in US dollars will not be considered for financial aid. MSF applicants do not need to complete this information.

 Application Fee Options – section XII

A non-refundable application fee of \$55 US is required for an application to be processed. Payment can be made via check, money order, or credit card. Please make your check/money order payable to Brandeis University and enclose it with your application. It is important to note that the check must be drawn on US bank funds. For payment using a Visa or Mastercard credit card, please indicate the card type, the expiration date, the card number, and include the cardholder's signature. *Please note that we do not grant application fee waivers.*

 Visa Information/Declaration and Certification of Finances Form

This form must be completed by all incoming students who are not United States citizens or United States permanent residents. Without complete information and appropriate certification, the Certificate of Eligibility (I-20 or DS-2019) for a visa will not be issued. **The I-20 will only be issued after an offer of acceptance is made by IBS.**

International Business School

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Office of Admissions, Lemberg Academic Center, MS 032
415 South Street, Waltham, Massachusetts 02454-9110 USA
www.brandeis.edu/global
Email: admission@lemborg.brandeis.edu

I. Program of Interest

- MBA Program – November 15 Early Notification Deadline / February 15 Priority Deadline for Scholarship / April 15 Final Deadline
- Lemberg MAief Program – November 15 Early Notification Deadline / February 15 Priority Deadline for Scholarship / April 15 Final Deadline
- MSF Program Full-Time – April 15 Final Deadline
- MSF Program Part-Time – August 15 Deadline for Fall / January 9 Deadline for Spring / April 15 Deadline for Summer
- Special Student – Non Degree (MSF) – August 15 Deadline for Fall / January 9 Deadline for Spring / April 15 Deadline for Summer
- Lemberg BA/MAief Program – March 15 Final Deadline (Brandeis/Wellesley undergraduates only)
- PhD Program – January 15 Final Deadline

II. Personal Information

(Please type or print clearly)

Name: _____
Last (Family) First (Given) Middle Initial

Date of Birth: ____/____/____ U.S. Social Security No. (if applicable) _____
(month/day/year)

Sex: male female Current address (until ____/____/____)
(month/day/year)

Street and Number

City State Postal Code Country

Email Address _____

Current Telephone: Day _____ Evening _____

Permanent address (if different): _____

Street and Number

City State Postal Code Country

What citizenship do you claim? _____

If you are not a US citizen, but reside in the US, What Visa do you hold? (i.e. F-1, permanent resident) _____

Country of birth: _____ Native language: _____

If you wish to be identified as a member of a minority group, please indicate which group*: _____

To what other graduate school programs are you applying? _____

* For reporting purposes. (US Citizen/permanent residents only)

III. Test Information

In the space below, please give the date you most recently took or plan to take the appropriate standardized tests. Include the score(s) if known:

Graduate Management Admission Test (GMAT):

_____ (mo/yr)	_____ verbal score/percentile	_____ quantitative score/percentile	_____ total score/percentile	_____ analytical writing score/percentile
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Graduate Record Examination General (GRE General):

_____ (mo/yr)	_____ verbal score/percentile	_____ quantitative score/percentile	_____ analytical writing score/percentile
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Test of English as a Foreign Language (TOEFL):

_____ (mo/yr)	_____ total score
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International English Language Testing System (IELTS):

_____ (mo/yr)	_____ listening	_____ reading	_____ writing	_____ speaking	_____ overall score
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IV. Education

Please list all of the institutions that you have attended, beginning with the institution from which you received your bachelor's degree. Specify the exact degree or other credential in its original language, and request official transcripts from each school listed.

Undergraduate Institution(s)

Degree-granting Institution:

1. _____
 Institution Name City/State/Country

Major(s) Dates attended (MM/YYYY– MM/YYYY) Degree earned/Date (MM/YYYY)

Post-undergraduate or graduate institution(s)

Degree-granting Institution:

2. _____
 Institution Name City/State/Country

Major(s) Dates attended (MM/YYYY–MM/YYYY) Degree earned/Date (MM/YYYY)

Other institutions attended:

3. _____
 Institution Name City/State/Country

Major(s) Dates attended (MM/YYYY– MM/YYYY) Degree earned/Date (MM/YYYY)

4. _____
 Institution Name City/State/Country

Major(s) Dates attended (MM/YYYY–MM/YYYY) Degree earned/Date (MM/YYYY)

5. _____
 Institution Name City/State/Country

Major(s) Dates attended (MM/YYYY–MM/YYYY) Degree earned/Date (MM/YYYY)

If you have been dismissed from any college or university, please state reasons _____

V. Activities/Achievements

Please list your collegiate co-curricular activities _____

Please list your professional and community activities and interests _____

Please list academic honors and awards that you received while in college and/or graduate school _____

Please list any other honors and awards that you have received _____

Please list any publications with title, publisher, and date of publication _____

VI. Language Preparation and International Experience

1. Native language(s) _____

2. Non-native languages — please indicate your level of proficiency in the space provided

Beginning (B), Intermediate (I), or Advanced (A)

Language	Level
_____	_____
_____	_____
_____	_____
_____	_____

Have you studied outside of your home country? Yes No If so, for how long? _____

Have you lived/worked outside of your home country? Yes No If so, for how long? _____

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VII. Employment Information At the time of entry into the program, how many years of full-time professional work experience (including any military experience) will you have since completing your bachelor's degree? _____

Please enclose a resume that summarizes your professional experience.

VIII. Recommendations Please note that all programs require (3) three letters of recommendation with the exception of the part-time MSF program which only requires (2) two.

Name	Title	University/Company
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

IX. Essays Please provide a response to each of the following questions. Please type each essay, and limit each response to two pages.

- Essay 1. **What International/cross-cultural experiences will you bring to Brandeis International Business School and how will this contribute to the classroom?**
- Essay 2. **In what ways do your academic background and recent professional or managerial experience provide evidence of your potential for success in the program you selected and in your eventual career? Please give specific examples of relevant coursework and/or experience.**
- Essay 3. (Optional) **Is there any further information we should consider in assessing your candidacy?**

X. Statement of Financial Resources

MSF applicants should not complete this information.

This statement must be completed by ALL Full-time applicants. The purpose of this section is to indicate how you intend to finance your graduate education and to inform us if you are applying for financial aid. Financial aid awards are based on a combination of academic merit, financial need, and availability of funds. **APPLICATIONS RECEIVED ON OR BEFORE FEBRUARY 15 WILL BE GIVEN PRIORITY.** Please be aware that all provided information is subject to verification.

Are you a US citizen or permanent resident applying for federal financial aid using the FAFSA form? Yes No

Do you wish to apply for an IBS Scholarship? Yes No

Are you Single Married Number of Children and ages (if any) _____

Name the agencies or foundations to which you are applying for financial aid _____

Statement of Financial Resource tuition costs for Full-time programs for 2011-2012 are \$38,944 and average room, board, and other expenses are \$14,000 (approximately \$53,944 total). Annual increases of approximately 5 percent can be expected.

Please complete the following information to be considered for financial assistance. Additional space has been provided for clarification.

	Year One	Year Two
Family contribution	U.S.\$ _____	U.S.\$ _____
Student's prior earnings/savings	\$ _____	\$ _____
Expected academic year and summer earnings	\$ _____	\$ _____
Loans	\$ _____	\$ _____
Company or government sponsored resources	\$ _____	\$ _____
Other resources	\$ _____	\$ _____
TOTAL RESOURCES (excluding anticipated Brandeis resources)	\$ _____	\$ _____

	Last Year	This Year (estimate)	Next Year (estimate)
Student Applicant's Annual Earnings	U.S.\$ _____	U.S.\$ _____	U.S.\$ _____

Please type or write your responses to the following questions here, or on a separate sheet.

1. What are the applicant's principal strengths?

2. In what areas can the applicant improve?

3. Please provide any additional information which might be useful to the Admission Committee.

I strongly recommend recommend recommend with reservations do not recommend
that this applicant be admitted to the International Business School.

Signature _____

Name (printed) _____

Position/title _____

School/firm _____

Address _____

City, State, Zip, Country _____

Telephone () _____ Email _____

Date _____

**Instructions
for Returning
Recommendation**

Please place this recommendation in an envelope, seal, and sign across the seal. Return it to the applicant as soon as possible. The applicant will submit the sealed envelope containing your recommendation as part of the admissions application. Thank you for your assistance.

**Brandeis University International Business School, Office of Admissions,
Lemberg Academic Center, MS 032, 415 South Street, Waltham, MA 02454-9110 USA.
Tel: (781) 736-2252 Fax: (781) 736-2263 Email: admission@lemborg.brandeis.edu**

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To the Applicant

If you wish to make this a confidential recommendation by waiving your right of access as described in the note to the recommender, enter your name below and sign the statement.

Applicant's full name (print): _____ Date: _____
First Middle Last

Applicant for: MBA Program MSF Program Lemberg BA/MA Program
 Lemberg MAief Program PhD Program (Brandeis/Wellesley undergraduates only)

I waive my right of access to any information provided by the recommender:

 (Signature)

To the Recommender

The person named above is applying for admission and has requested that your evaluation be included as part of the information on which our Admissions Committee will base its decision. Under provisions of the Family Educational Rights and Privacy Act of 1974, this applicant (if admitted and enrolled) will have access to the information provided unless the right to such access has been waived by the statement above.

The MAief, MBA and MSF Programs are professional master's programs in international economics, finance and business. They are designed to develop analytical and decision-making capabilities required for a career in international business, economics or finance. The PhD program provides advanced training for careers in teaching, research, and policy-making.

How long and under what circumstances have you known the applicant? _____

Please compare the applicant in the following qualities with your impression of applicants for graduate study:

	Upper 2%	Upper 10%	Upper 25%	Upper half	Lower half	Unable to judge
Analytical ability	_____	_____	_____	_____	_____	_____
Quantitative ability	_____	_____	_____	_____	_____	_____
Ability in oral expression	_____	_____	_____	_____	_____	_____
Ability in written expression	_____	_____	_____	_____	_____	_____
Imagination and creativity	_____	_____	_____	_____	_____	_____
Ability to work with others	_____	_____	_____	_____	_____	_____
Flexibility	_____	_____	_____	_____	_____	_____
Maturity	_____	_____	_____	_____	_____	_____
Confidence	_____	_____	_____	_____	_____	_____
Leadership potential	_____	_____	_____	_____	_____	_____

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Please type or write your responses to the following questions here, or on a separate sheet.

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2. In what areas can the applicant improve?

3. Please provide any additional information which might be useful to the Admission Committee.

I strongly recommend recommend recommend with reservations do not recommend
that this applicant be admitted to the International Business School.

Signature _____

Name (printed) _____

Position/title _____

School/firm _____

Address _____

City, State, Zip, Country _____

Telephone () _____ Email _____

Date _____

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To the Applicant

Please supply the information requested below. Send this form to your college or university early enough so that it will be returned to you in time to submit with your application. **Please photocopy this form if you need more than one copy.**

To be completed by applicant. Please print or type.

Name of applicant _____
First (Given) Middle Initial Last (Family)

School _____

Dates of enrollment _____

Degree and year _____

Applicant's citizenship _____

I hereby authorize this institution to release a transcript of my academic record to the Graduate School of International Economic and Finance at Brandeis University.

Date _____ Signature _____

To the College Registrar

The above-named person is applying to the International Business School at Brandeis University and requests that you release a transcript of his or her academic record to the Office of Admission. Please enclose this form along with the transcript in a sealed envelope, sign across the envelope seal, and return the envelope to the applicant so he or she can include it with the application.

To ensure appropriate decision making by our Admission Committee, we ask that, whenever possible, you include information on this student's cumulative grade point average and cumulative rank in class. Please print or type.

1. Cumulative grade point average _____

2. Cumulative rank in class _____

Please explain your school's grade point system (for example, A=4, B=3, etc.) _____

3. If the student has failed or repeated a course, is this on the academic record? Yes No

Signature of school official completing request _____

Colleges and universities located outside the United States must complete the reverse side of this form.

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**To be Completed by Colleges
and Universities Located
Outside the United States**

Please print or type.

1. If you cannot forward a copy of the student's academic records, please indicate the reasons. _____

2. What is the marking or grading distribution (from high to low) used at your institution? _____

What is the highest grade usually received? _____

What is the lowest grade usually received? _____

What is the average grade? _____

Authorized Signature _____

Position or Title _____

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Admission Requirements

	Lemberg MAief <i>Full-time</i>	MBA <i>Full-time</i>	MSF <i>Part-time</i>	Lemberg BA/MA <i>Full-time</i> <i>(Brandeis/Wellesley undergraduates only)</i>	PhD
Standardized Test Scores	GRE or GMAT TOEFL* / IELTS	GMAT TOEFL* / IELTS	GMAT TOEFL* / IELTS	Not Required	GRE TOEFL* / IELTS
Academic Qualifications	BA or equivalent	BA or equivalent	BA or equivalent	Junior/3rd year standing at time of application	BA or equivalent
Work Experience	Not Required	2-3 years	2-3 years	Not Required	Not Required
Resume	Required	Required	Required	Required	Required
Letters of Recommendation	3 Required	3 Required	2 Required	3 Required	3 Required
Essays	Required	Required	Required	Required	Required
Statement of Financial Resources	Required	Required	Not Required	Required	Required
Application Fee	\$55 US	\$55 US	\$55 US	Not Required	\$55 US
Visa Information/ Declaration and Certification of Finances	Required of International Students	Required of International Students	Not Required	Not Required	Required of International Students

* **For international applicants** Official TOEFL scores and an official English translation of academic documents are required for candidates who received their undergraduate degree from an institution where English was not the language of instruction.

An official IELTS score report can be substituted for the TOEFL.



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INTERNATIONAL BUSINESS SCHOOL

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