

PROFESSIONAL MBA APPLICATION PACKET

Section I: Application Requirements

The Hellenic American University requires applicants to submit a packet of materials to be considered as part of their application. The following information outlines the required materials and provides further explanations relating to formal documents and testing centers/procedures where appropriate.

All application support documentation should consist of either the original documents or notarized copies. Since the language of instruction and administration at the Hellenic American University is English, **documents that are not in English must be accompanied by certified English translations.**

The accuracy and completeness of submitted material will facilitate the admissions process and the timely evaluation of the applicant's candidacy. All applications and support materials are retained by the Hellenic American University. Once submitted, no materials will be returned to the applicant.

CHECKLIST FOR APPLICANTS

- A completed Professional MBA admissions application form (see Section II of this packet)
- A baccalaureate degree from an accredited U.S. college/university or its equivalent
- Official transcripts from each college/university previously attended. Transcripts may be sent directly from the issuing institution(s), or applicants may submit them in sealed envelope(s) along with their application. ***The sealed envelope(s) must not have been opened in order for the transcript to be considered valid.***
- Evidence of English language proficiency.
- A current résumé
- The required essay (see Section II)
- Two letters of recommendation (see Section III)
- Two current passport size photographs
- A copy of your passport/National Identity Card
- A non-refundable application fee of € 50. This fee may be applied to first semester tuition for those who are accepted and enroll in the program.

Although the *GMAT is not a requirement for admission*, results of the Graduate Management Admissions Test (GMAT) may be submitted by applicants to enhance their application.

You will be contacted by the Admissions Office for an interview, subsequent to the submission of your application.

FURTHER INSTRUCTIONS

EVIDENCE OF ENGLISH LANGUAGE PROFICIENCY

Evidence of English Language proficiency is required of all students. Acceptable forms of evidence include:

- an undergraduate or graduate degree from an institution in which English is the language of instruction
- official results of the Test of English as a Foreign Language (TOEFL) taken within the last two years with a minimum score of 230 (CBT) or 88 (iBT) or 575 on the paper-based TOEFL
- official results of the Test of English for International Communication (TOEIC) taken within the last two years with a minimum score of 850
- University of Michigan or Cambridge *Certificate of Proficiency in English*
- other evidence of proficiency will be reviewed individually

LETTERS OF RECOMMENDATION

Two professional letters of recommendation are required from individuals of the applicant's choice. The recommendations should provide information regarding the academic and managerial/leadership potential of the applicant. It is usually best to request recommendations from individuals who know the applicant well enough to provide a balanced evaluation of his/her management potential. Evaluators should complete the recommendation form (section III) enclose it in an envelope, seal it, and sign their name across the envelope seal.

INTERNATIONAL APPLICANT INFORMATION

Citizens of countries that are not members of the European Union who wish to study at the University must obtain permission to enter Greece and to reside there in accordance with the current Greek laws. Applicants for admission are advised to verify the requirements for nationals of their country through the Greek Consular authorities. For additional details on the legal requirements for international applicants, you may also contact the University Admissions Office. All international applicants are urged to register early for the appropriate TOEFL/TOEIC test administrations. Applicants make their own arrangements for the examinations and must have the results forwarded to the University.

PERSONAL INTERVIEWS

A personal interview is required by every applicant who appears to meet the standards for admission. International students who cannot be interviewed in Athens will be interviewed by telephone. During the personal interview, the applicant's prior academic and professional experience will be discussed as part of the admissions process.

CONDITIONAL ADMISSIONS

Under certain circumstances, applicants who demonstrate excellent potential for successful completion of the program, but do not meet all entrance requirements, may be considered for conditional admission by the Admissions Committee. Students admitted in this manner must successfully remove any outstanding conditions within the time period established by the Admissions Committee in order to achieve unconditional status and officially continue in the program.

NON-DISCRIMINATION

Hellenic American University admits students of any race, color, national and ethnic origin, gender, sexual orientation, age, religion, physical disability, or veteran status to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. The university does not discriminate on the basis of race, color, national and ethnic origin, gender, sexual orientation, age, religion, physical disability, or veteran status in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

STUDENT RECORDS PRIVACY POLICY

The Hellenic American University Student Records Policy protects the privacy of students' education records. This policy is consistent with United States Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232G; 34 CFR Part 99), however, it does not abrogate any of the requirements of, or rights under, the terms of the 2472/97 Data Protection Act, enforced by the Hellenic Data Protection Authority. The Hellenic American University Student Records policy is published in the Student Handbook.

PROGRAM START DATES:

The University accepts applications on a rolling basis. We recommend early application for all students:

Fall Term 2009

Orientation – September 24-25th, 2009
Classes Begin – September 28th, 2009
Classes End – December 18th, 2009

Winter Term 2010

January 4th, 2010
January 4th, 2010
March 26th, 2010

Spring Term 2010

April 6th, 2010
April 6th, 2010
July 2nd, 2010

USEFUL INFORMATION

Admissions Office: ☎ 210-368-0950

Address: Hellenic American University, Admissions Office
12 Kaplanon St., Athens, Greece 10680

Section II: Professional MBA Application Form

Student Status

Check ONE →	<input type="checkbox"/> Degree	<input type="checkbox"/> Non-Degree	
Proposed Start Date	<input type="checkbox"/> Fall Term 2009	<input type="checkbox"/> Winter Term 2010	<input type="checkbox"/> Spring Term 2010

Application Details

Surname/Family Name:			
First & Middle Names:			
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss <input type="checkbox"/> Ms Other:...
Nationality:			
Present Country of Residence:			
Date of Birth:		Place of Birth:	

Mailing Address		Permanent Address (if different from mailing)	
Street & Number:		Street & Number	
City:		City:	
Postal/Zip Code:		Postal/Zip Code:	
Country:		Country:	
Telephone:		Telephone:	
Fax Number:		Fax Number:	
E-mail:		E-mail:	
Mobile Phone:		EMERGENCY CONTACT INFORMATION ∇ [name(s), relationship to you, phone numbers]	
Are you employed full-time? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Business Address			
Company:			
City:			
Telephone:			
Fax Number:			
E-mail:			
May we contact you at work by:			
Telephone? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Fax? <input type="checkbox"/> YES <input type="checkbox"/> NO			
E-mail? <input type="checkbox"/> YES <input type="checkbox"/> NO			

Educational History

Please list all colleges and universities attended starting with the most recent, and provide the required information on each.

Entry Date	Graduation Date	University/Institution & Country	Major	Degree (Bachelor, Master, etc)

Professional and Other Qualifications

Please list below all the professional qualifications earned, or any additional training obtained, starting with the most recent.

Entry Date (M/Y)	Graduation Date (M/Y)	Institution & Country	Course of Study	Qualification obtained (diploma, certificate, etc)

Graduate Management Admission Test (GMAT)

<p>Have you ever taken the GMAT? <input type="checkbox"/> YES <input type="checkbox"/> NO If "yes" when did you take it? _____ What was your score? _____</p>
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English Language Ability

<p>Do you have documentation of English proficiency? <input type="checkbox"/> YES <input type="checkbox"/> NO If "yes" evidence? _____ If "no", when do you plan on obtaining documentation? _____</p>
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Languages

Please list below languages (apart from English and your native language) that you are familiar with:

Language	Spoken			Written			Qualification (major, certificate, diploma, etc)
	Elementary	Good	Excellent	Elementary	Good	Excellent	

What is your Native Language? _____

Computer Skills

Please indicate your familiarity with the following:

	Elementary	Good	Excellent
Word Processing			
Spreadsheets (Excel)			
Slide Show (PowerPoint)			
Database Management			
Internet			

Do you have a PC/laptop at home?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Do you have Internet access at home?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

Other Academic Information

Please list any scholarships, awards and/other recognition earned in scholastic, cultural, or social environments:

Professional Background

Employment Summary

Number of years of work experience. (Do not include part-time work, summer jobs or internships)

List positions starting with the most recent.

Dates		Company	Position	Full-time/Part-time	City/Country
From (M/Y)	Until (M/Y)				

Current Job Details

Job Title/Position Held:	<input style="width: 360px; height: 20px;" type="text"/>
Company Name & Address:	<input style="width: 360px; height: 20px;" type="text"/>
Department:	<input style="width: 360px; height: 20px;" type="text"/>
Job Type	
<input type="checkbox"/> Chairperson/Managing Director/President	<input type="checkbox"/> Unemployed
<input type="checkbox"/> Owner/Partner	<input type="checkbox"/> Self-Employed
<input type="checkbox"/> Senior Management	<input type="checkbox"/> Secretarial/Clerical
<input type="checkbox"/> Middle Management	<input type="checkbox"/> Other:

Please provide a brief description of your work, your main areas of responsibility and your career progress within the company, including where applicable, the budget involved and the number of employees under your supervision.

Professional Memberships:

Military Service

<input type="checkbox"/>	Completed	<input type="checkbox"/>	Deferred	<input type="checkbox"/>	Exempted	<input type="checkbox"/>	Not applicable
From	__/__/__	To	__/__/__				

Financial Planning

Source of educational financing?							
<input type="checkbox"/>	Self	<input type="checkbox"/>	Family	<input type="checkbox"/>	Employer	<input type="checkbox"/>	Other ...

Letters of Reference

The name, position and address of two persons who will provide letters of recommendation for the applicant should be provided below. One of the referees should preferably be an HR director, who will make direct reference to the candidate’s leadership potential and progressive work performance; the other will have been involved in the supervision of the applicant’s recent academic work and/or professional development.

Name:		Name:	
Position:		Position:	
Address:		Address:	
Postal/Zip Code		Postal/Zip Code	
Tel No:		Tel No:	
Fax No:		Fax No:	
E-mail:		E-mail:	

Essay

All applicants are required to answer the following essay question, which is designed to present unique information about the candidate’s values, aims and ambitions for the future. The essay should be word-processed on a separate sheet of paper, and should not exceed 150 words.

Question:

“What are your short-term and long-term professional goals and how will the Hellenic American University Professional MBA assist you in achieving these goals?”

Optional Information

Which other business schools (if any) are you applying to?

How did you first hear about the Hellenic American University Professional MBA program?

- | | |
|--|---|
| <input type="checkbox"/> Colleague | <input type="checkbox"/> PMBA Fair |
| <input type="checkbox"/> Employer | <input type="checkbox"/> World Wide Web |
| <input type="checkbox"/> Press | <input type="checkbox"/> Professor |
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Other _____ |

The University reserves the right to make inquiries concerning the accuracy of the information provided in the candidate's application. Decisions on admission are made in good faith on the basis of information provided by the applicant and his/her referees. If the university later discovers that false statements have been made or material information withheld or omitted, it reserves the right to withdraw an offer of admission or to terminate registration.

Declaration

I am applying for admission to the Professional MBA program at the Hellenic American University. I understand that the decision to admit rests with the University. If admitted, I agree to abide by the rules and regulations of the Hellenic American University and to pay all tuition, fees, and expenses incurred by me there. I also understand that my personal information and papers (including amendments) are stored as part of my student record electronically on a database and manually. All personal information is treated strictly according to the terms of the 2472/97 Data Protection Act, enforced by the Hellenic Data Protection Authority, and the Hellenic American University Student Records Privacy Policy, as set forth in the University catalog. This Act requires that all information be accurate, obtained fairly, and not divulged to people without permission or authority. It gives me the right to check the information held and to correct it if necessary. I am aware of the conditions of admission and the University's expectations. I confirm that to the best of my knowledge, the information contained in my application is complete and accurate.

Signature of applicant: _____

Date _____

Professional MBA

Section III (a) Letter of Recommendation (confidential)

To the applicant:

Please print your name below. Then send this form to your referee for completion and submittal to the Hellenic American University Admissions Office.

Applicant Name:	
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To the referee:

The above person is applying to the Hellenic American University PMBA program. It would be of great assistance to the University if you would kindly complete this form. You may use the space provided or attach a separate sheet if desired.

The information you provide will remain strictly confidential. When you have completed the form, please return it to the **Hellenic American University Admissions Office**, Kaplanon 12, Athens, Greece 10680.

Last Name:	Address:		
First Name:	City:	Country:	Zip Code:
Position Held:	Telephone:	Fax:	
Institution / Company:	Email:		

1. *How long have you known the applicant? In what capacity?*

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2. *What do you consider to be the applicant's outstanding qualities?*

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3. *What do you consider to be the applicant's most significant limitations?*

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4. *Do you have any additional comments which would be helpful for our assessment of the applicant?*

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Signature_____

Date_____

Please return to:
Hellenic American University
Admissions Office
Kaplanon 12
10680 Athens, Greece

Professional MBA

Section III (b) Letter of Recommendation (confidential)

To the applicant:

Please print your name below. Then send this form to your referee for completion and submittal to the Hellenic American University Admissions Office.

Applicant Name:	
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To the referee:

The above person is applying to the Hellenic American University PMBA program. It would be of great assistance to the University if you would kindly complete this form. You may use the space provided or attach a separate sheet if desired.

The information you provide will remain strictly confidential. When you have completed the form, please return it to the **Hellenic American University Admissions Office**, Kaplanon 12, Athens, Greece 10680.

Last Name:	Address:		
First Name:	City:	Country:	Zip Code:
Position Held:	Telephone:	Fax:	
Institution / Company:	Email:		

1. *How long have you known the applicant? In what capacity?*

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2. *What do you consider to be the applicant's outstanding qualities?*

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3. *What do you consider to be the applicant's most significant limitations?*

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4. *Do you have any additional comments which would be helpful for our assessment of the applicant?*

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Signature_____

Date_____

Please return to:
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Kaplanon 12
10680 Athens, Greece