

Please read the MBA program brochure carefully before completing the application form

MBA **Master of Business Administration**

2013 - 2014

12 months

Milano - Italy

Specialization Program founded in accordance with L. 341/1990

General Information

The 39th edition of the MBA begins on 30 September 2013 and classes finish by 31 October 2014 (with a break in August 2014). Applications must arrive by **30 April 2013**. The application form can be sent first and then be completed with the required documents (letters, GMAT, TOEFL etc.). All tests must be taken by **30 April 2013**.

The selection process and phases

The selection process begins in **November 2012** and finishes in **July 2013**. When the School receives your application, it carries out a pre-selection on the basis of the documents sent. The Admissions Committee then lets you know if you are considered suitable to proceed with the selection process. Selection results are communicated to the candidate within 12 weeks after all tests are completed and documents received. Applications are examined on a rolling basis and, given the high number of applications, those received much in advance of the deadline (30 April 2013) have a greater chance of being admitted. **It is therefore in the interest of all candidates to submit their application as early as possible.**

Selection criteria

The selection process is based on an overall analysis of various factors. Skills, talents and formal pre-requisites: enthusiasm, ability to listen, concentration and involvement, responsibility, motivation to grow as a manager and a person. You must also score well on the formal admissions requirements.

Application form

This must be completed in English. It is available exclusively online at: www.sdabocconi.it/admissionsmba

This must be completed with precise information on your personal and professional experiences, your reason for wanting to attend the Program, and on other aspects of your personality.

Degree Certificate and Transcript

The SDA Bocconi MBA is aimed at graduates in any discipline. You are required to submit an **original/official** or **certified original** transcript of grades (in English or Italian) from the college or university attended. This must include grades for individual subjects with the grading scale, the type of degree, the date of graduation and the date of enrolment. Applicants who have obtained a university degree in Italy must provide a self-declaration of the Degree Certificate and Transcript (form provided by their university). This self-declaration is only for students graduated from Italian Universities.

Detailed CV or Resume

Participants in our current class have an average of 5 years work experience, with the range between 2 and 10.

Two letters of reference

These letters must be from people who know you well enough academically and/or professionally to supply an exhaustive evaluation of your professional and/or academic performance and provide a detailed evaluation of your qualifications for an MBA. The SDA Bocconi reference form (available online with the application form) must be used. The reference letters can be either emailed directly by the referees from their company email address to: mbareferenceletters@sdabocconi.it or sent by land mail in a sealed envelope signed on the back by the referees.

Application for sponsor companies

This must be completed by a company representative (using the special form on our site) only if the company intends to back the participation in the Program of a candidate through partial or total payment of the tuition fee.

Addendum for the Track in Luxury Business Management

This Addendum must be completed only if you are interested in applying to the Track in Luxury Business Management. It must be sent to the Admissions Service together with the Application for Admission.

Interview

This allows you to show that you possess essential skills and talents that are the key to getting the most out of the MBA experience. The interview may be held:

- at SDA Bocconi in Milan, where you have the chance to get to know us better and assess the environment which could soon see you as an MBA student;
- abroad (or in another Italian city), with an alumnus-interviewer collaborating with the Admissions Service.
- in some cases the interview may take place remotely (with webcam).

Applicants to the Track in Luxury Business Management may be requested to have an interview with Bulgari representatives.

Proficiency in English

The program is entirely held in English. All applicants must be highly proficient in written and spoken English. If English is not your mother tongue, you must take the TOEFL, IELTS (Academic), PTE Academic or Cambridge Proficiency (CPE) tests. A test result may be waived for students who took their degree in English or can document significant professional experience in an English-speaking country. Candidates for the 2013/14 edition of the MBA must take the test by **30 April 2013**. At the test site, you will need to specify that you want your results sent directly to SDA Bocconi (for TOEFL by indicating our School Code 0698, for PTE by indicating our School Code R7G-6R-23). If

you have already taken the test, the original results must be sent directly to the School. Any test results from before January 2008 are no longer valid.

TOEFL website: www.TOEFL.org

IELTS website: www.IELTS.org

PTE website: www.pearsonpte.com/PTEAcademic

CPE website: www.cambridgeesol.org/exams/cpe

GMAT or GRE

This is mandatory for all candidates. The GMAT must include the Analytical Writing Assessment and the Integrated Reasoning. Although there is no required minimum score for admission, yet a high score is expected. The composition of the MBA classes is decided in line with the average GMAT score in the last edition of the Program (650). The deadline for admission to the 2013/14 edition of the MBA Program is **30 April 2013**. When the test is taken, the name of the School should be specified. Our Admissions Service will thus be able to receive the results directly. The GMAT identification code for our MBA is: 3WJ-L8-42. The GRE identification code for our MBA is: 3710. Results obtained before January 2008 are no longer valid.(*). For further information and to enrol for the test, contact: www.mba.com or www.ets.org/gre

The application must be accompanied by:

Photo - 4 passport-size photographs

Copy of ID or Passport

Admissions Procedure Fee - Euro 100

The selection result

Once the selection process is completed, the Admissions Service informs the candidate in writing, whatever the result. In no case the result is communicated by telephone.

Admission If accepted, the candidate receives the official letter of admission to the Program and the contract for participation. If all places available have been filled, the School may decide to place the candidate on a waiting list or offer admission for the next edition.

Admission to the Track in Luxury Business Management

If accepted, the candidate receives both the official letter of admission to the Program and to the Track in Luxury Business Management together with the contract for participation. Please note that applicants to the Track in Luxury Business Management might be admitted to the Program but not to the Track in Luxury Business Management.

Deferment Admission to the Program is valid for the year in which the application is submitted. Deferment may be requested for the year following the application, but confirmation of admission is at the discretion of the Admissions Committee. Deferment cannot be requested for the Track in Luxury Business Management.

Non-admission Admission to the Program is highly selective. The selection process assesses the value of the individual candidate but also takes into account the composition of the MBA class which must be consistent with the quality and diversity that the School fosters. While quite aware of the commitment that all candidates make in the selection process, the School does not provide individual answers to non-admitted candidates.

Submitting your application:

www.sdabocconi.it/admissionsmba

Online + post

Fill in the on-line application on our website and send the required documents by post.

Document check

Applicants may verify the arrival of their application and that full documentation has been received directly on our website.

If the candidate has not received any information 4 weeks after sending the application, contact should be made with the Admissions Service at

admissions@sdabocconi.it

Before presenting your application, read the brochure carefully.

All documentation regarding your application must be sent to:

SDA Bocconi Masters Division
MBA Recruiting and Admissions Service
Via Balilla, 18
20136 Milan - Italy
tel +39 02 5836.3228/3297/3299
fax: +39 02 5836.3272

(*) As an exception, and for very specific reasons, candidates can ask the Admissions Service the authorization to take the SDA Test as an alternative to the GMAT/GRE. The SDA Test is organized by SDA Bocconi, and assesses quantitative, logical and verbal skills. Enrolment for the test is organized directly through the Admissions Service after submission of the application for admission. The fee for the SDA Test is EUR 100.

FINANCIAL COMMITMENT

The MBA involves considerable commitment, both personally and financially: mandatory attendance throughout the Master and the lack of significant holiday breaks make it impossible to carry on any parallel professional activity that might contribute to support participants financially.

Admissions Procedure Fee

EUR 100

Tuition Fees

The total fee is Euro 44,500, to be paid in four instalments:
1st instalment: Euro 10,000 on acceptance of your admission to the Program
2nd instalment: Euro 11,500 by 15 October 2013
3rd instalment: Euro 11,500 by 31 January 2014
4th instalment: Euro 11,500 by 30 April 2014

The fees include:

- most teaching material (some texts must be purchased separately)
- use of the School's desktop PCs
- access to the School's database

Pre-courses costs

On-site: Euro 2,300 (MBA pre-courses package)
Euro 500 (Italian language pre-course)
Online: Euro 1,500 (MBA pre-courses package)

Personal expenses

The cost of living in Milan is comparable to that of other major European cities.

An average cost of Euro 1,600 should be considered for personal expenses, divided as follows:

Housing:	Euro 600 - 900
Meals:	Euro 450
Transport:	Euro 100
Misc. expenses:	Euro 350
Total:	Euro 1,500 – 1,800

Financing and scholarships

The School assists candidates in their search for funding by supplying the necessary documentation and encourages them to explore all scholarships and loans possibilities in time.

In particular, Bocconi makes low-interest loans available to admitted students, thanks to agreements with some partner banks. Furthermore the University provides international students with information about possible sources for financing in several countries. In addition, most banks in all countries offer low-interest loans for post-graduate specialisation courses.

There are a number of scholarships offered by the School, as well as by companies, consultancy firms and other organisations. The scholarships are awarded on the basis of the results of the selection process and other criteria, specified each year by the University and the sponsoring companies. Scholarships are usually awarded before the Program begins. Admission to the Program is independent of the award of any scholarship. The list of scholarships for 2013/14 and indications on how to apply will be available on our site www.sdabocconi.it

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SDA Bocconi

MBA

Master of Business Administration

2013 - 2014

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Name of Candidate _____

Year _____

Please respond clearly and thoroughly to all questions and write your name on every page.

Last name _____

First name _____ Sex _____

Are you applying to the Track in Luxury Business Management? Yes No Have you previously applied for admission to the MBA program? Yes No In what year? _____ Were you admitted? Yes No Have you applied for other SDA Bocconi Master courses? Yes No

If yes, for which one/ones? _____

In what year? _____ Were you admitted? Yes No **PERSONAL DATA****Permanent home street address** _____

City _____

County/State/Province _____ Postal code _____

Country _____ Telephone _____

Fax _____

Current home street address _____

City _____

County/State/Province _____ Postal code _____

Country _____ Telephone _____

Fax _____

Private e-mail _____

Company e-mail _____

Place and date of birth _____

County/State/Province

Day

Month

Year

Your nationality _____

Marital status _____ Number of children _____

Military service: discharged exempt soon to be discharged

If discharged, when service completed _____

Which branch of the military? Where served? _____

Length of service (in months) _____

Name of Candidate _____

HIGH SCHOOL DIPLOMA

Type of diploma _____

City _____ County/State/Province _____

Country _____ Year _____

UNIVERSITY DEGREE

Degree earned in the discipline of _____

University attended _____

Date of enrolment _____

Date of graduation (diploma awarded) _____

Final Grade average _____ Grade scale _____

Major subjects studied _____

Final thesis _____

GRADUATE DEGREE

Degree earned in the discipline of _____

University attended _____

Date of enrolment _____

Date of graduation (diploma awarded) _____

Final Grade average _____ Grade scale _____

Major subjects studied _____

Final thesis _____

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Name of Candidate _____

Study grants, awards, and other recognition earned in educational, cultural or social environments:

Long-term training courses or seminars attended after graduation (at least three months full-time):

Significant stays abroad (at least three consecutive months):

Languages spoken	Level of fluency				
	Native tongue	Advanced	Good	Fair	Beginner
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of Candidate _____

Total years of full-time work experience accrued up until the start of this program _____

Current employer _____

Business street address _____

City _____

County/State/Province _____ Postal code _____

Country _____ Telephone _____

Fax _____

Current employer's field of activity _____

Initial position _____ from (m/y) _____

Current job title _____ from (m/y) _____

Functional Area _____

Describe your responsibilities and career progress (give examples of experiences managing human and financial resources, indicating the level of responsibility):

Annual gross income _____

Annual net income _____

Bonus: last 3 years gross average _____

Benefits _____

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Name of Candidate _____

Write down, in order of importance, all possible past or present community or cultural responsibilities

What interests and occupations do you pursue in your free time?

What do you think you gained from your university studies? Conversely, what important things do you think your studies lacked?

Name of Candidate _____

Explain the most significant goals you think you have achieved so far and the reasons for their importance in your personal growth:

Describe your strong points, personal and professional, explaining why you see them as such:

Describe your weak points, personal and professional, explaining why you see them as such:

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Name of Candidate _____

LETTERS OF REFERENCE

Please indicate the name, address, and professional title of the people you've asked to provide information on your behalf. Please remember that the application for admission is not considered complete unless accompanied by the required letters of reference.

First name _____ Last name _____

Title _____

Company _____

Address _____

email _____

First name _____ Last name _____

Title _____

Company _____

Address _____

email _____

TESTS TO BE TAKEN OR ALREADY TAKEN

Have you taken the GMAT/GRE? Yes No

If not yet taken, please indicate the scheduled date Date of test: _____

Score: _____

Should you ask to take the SDA Test, please explain your reasons:

Have you taken the TOEFL/IELTS/PTE/CPE? Yes No

If not yet taken, please indicate the scheduled date Date of test: _____

Score: _____

The undersigned verifies that they understand and accept the conditions that govern admission to the MBA program at SDA Bocconi. They also verify that all information contained in this document is complete and truthful.

In accordance with Art. 13 D.lgs. n. 196/2003, the undersigned (print name) _____ expressly authorises that the information contained in the application for admission submitted to SDA Bocconi can be used as the basis for the admission process into the Master of Business Administration Program. In this context such information can be shared with companies and entities awarding study grants, as well as people empowered by SDA Bocconi to lead selection activities. This information may also be shared with other services of the School for the activities run during the MBA Program.

Candidate's signature _____

Candidate's signature _____ Date _____

Candidate

Last name/First name _____

Address _____

City _____ County/State/Province _____ Postal code _____

Country _____ Tel. _____ Fax _____

Methods of payment for the admissions-processing fee for the MBA 39th edition (Eur 100):

- Bank transfer should be made to Banca Popolare di Sondrio, Ag. 11, Via Bocconi 8, Milano

IBAN: IT55 E056 9601 6100 0000 2000X88 BIC/SWIFT POSOIT22MIL

It should be made out to "Università Bocconi, Divisione Master - MBA 39", specifying candidate's name (copy of transaction receipt to be attached to this form)

- Credit card: online payment. Please register to:

[masterpaytool](#)

Please return this filled-out form together
with the Application for Admission

In accordance with Art. 13 D.lgs. n. 196/2003, it is confirmed that the information contained in this form will be used solely for the purposes expressed.

Candidates should NOT include test payment when sending the application for admission, but should do so only after having been authorized by the Admissions Service.

To be admitted into the test, candidates must show that payment has been made by presenting this form properly filled-out and the receipt of payment by the day on which they are due to take the test at the School.

Candidate

Last name/First name _____

Address _____

City _____ County/State/Province _____ Postal code _____

Country _____ Tel. _____ Fax _____

Methods of payment for the SDA test for the MBA 39th edition (Eur 100):

- Bank transfer should be made to Banca Popolare di Sondrio, Ag. 11, Via Bocconi 8, Milano

IBAN: IT55 E056 9601 6100 0000 2000X88 BIC/SWIFT POSOIT22MIL

It should be made out to "Università Bocconi, Divisione Master - MBA 39", specifying candidate's name (copy of transaction receipt to be attached to this form)

- Credit card: online payment. Please register to:

[masterpaytool](#)

PLEASE KEEP THIS FILLED-OUT FORM.

SEND IT TO THE SCHOOL ONLY AFTER HAVING BEEN CALLED BY THE ADMISSIONS SERVICE FOR THE TEST.

In accordance with Art. 13 D.lgs. n. 196/2003, it is confirmed that the information contained in this form will be used solely for the purposes expressed.

Name of candidate _____

To help improve the effectiveness of how we communicate information about our program, please take a minute to respond to the following questions:

1. How did you find out about the MBA program?

- Letter sent by the School
- Brochure sent by the School
- Former participants
- Professors
- Friends
- At work
- Internet:
 - I already knew <http://www.sdabocconi.it/>
 - Search engine _____
specify (e.g. Google, Yahoo, MSN)
 - Online Newspaper/Magazine _____
specify (e.g. ft.com, economist.com, corriere.it)
 - Online Professional Guide _____
specify (e.g. whichmba.com, findmba.com, infojobs.com)
 - Online Social Network _____
specify (e.g. linkedin.com, youtube.com, facebook.com)
- Guides _____
(specify)
- Rankings _____
(specify)
- Presentation/Forum (year-city) _____
(specify)
- Advertising _____
(specify)
- Other _____
(specify)

2. Giving specifics, how, in your mind, might we improve our communication?

3. What are the least effective aspects of how we communicate the MBA program?

This form can be emailed directly by your referee from his/her company email address to: mbareferenceletters@sdabocconi.it.

As an alternative it can be returned to you in a sealed envelope signed on the back by the person completing the letter, so that it may then be sent together with the application for admission.

NOTE TO THE CANDIDATE: Please include your first name, last name, nationality, and date of birth. The letter must be completed by a University professor or a manager from within your profession, past or present, who knows you very well.

Candidate's first and last name (print) _____

Nationality _____

Date of birth _____

NOTE TO THOSE COMPLETING THE LETTER OF REFERENCE: The individual submitting this application is seeking acceptance into the MBA Program at SDA Bocconi, lasting a period of 12 months. The objective of the program is to give participants the tools necessary to develop the knowledge, ability, and personal skills to be applied in any future corporate managerial position.

Those who choose the MBA from SDA Bocconi School of Management have an average age of 29 years, a graduate degree, and an average work experience of 5 years. Participants in the MBA are people convinced that, in a historic period of rapid change such as this, it is crucial to invest in one's own abilities.

The MBA requires the maximum commitment and involvement of its participants: not only because class attendance is mandatory, but due to the important contribution each person can give to their work group.

The Admissions Service thanks you for the information you provide on this candidate, information needed for better evaluating his/her application for admission. Such information is strictly confidential and will be used with great reserve.

How long have you known the candidate? In what connection?

In your mind, what are the candidate's most revealing qualities?

What are the candidate's most significant weaknesses?

Do you consider the candidate suitable for admission to a challenging full-time program such as the MBA?

Please rate this candidate regarding the following traits:

	Excellent	Above average	Average	Below average
Group skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussion skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to grow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment further on your judgments and add any other information you think may be useful:

Do you know of any purely emotional factors to be kept in mind regarding the candidate's effective participation in the MBA program? If so, could you give some instances:

Signature _____ Date _____

First and last name of signer (print) _____

Position held _____

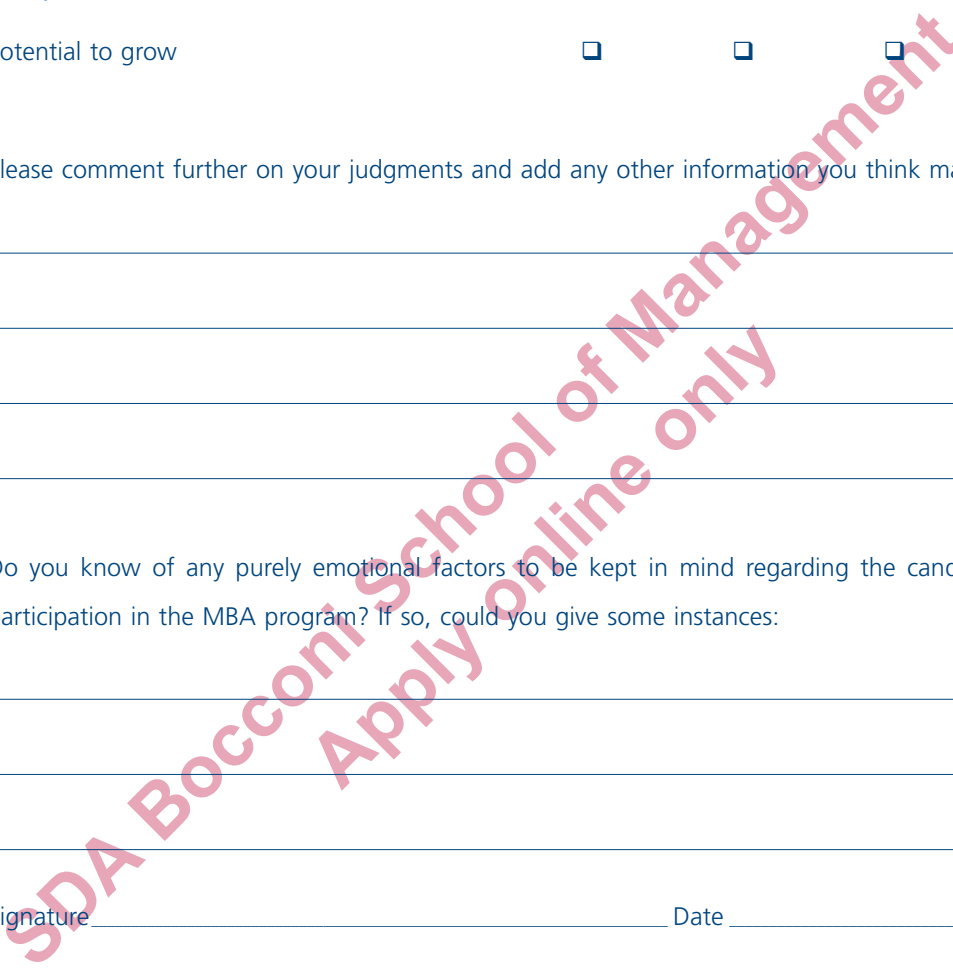
Institution or Company _____

Address _____
Street

City _____ County/State/Province _____ Postal code _____ Country _____

Telephone _____ Fax _____

email _____



(This must be completed by a company representative, only if the candidate's current employer intends to support his/her participation in the program through full or partial payment of tuition).

Candidate's last name _____

First name _____

The application must be completed by a company representative who knows the candidate quite well and also knows the prospects for their professional advancement within the company.

Sponsor company _____

Type of business _____

Address _____
Street

City _____ County/State/Province _____ Postal code _____ Country _____

Telephone _____ fax _____

E-mail _____

Name of person representing company _____

Position _____

Please summarise the candidate's job responsibilities within the company:

Share your opinion regarding the candidate's strenghts and weaknesses:

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What is the basis of the arrangement, even if purely financial, on which the company agrees to support the candidate's participation in the MBA program?

What are the company's objectives in supporting this candidate's participation in the MBA program?

Have these objectives been discussed with the candidate?

Does the company have an organised plan of career development for its personnel? What is the nature of the plan?

Please share other observations:

The company declares that it knows and accepts the conditions governing admission and participation in the MBA program. In addition, it declares that the information contained in this application is complete and truthful.

In the case of the candidate being accepted to the program, payment of tuition will be carried out:

by the company

by the participant

Representative's signature _____ Date _____

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**MBA Addendum for the Track in Luxury Business Management
in collaboration with Bulgari**

Name of Candidate _____

1. Why are you interested in the Luxury business?

2. What do you expect from the Track in Luxury Business Management?

3. Why should you attend the Track in Luxury Business Management?

4. Why are you most suited to attend the Track in Luxury Business Management?

5. Which function interests you the most? (Choose only one area)

- Retail/Wholesale
- Marketing and Communication
- Production/Supply chain
- General Management
- Others (please specify) _____

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SDA Bocconi School of Management

Masters Division

MBA Recruiting and Admissions Service

Via Balilla 18

20136 MILANO

Italy

tel. +39 02 5836.3228/3297/3299

fax +39 002 5836.3272

e-mail admissions@sdabocconi.it

website www.sdabocconi.it/mba

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