

MASTERS OF SCIENCE

Admission process and enrolment

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TAKE PART IN THE PROGRAM'S ADMISSION PROCESS:

In order to enrol on any of our Masters of Science programs you must first go through an admission process. During this process you will be assigned one of our **Program Advisors**, who will monitor your application and be your contact person for any questions you may have. In order to process your admission you simply have to follow the instructions below:

1. Fill in the program's **online application** form
2. Pay the admission fee by credit card or bank transfer (120€)*
3. Upload the required application documents
4. Have an admission interview (20 min interview)
5. Academic Admission Committee

All Masters of Science operate on a Academic Admission Resolution rolling admission basis: **the sooner you apply, the greater your chances of being admitted.**

Applications will be considered in accordance with the dates given below. Applications received after the deadline will be rolled to the next round.

*Admission fee:

- » The admission fee will be refunded only if the applicant is not admitted to the program or the program is cancelled.
- » The admission fee will not be refunded if the applicant interrupts the registration process before enrolling on the program.
- » The admission fee will be deducted from the program's tuition fees to all enrolled candidates. Please note that when paying for the admission fee by bank transfer you will be required to introduce your program code as stated below:

MSc Program Codes

- » Master of Science in Finance and Banking: **1529**
- » Master of Science in International Business: **1526**
- » Master of Science in Marketing: **1555**
- » Master of Science in Management.
 - › General Program: **1506**
 - › Specialization in Business Analytics: **1520**
 - › Specialization in Entrepreneurship: **1521**
 - › Specialization in Marketing: **1519**
 - › Specialization in IT Management: **1522**

Rounds	Application deadline	Admission week resolution	Payment of reservation fee
1	07/11/2017	week of 27/11/2017	18/12/2017
2	05/12/2017	week of 18/12/2017	08/01/2018
3	16/01/2018	week of 05/02/2018	26/02/2018
4	20/02/2018	week of 12/03/2018	03/04/2018
5	20/03/2018	week of 09/04/2018	30/04/2018
6	24/04/2018	week of 14/05/2018	04/06/2018
7	22/05/2018	week of 11/06/2018	02/07/2018
8	12/06/2018	week of 02/07/2018	18/07/2018
9	03/07/2018	week of 16/07/2018	25/07/2018
10	17/07/2018	from 26th to 31st of July 2018	10/08/2018
11	04/09/2018	week of 17/09/2018	25/09/2018
12	13/09/2018	week of 24/09/2018	08/10/2018
13	09/10/2018	week of 22/10/2018	02/11/2018

Preparation of your application documents

In order to process your application successfully you will need to submit a series of documents that the Admissions Committee will need in order to evaluate if your profile fits the program. A copy of the following application documents will be required from you:

☒ Signed Rights and Obligations of the Participant¹

☒ Scanned copy of the student's Bachelor's Degree²

☒ Scanned copy of the student's Transcript of Records. Make sure it includes your university grading system or your GPA (Grade Point Average)

☒ Scanned copy of the student's Passport/ID

☒ Statement of purpose

☒ Official proof of English level

☒ CV

☒ Photo (.jpg)

☒ 2 academic recommendation letters
(1 professional letter of recommendation extra)

1. The "Rights and Obligations of the Participant" is a document which certifies the veracity of your application documents and your acceptance of the school's general conditions. We need you to read this document, print it, sign it manually and scan it. You should include the scanned copy with the rest of your application documents. If preferred, you can also submit it per post or hand it in personally.

2. If you still do not have your Bachelor's Degree, just submit your current Transcript of Records for the time being. Once admitted, you will have time to present your Bachelor's Degree up until the beginning of the program.

Please note that only students who have obtained their final Bachelor's Diploma will be able to participate in the program.

Do I need to take the GMAT test?

For the **Master of Science in International Business** and **Master of Science in Marketing**, GMAT is not strictly required. However, analytical skills and business experience will be positively evaluated.

For all other Masters of Science, GMAT is:

» **Required** for students from non-analytical Bachelor's Degrees (Humanities, Communication, Tourism, Law, Politics etc.) and for science students (Biology, Pharmacy, Medicine, etc.). You must comply 650 points as a minimum score.

» **Not required for students** from analytical related Bachelor's Degrees (Economy, Business and Administrations, International Business, Statistics, Engineering, Maths, Physics, etc.).

Submitting official proof of English level

Remember that in order to be successfully enrolled, the presentation of an official English certificate is an essential admission requirement.

Official results must be sent directly by the examining institution to the school's Admissions Department and must comply with the required minimum scores:

» TOEFL IBT: > 100*

» TOEFL PBT: > 575* » CAE: C1

» TOEFL CBT: > 235* » IELTS: > 6.5*

*IELTS and TOEFL will only be considered if issued from 2013 onwards.

If you do not have your English results at the time of admission, you will be required to provide it two months before the starting of the course **Admissions without an official English certificate will be considered conditional until the certificate is provided.**

Only applicants whose mother tongue is English do not need to present an English certificate or who have completed their full Bachelor's Degree at an English-speaking university must submit written evidence that the language of instruction of their studies was English.

Please note that failure to provide the required English certificate may result in denial of your participation in the program.

How to write my Statement of Purpose?

Your statement of purpose (motivation letter) must be written in English. It should answer the following questions:

» What are your short-term goals after the MSc Program? What skills and knowledge are you seeking to develop in order to achieve your goals?

» What are your long-term career goals?

» Why do you think UPF Barcelona School of Management is different from the other schools to which you are applying? Why do you feel our school is a good fit for you?

» Is there any other information you would like to provide that gives added value to your candidacy?

Check out our Talent scholarships!

Talent Scholarships are specifically awarded at students who can demonstrate an exceptional academic or professional trajectory. Find about the application criteria on our web!

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ENROL ON THE PROGRAM

Once you are admitted you will be sent an Admission Pack with further instructions on how to enrol on the program. Further to this, you will be required to undertake the following actions before the beginning of the program:

1. Present officially stamped hard copies of the following documentation at our institution:

- » Bachelor's Degree
- » Transcript of Records (including GPA)

Remember that if your Bachelor's Degree and Transcript of Records are written in a language other than Spanish, Catalan, English, French, Italian or Portuguese, they must be accompanied by an officially sworn translation into English, Spanish or Catalan.

If you have a **non-EU university diploma**, the aforementioned documents and translations must be duly legalised by the corresponding institutions of your country of origin. We strongly recommend that you check our international document legalisation requirements on our website for detailed instructions regarding the correct validation of your application documents.

For more information:

<http://www.barcelonaschoolofmanagement.upf.edu/en/admission-and-enrollment/international-students>

2. Pay for the program's tuition fees:

- » **1st instalment:** 25% of the program tuition fees (reservation fee). To be paid on the day stated on your admission letter. Payment of the reservation fee is mandatory in order to ensure a place on the program.
- » **2nd instalment:** 75% of the program tuition fees. To be paid **on the day stated on your admission letter.**

3. If you are a **non-EU student** or you have a **non-EU university diploma** you will have to deal with bureaucratic procedures such as visa application or the legalisation of your academic documents. Should this be your case, we suggest you to allow yourself two or three months to get things organized.

Once your documents have been submitted and the payment has been received, you will be officially enrolled at UPF Barcelona School of Management!

Admission Process

