

# MBA/MS/ Graduate Non-Degree Programs Application

## FOR OFFICE USE ONLY

**Name:**

**Academic Semester:**

**Application Number:**

**Application status:**

**Inquiry No:**

**Submission Date:**

**Home/EU:** ☐ Yes ☐ No

**Aid:** ☐ Financial ☐ Merit

## CHECKLIST

**Before submitting your application, please use this checklist to ensure that your application is complete:**

- ☐ 1 passport size photo
- ☐ 1st Recommendation Letter
- ☐ 2nd Recommendation Letter
- ☐ Proof of Competency in English Language (TOEFL, IELTS, Proficiency)
- ☐ Official Transcript of Grades (of your undergraduate and graduate studies if any)
- ☐ Certified Copy of your Degree (of your undergraduate and graduate studies if any)
- ☐ GMAT Scores if available
- ☐ Essays
- ☐ Resume (CV)
- ☐ I.D or Passport copy
- ☐ Application fee €70 (i.e. proof of payment)

# ACT

AMERICAN COLLEGE *of* THESSALONIKI

THE UNIVERSITY DIVISION OF ANATOLIA

# Applicant Details

Last Name

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Middle name

Gender

☐ Male ☐ Female

Date of Birth

Nationality/ies

Country of Legal Permanent Residence

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Current Mailing Address (Street/Street No/ City/Country/Postal or Zip Code)

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Permanent Address (if different than above)

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Business Address

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Home Tel (including country and area code, eg. +30 2310 xxxxxx)

Mobile (including country and area code, eg. +30 69xx xxxxxx)

Email

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First Name(s)

Father's name

Marital Status

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Country of Birth

Citizenship/s

If different than country of citizenship please state duration of residence:

From (year) \_\_\_\_\_ To (year) \_\_\_\_\_

Work Tel

Fax

May we contact you at work?

☐ Yes ☐ No

Note: Applicant must inform the Admissions Office of any changes in the above contact details

Sources of funding for the program

☐ Self ☐ Family ☐ Employer

☐ Bank Loan ☐ Scholarship/Financial Aid

☐ Other (Please specify) \_\_\_\_\_

Is this funding definite or proposed?

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# Admission Information

## Program you are applying for

- ☐ MBA in Management
- ☐ MBA in Marketing in the Digital Era
- ☐ MBA in Banking and Finance
- ☐ MBA in Entrepreneurship
- ☐ MS in Hospitality & Tourism Management
- ☐ Non-Degree Certificate Program (Please Specify) \_\_\_\_\_
- ☐ Individual Courses

## I plan to commence my studies on (date):

\_\_\_\_\_

## I took the GMAT Test on: (date)

\_\_\_\_\_

## I plan to take the GMAT Test on: (date)

\_\_\_\_\_

☐ I do not plan to take the GMAT Test

## My GMAT Scores are:

Verbal \_\_\_\_\_ Quantitative \_\_\_\_\_ Total \_\_\_\_\_

## What is your native language?

\_\_\_\_\_

## Please indicate below the scores obtained of TOEFL, IELTS, Proficiency as evidence of Competency in English Language:

TEST	DATE TAKEN	DATE PLAN TO TAKE	SCORE OBTAINED
_____	_____	_____	_____
_____	_____	_____	_____

## Please state any other English Language qualifications which you possess:

\_\_\_\_\_

## What was the language of instruction in your undergraduate studies?

\_\_\_\_\_

## Do you have knowledge of other Languages and at what level:

\_\_\_\_\_

## My computer literacy in:

Word is:	<input type="checkbox"/> Poor	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
Excel is:	<input type="checkbox"/> Poor	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
Power Point is:	<input type="checkbox"/> Poor	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
Access is:	<input type="checkbox"/> Poor	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent

## Do you have a PC/laptop at home?

☐ Yes ☐ No

## Do you have internet access at home?

☐ Yes ☐ No

## Do you have a PC/laptop at work?

☐ Yes ☐ No ☐ Not Applicable

## Do you have internet access at work?

☐ Yes ☐ No ☐ Not Applicable

# Education and Professional Training

**Please provide the following information concerning the Lyceum/High School from which you graduated:**

Year of Graduation      Name of Lyceum or High School      Grade of Graduation Diploma (GPA)

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**Please give details of all undergraduate and graduate studies, and enclose all relevant official Diplomas & Transcripts:**

Dates (From-To)	Institution attended & country	Major and/or specializations	Degree Grade (class/GPA)	Degree Earned (BSc, MSc, PhD)	Full time/ Part time

**Please give details of any additional training obtained:**

Dates (From-To)	Professional firm or educational institution (name country if abroad)	Qualification & Subject	Result (Class/GPA)

**Please list any scholarships, awards and prizes earned:**

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**Professional Membership/s**

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**Have you previously registered for courses at the American College of Thessaloniki?**

☐ Yes    ☐ No

## Employment History

### Number of years of Full-time work experience

=====

☐ I have no work experience

**Please give us the details of your current job**

**Company/Organization Name**

City

Country

Job Title/Position

Dept.

Responsibilities (please provide a description of your job, including the nature of work undertaken, your responsibilities, etc.)

**Please list all Full-time positions starting with your most recent/current position:**

Company

Dates (Begin -End)

Job Title

City/Country

**Please list all Part-time positions starting with your most recent/current position**

Company

Dates (Begin -End)

Job Title

## Military Service

☐ Completed   ☐ Deferral   ☐ Exempted   ☐ Not applicable

From (Date) To (Date)

THE UNIVERSITY OF CHICAGO PRESS



# Letters of Recommendation

Please provide the names of the persons you have asked to write letters of recommendation

Name	Position	Address	Telephone
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## Activities and Interests

Briefly describe any significant extracurricular activities, voluntary work, honorary positions held, etc.

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Please list any hobbies, sports, or other non-academic interests. If circumstances permit it, what other interests would you like to pursue?

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## Essays

Two essay questions should be answered by all candidates. Questions 1 is obligatory for everyone. Choose one more question from 2 to 4. Your answers should be typed, up to 300 words each, on separate sheets of paper and be stapled together. Your essays must appear in 10-12 font size and be double-spaced.

1. Why do you wish to pursue a graduate degree at ACT? What are your career aspirations and why?
2. Describe your most substantial accomplishment and explain why you view it as such?
3. Describe a situation where leadership and teamwork were critical to the outcome of a project in which you were directly involved. What did you learn from the experience and how have you applied what you learned to other situations?
4. Describe a setback, disappointment, or occasion of failure that you have experienced. How did you manage the situation, and what did you learn from it?

# Marketing Information

**This information is for statistical purposes and it doesn't affect the success of your application.**

**Are you applying to any other Educational Institution for a graduate degree? If so, which?**

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**How did you hear about ACT programs?**

- ☐ ACT Alumni ☐ Current Student ☐ University/Professors ☐ Colleague ☐ Employer ☐ Social Media  
☐ Digital ads ☐ TV ads ☐ Press ads ☐ Press Article ☐ World Wide Web ☐ Fair ☐ Family/Friend  
☐ Radio ads ☐ Other \_\_\_\_\_

**Which one of the above sources of information determined your final decision to apply?**

- ☐ ACT Alumni ☐ Current Student ☐ University/Professors ☐ Colleague ☐ Employer ☐ Social Media  
☐ Digital ads ☐ TV ads ☐ Press ads ☐ Press Article ☐ World Wide Web ☐ Fair ☐ Family/Friend  
☐ Radio ads ☐ Other \_\_\_\_\_

## Certification and Signature

**I certify that to the best of my knowledge the information contained in this application form is accurate.\***

**Signature of Applicant**

**Date**

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\*Note: All admissions decisions are taken in good faith on the basis of the statements made in your application form. If it is discovered that a candidate has made a false statement, or has omitted significant information on the application form, it is entitle to withdraw or amend its offer according to the circumstances.

Disclaimer: The release of your data in this document indicates your consent to ACT to maintain that data in a database and use it according to law 2472/1997. You reserve the right to request that your personal data be confirmed, altered or deleted from this database, at any time and according to law 2472/1997.

**Please submit this application to:**  
**Admissions Office, American College of Thessaloniki, P.O. Box 21021**  
**555 10 Pylea, Thessaloniki, GREECE**  
**Tel. No: ++30-2310-398-398, Fax No: ++30-2310-398-389**  
**E-mail: admissions@act.edu**

## **ACT - The American College of Thessaloniki**

ACT (American College of Thessaloniki) is the tertiary division of Anatolia College, an institution with a long and prestigious history that dates back to 1886.

ACT is accredited in the United States by NEASC (New England Association of Schools and Colleges) through its Commission on Institutions of Higher Education. In addition to ACT having full NEASC accreditation, the undergraduate programs delivered at ACT are also validated by Open University, UK. ACT has also been granted a license by the Greek government to operate as a private post-secondary educational institution ("College").

ACT's comprehensive undergraduate curriculum leads to Bachelor's degrees in Business (with 4 Concentrations), Business Computing, International Relations, and English (with 2 Concentrations). Moreover, the college offers a Master's of Science (MS) in Hospitality and Tourism Management and a Master's in Business Administration (MBA) with concentrations in Banking & Finance, Entrepreneurship, Management, and Marketing in the Digital Era.

ACT also offers an extensive need and merit-based financial aid program.