

# MBA

Stockholm School of Economics  
Application Material



# SSE MBA

## ADMISSIONS INFORMATION

Dear Applicant,

Thank you for taking an interest in SSE MBA. For almost a century the Stockholm School of Economics has trained ambitious women and men for leading positions in business and public administration. We know what it takes to challenge talented people and help them to grow both as leaders and as individuals. SSE MBA is an intensive, accelerated program with an innovative pedagogy that draws on our strong standing as an academic institution and our close ties to the business community. I wish you good luck with your application.



*Örjan Sölvell*  
*Dean, Stockholm School of Economics MBA*

### REQUIREMENTS

Admission to SSE MBA depends upon you meeting the following requirements:

- A Bachelor's and/or a Master's Degree recognized by the Ministry of Education in the country in which it has been awarded. SSE may consider applicants without an academic degree if the applicant has advanced and extensive working experience.
- At least three years of professional experience. The Admissions Office also evaluates the nature of the position(s) held and the extent of managerial responsibility.
- A GMAT score. In order to be able to benefit fully from the instruction at SSE MBA, you should probably have a GMAT score in the clear 600 range.
- Fluency in written and spoken English. If English is not your native language, you must submit TOEFL scores with your application. To be successful in this

communication-intensive program, your TOEFL score should surpass 570 (Paper Based Test) or 240 (Computer Based Test).

### ADMISSIONS PROCEDURE

You are welcome to submit your application by regular mail, but for efficient processing we encourage you to use our online application tool ([www.sse.edu/mba](http://www.sse.edu/mba)).

You will receive notification by e-mail when your application has been received by SSE. No further information on the status of an application is provided before the final decision.

The screening process will be completed and the admissions office will be able to notify applicants of its decision within three weeks after having received a

complete application. In some cases the Admissions Office will also request that you interview with one of our representatives.

#### ADMISSIONS POLICIES

The one-year SSE MBA program prepares professionally active women and men for leadership roles in companies and organizations. We endeavor to admit a diverse and ambitious group of students, and the selection process plays a key role in making this happen. If your application is rejected, please bear in mind that the Admissions Office strives to establish an optimal composition for every cohort. Your application may be a poor match with this year's group but a good match another time.

Please note that the decision of the Board of Admission is final.

If you have been admitted and would like to defer your enrollment, please contact the Admissions Office as soon as possible.

If, upon request, a candidate is unable to verify details of her/his application, it will be cancelled. If a person has been accepted into the program, but is unable to verify details in the application document she/he will be expelled.

All application material become the legal property of SSE MBA, and will not be returned.

#### CONTACT INFORMATION

Applications by regular mail are sent to

#### **Stockholm School of Economics**

SSE MBA Admissions Office  
P.O. Box 6501  
SE-113 83 Stockholm  
Sweden

For questions about the program please contact  
Gunnar Stenvall  
gunnar.stenvall@hhs.se  
+46-(0)8-736 90 00

For further information about SSE MBA, visit our web-site, [www.sse.edu/mba](http://www.sse.edu/mba).

SSE MBA reserves the right to correct any printing errors in the application material and make alternations at any time concerning policies, fees, curriculum, or any other matters.

#### SSE CODES

The SSE codes are:

**GMAT=MFVKV46**

([www.mba.com/mba/taketheGMAT/](http://www.mba.com/mba/taketheGMAT/))

**TOEFL=8175** ([www.toefl.org](http://www.toefl.org))

**GRE=7016** ([www.gre.org/gendir.html](http://www.gre.org/gendir.html))

#### APPLICATION FEE

There is a non-refundable application fee of SEK450 (approx. USD60 or €45 as of the exchange rate in September, 2005). SSE MBA will waive this application fee for all applicants applying on-line.

The fee is payable to Svenska Handelsbanken, bank account number 6119 – 584 - 743408. The SWIFT code is HANDSESS. The address to the bank is Sveavägen 45, Box 3173, S-103 63 Stockholm. *Do not forget to state your name as well as the reference number 63201 upon payment.* Enclose proof of payment in your application to facilitate identification of the transfer.

#### TUITION FEE

The tuition fee for the one-year SSE MBA is SEK300,000 (approx. USD40,000 or €32,000 as of the exchange rate in September, 2005).

# SSE MBA

## APPLICATION INSTRUCTIONS

Submit all application materials in one package, make certain that the application form is filled out as thoroughly as possible. Receipt of your application will be confirmed via e-mail. If your application is incomplete, you will be notified. To ensure the efficient handling of your application please make certain that all the required documents and information are included. Applicants are encouraged to apply as early as possible.

### 1) PERSONAL INFORMATION

Please complete this section carefully.

### 2) CONTACT INFORMATION

The Admissions Office will communicate with you primarily via e-mail. Please check your address regularly.

### 3) EDUCATIONAL BACKGROUND

Transcripts from all undergraduate and graduate academic institutions must be included in your application. Ask the registrar to send you the official transcript in a sealed envelope, signed across the seal. When applicable, please make certain that translations into English are made by a certified translator.

### 4) PROFESSIONAL EXPERIENCE

SSE MBA endeavors to admit a group of talented and ambitious women and men. Since you learn from the other participants' working experience, your professional background plays an important role for cohort composition. List your professional positions, and elaborate on your most recent or current employment.

### 5) NON-CURRICULAR QUALIFICATIONS

The program profiles the balance between working life and private life. Involvement in activities beyond your education and career will weigh positively in admission decisions. List the most significant achievements outside your professional life.

### 6) LANGUAGE

SSE MBA requires fluency in English. Knowledge of other languages will be a merit. If you are not a native speaker of English you will have to provide results from the TOEFL-test (7).

### 7) REQUIRED TESTS

SSE MBA requires results from both GMAT (or GRE) and TOEFL (if you are not a native speaker of English). The results must not be more than three years old. For SSE codes, see above. Enter your results in the application form and make certain that official copies of the test results are also sent directly to SSE for verification purposes.

### 8) SELF ASSESSMENT

As previously emphasized, cohort composition is of great importance, and we would like to know how you perform in a group setting, such as a class-room discussion. This question will also be asked of your two recommenders (9) and we urge you to respond as frankly as possible.

### 9) RECOMMENDATIONS

You are required to provide two letters of recommendation with your application. We advise you to select recommenders with whom you have a professional relationship. Send the attached form to your recommenders and ask them to return it to you in a sealed envelop that has been signed over the seal.

10) MOTIVATION STATEMENT, ESSAYS,  
RESUMÉ, DRAWING

A motivation statement, two essays and a resumé are to be included in the application. These documents weigh heavily in the selection process. We encourage you to prepare your responses with great care and to express those qualities that distinguish you from other applicants. Select two of the four essay questions. Use separate documents and identify yourself and the question on the top of each page. Limit your responses to the stated length. We would appreciate if you supply a drawing.

11) FINANCING

Indicate how you plan to finance your studies. For loan packages and scholarship information please visit our web-site at [www.sse.edu/mba](http://www.sse.edu/mba).

12) PRIMARY INFORMATION SOURCE

In order to know which information/marketing channel helps us attract the best students, we ask you to tell us when you first learned about SSE MBA and by what channel.

13) ADDITIONAL INFORMATION

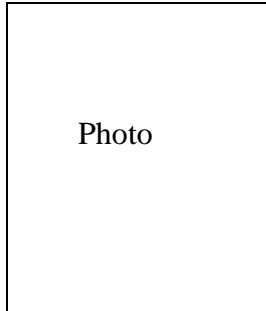
If there is any additional information or observations that you would like to add, please do so in this section (e.g. if there are any particular conditions that may affect your participation in the program).

CONFIDENTIALITY

The MBA application and all materials submitted in support of it become the confidential and legal property of SSE, and they are not returnable. The Admissions Office will not reproduce copies of any part of the SSE MBA application material for anyone not involved in the admission procedure except with written consent from the candidate. Candidates and SSE MBA participants do not, however, have access to personal recommendations and interview reports.

# SSE MBA

## APPLICATION FORM



### 1) PERSONAL INFORMATION

If you send in your application via the web  
please attach your photo (jpg) in an e-mail to  
mba@sse.edu

Last Name

First Name

Middle Initial

Date of Birth

Male    Female

Day    Month    Year

Marital Status    Single    Married/Partner    Children    No    Yes, how many

Citizenship

### 2) CONTACT INFORMATION

Preferred e-mail for communication

Current Address

Street

Town or City

Postal/Zip Code

Country

Home Phone

Business Phone

Cell Phone

Mailing Address (if different from above)

Street

Town or City

Postal/Zip Code

Country

Home Phone

# SSE MBA APPLICATION FORM

## 3) EDUCATIONAL BACKGROUND

Transcripts from all undergraduate and graduate academic institutions must be included in your application. Ask the registrar to send you the official transcript in a sealed envelope, signed across the seal. When applicable, please make certain that translations into English are made by a certified translator.

Please list all colleges/universities attended, starting with the most recent.

Institution	Country	Degree received	Dates attended (Starting date & Graduation date)	Major subject <sup>1)</sup>	F/P (Full-time/ Part-time)

<sup>1)</sup> Choose from the list below. Please use the most closely corresponding option.

### MAJOR SUBJECT

- |                           |                            |                      |
|---------------------------|----------------------------|----------------------|
| 1 Agriculture             | 14 Education               | 27 Music             |
| 2 Anthropology            | 15 Engineering             | 28 Pharmacology      |
| 3 Archeology              | 16 Geography               | 29 Philosophy        |
| 4 Architecture            | 17 Geology                 | 30 Physics           |
| 5 Astronomy               | 18 Health                  | 31 Political Science |
| 6 Biology                 | 19 History                 | 32 Psychology        |
| 7 Business Administration | 20 Humanities              | 33 Religion          |
| 8 Chemistry               | 21 International Relations | 34 Social Work       |
| 9 Classics                | 22 Journalism              | 35 Sociology         |
| 10 Communications         | 23 Languages               | 36 Urban Studies     |
| 11 Computer Science       | 24 Law                     | 37 Other:            |
| 12 Drama                  | 25 Mathematics/Statistics  |                      |
| 13 Economics              | 26 Medicine                |                      |

# SSE MBA APPLICATION FORM

## 4) PROFESSIONAL EXPERIENCE

Indicate how many years of full-time working experience you have completed between graduation from college/university and your proposed enrollment at SSE MBA. Do not include full-time studies or summer jobs. You may include military service.

1-2 years      3-4 years      5-6 years      7-8 years      9-10 years      11 years or more

Please list your professional positions, starting with the most recent.

Company	Country	Job Function <sup>2)</sup>	Company Sector <sup>2)</sup>	Job Title	Start and End Date (month & year)

<sup>2)</sup> Choose from the lists below the option, which corresponds most closely.

### JOB FUNCTION

- 001 Administration
- 002 Business Development
- 003 Consulting
- 004 Controlling (Audit/Accounting)
- 005 Finance
- 006 General Management
- 007 Human Resources/Personnel Adm.
- 008 Legal
- 009 Marketing/Sales
- 010 Medical
- 011 Product Dev/Technology
- 012 Production/Operations Mgt
- 013 Project Management
- 014 Public Relations
- 015 R & D
- 016 Strategy/Corporate Planning
- 017 Systems Analysis
- 018 Other (please specify):

### COMPANY SECTOR

- 101 Accounting
- 102 Advertising/Marketing Services
- 103 Agribusiness
- 104 Automobiles
- 105 Chemicals/Plastics/Rubber
- 106 Commercial Banking
- 107 Communications
- 108 Computer Services
- 109 Construction
- 110 Consulting
- 111 Education
- 112 Electronic Equipment
- 113 Energy
- 114 Entertainment/Leisure
- 115 Food/Beverage
- 116 Holdings
- 117 Human Resources
- 118 Import/Export
- 119 Insurance
- 120 Internet Services/  
Multimedia
- 121 Investment Banking
- 122 Law
- 123 Media/Entertainment
- 124 Nonprofit/Foundation
- 125 Other Financial Services
- 126 Petroleum
- 127 Pharmaceuticals
- 128 Printing – Publishing
- 129 Public Administration
- 130 Real Estate
- 131 Research Institute
- 132 Retail Trade Mgt
- 133 Social – Health Services
- 134 Sports/Leisure
- 135 Stone, Clay & Glass
- 136 Telecommunications
- 137 Textile
- 138 Tobacco
- 139 Transportation – Travel
- 140 Venture Capital/  
Private Equity
- 141 Wholesale Trade
- 142 Wood
- 143 Other (please specify):

# SSE MBA APPLICATION FORM

Please answer the following questions about your most recent or current employment.

Name of Company

Postal Address

Telephone Number

Immediate Supervisor

Last Name

First Name

Middle Initial

Title/Position

E-mail

May we contact the supervisor mentioned above                      Yes      No

Your primary responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of people reporting to you

Career moves within the company or enhanced degrees of responsibility

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# SSE MBA APPLICATION FORM

## 5) ADDITIONAL QUALIFICATIONS

A) Extra-Curricular Activities \_\_\_\_\_  
\_\_\_\_\_

B) Community/Civic Activities \_\_\_\_\_  
\_\_\_\_\_

C) Hobbies and Special Interests \_\_\_\_\_  
\_\_\_\_\_

D) Awards, Distinctions and/or Honors \_\_\_\_\_  
\_\_\_\_\_

E) Publications \_\_\_\_\_  
\_\_\_\_\_

## 6) LANGUAGES

Indicate what languages you know and at what level. SSE MBA requires fluency in English, which correspond to level 2 below and should be verified by a TOEFL score if you are not a native speaker.

Language	Level

Levels:

- 1= Native Language (can only be used once)
- 2= Excellent Command
- 3= Good Knowledge
- 4= Basic Knowledge

# SSE MBA APPLICATION FORM

## 7) TEST RESULTS

Enter your results and make certain that official copies of the test results also are sent directly to SSE for verification purposes. Please note that the test results must not be more than three years old.

### GMAT

Test Date

Day      Month      Year

	Score	Percentile
Overall		
Verbal		
Quantitative		

### GRE (may replace GMAT)

Test Date

Day      Month      Year

	Score
Verbal	
Quantitative	
Analytical Writing	

### TOEFL (when applicable)

Test Date

Day      Month      Year

	Score/Subscore
Overall	
Listening	
Structure/Writing	
Reading	

Paper Based Test     Computer Based Test

## 8) SELF ASSESSMENT

Which do you believe will be your most prominent role in a group interaction, such as a case -discussion in an MBA class?

Please distribute 100% among the features listed below.

- % A facilitative, coordinating role
- % A critical, analytical role
- % A creative, idea generating role
- % An organizational, summarizing role
- % Other, namely

# SSE MBA APPLICATION FORM

## 9) RECOMMENDATIONS

You will find specific forms for SSE MBA recommendations at <http://ssemba.sse.edu/text.asp?pageID=28>

### **Recommender 1**

Last Name

First Name

Middle Initial

Position

Company/University

E-mail

Your relationship with the recommender

### **Recommender 2**

Last Name

First Name

Middle Initial

Position

Company/University

E-mail

Your relationship with the recommender

## 10) MOTIVATION STATEMENT, ESSAYS, RESUMÉ AND DRAWING

Each application should include a motivation statement, two essays and a resumé are to be included in the application. The motivation statement and each essay should be in a separate document. Provide your name and the document title at the top of each page. Limit each essay response to 400 words. Use 1.5 spacing and at least an 11-point font. In order to get a more personal feeling of each applicant we encourage you to send in a drawing as well.

### **1. Motivation statement**

Describe your aspirations and explain how earning an MBA fits into those aspirations. What is it about SSE MBA in particular that will help you to realize these aspirations?

### **2. Essays (choose two from among the options below)**

- a) Identify the major factors that have made you the person you are today. Also introduce yourself in writing - your strengths, weaknesses and ambitions.
- b) Discuss an experience that has effected your development as a leader.
- c) Describe a professional situation in which you have faced an ethical dilemma. How did you interpret the situation? What was your first reaction? What did you learn?
- d) Given that successful leaders are able to learn from failure, analyze a situation in which you failed?

### **3. Résumé**

Please summarize your experience in a traditional CV.

### **4. Drawing**

Draw a picture of yourself in your current situation. Any technique is welcome, but the size is limited to a standard sheet of writing paper. (If you send in your application electronically please scan this document and attach it.)

# SSE MBA APPLICATION FORM

## 11) FINANCING

I plan to finance my studies at SSE via

Private Funding

Scholarships, from (please specify)

Swedish Institute Scholarship (for cost of living)

Loans

Funding by Employer

Other, namely

## 12) PRIMARY INFORMATION SOURCE

From which source did you hear about SSE MBA for the first time

SSE MBA Brochure

SSE MBA Web

Database, namely

SSE Faculty

Admissions Office Staff

At Work - Company Representative

At an MBA Fair, namely

Advertisement in

Friend(s) and/or Relative(s)

Articles in Papers, Television, etc.

Student or Alumni of SSE

Other (please specify)

When was this

Month

Year

# SSE MBA APPLICATION FORM

## 13) ADDITIONAL INFORMATION

If there is any additional information or observation that you would like to add, please do it here  
(e.g. if there are any particular conditions that may affect your participation in the program).

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## STATEMENT OF INTEGRITY

I hereby certify that I have provided accurate information in this application. I am the sole author of the essays that are enclosed. I authorize the Admissions Office at SSE to verify my credentials. I understand that any misrepresentation or omission of facts in my application may justify denial of admission, cancellation of admission or expulsion from SSE MBA.

Signature \_\_\_\_\_

Date

If you send in your application electronically your signature must be scanned and mailed separately as an attachment or sent via regular mail.

## SSE MBA APPLICATION FORM

# Checklist

Submit all application material in one package. To ensure efficient handling please check that your application is complete.

Proof of payment of the application fee (SEK450) in order to facilitate identification of the transfer (if you submitted your application with regular mail)

Application form (including GMAT or GRE and TOEFL score for non-native speakers of English)

Photo (if e-mailed use jpg-format)

Official Transcripts of Grades and Diplomas

Two letters of recommendation (on SSE MBA format)

A motivation statement

A resume

Two essays – please state the essay question and your full name on each page

One illustration – please state your name on the back of the drawing

Do not forget to sign your application form under Statement of Integrity!

### CONTACT INFORMATION

Applications by regular mail are sent to

#### **Stockholm School of Economics**

SSE MBA Admissions Office

P.O. Box 6501

SE-113 83 Stockholm

Sweden

For questions about the program please contact

Gunnar Stenvall

gunnar.stenvall@hhs.se

+46-(0)8-736 90 00

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