

# MBA

Stockholm School of Economics  
Application Material

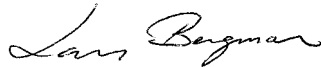


# SSE MBA

## 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 develop and grow both as leaders and as individuals. SSE MBA is part of our long-term strategy to consolidate our strong position in the international educational market. SSE MBA is an intensive, accelerated program with an innovative pedagogy – it is not for everyone but it might be for you. I wish you good luck with your application!



*Lars Bergman*

*President, Stockholm School of Economics*

### 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 had advanced and extensive working experience.
- A minimum of 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 fully benefit from the instruction at SSE MBA, you should 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 may submit your application by either regular mail or electronically ([www.sse.edu/mba](http://www.sse.edu/mba)), but we encourage you to use our online application.

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

The screening process will be completed end of November (first round) and beginning of April (second round). Final decisions will be sent out shortly thereafter. Interviews will be conducted when deemed necessary.

#### 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 Admissions Board 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 the SSE MBA, and will not be returned.

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=0699** ([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

SSE MBA charges a non-refundable application fee of €50. Payments are made 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.

Please note that SSE MBA will waive its application fee for applicants applying on-line.

#### TUITION FEE

The tuition fee for the one-year SSE MBA is €30,000.

#### FINANCIAL AID

Please visit our web ([www.sse.edu/mba](http://www.sse.edu/mba)) for updated information on grants, loan packages, scholarships, etc.

ADMISSION SCHEDULE – IMPORTANT DEADLINES CLASS OF 2006

Round	Application Deadline	Confirmation of Reception of Application	Decisions Mailed to Applicants	Deadline for Accepting a Position
1	Oct 29, 2004	Nov 15, 2004	Nov 30, 2004	December 17, 2004
2	Mar 4, 2005	March 18, 2005	April 1, 2005	April 15, 2005

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

## 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. Applications will only be reviewed if the application is complete. 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) LANGUAGES

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 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 at least one recommender 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) ESSAYS

A motivation statement, two essays and a resume 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 an illustration.

#### 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 identify the source from which you first learned about SSE MBA and when this happened.

#### 13) ADDITIONAL INFORMATION

If there is any additional information or observation 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.