



Information for Applicants 2018-2019

Candidates to be considered for The Alba MBA or MBA in Shipping Program must submit the following documents:

- The completed ALBA application form, including one recent photograph in jpeg format (or two photographs in print).
- Copy of Police ID (Greek Applicants) /Passport (International Applicants)
- Two letters of recommendation in Greek or in English language. Recommendation letters can be submitted online via <https://applications.alba.edu.gr> or by downloading and printing the forms in English or Greek
- Official transcripts as well as certified copies of degrees from each undergraduate, graduate or professional degree earned. Applicants, who cannot obtain an official transcript in a reasonable time, may upload or send a photocopy of unofficial transcripts, as a temporary substitute in order to expedite the evaluation process.
- Proof of competence in the English language. Candidates are required to either hold the Proficiency (Proficiency of Cambridge or Proficiency of Michigan) or Certificate of English Language Proficiency Michigan State University (MSU) or take the TOEFL (100 minimum score-ALBA code 0942), or the IELTS (7.0 minimum score), unless their Bachelor's degree has been awarded from an English speaking academic institution
- Three Essays as indicated in the Application form
- A minimum GMAT score of 550 and above (or a GRE score of 155 and above) will strengthen the application for the ALBA MBA or MBA in Shipping Program. In cases of “weak” academic background and after the faculty evaluation of the file, the Academic Committee reserves the right to conditionally accept an applicant for the ALBA MBA program, upon bringing a GMAT score of 550 and above (or a GRE score of 155 and above) prior the beginning of the program. (ALBA MBA GMAT code 3BM-38-74 and GRE DI code 0942)
- A minimum of 3 years substantial work experience is required for all MBA Programs
- Non-refundable application fee's [€60] deposit. To proceed with the payment you must first complete and submit your online application so as to be provided with the appropriate BANKING ID NUMBER*.

Payment of tuition and fees can be made by using one of the following options:

a) By deposit paid directly to account number **112002002021876** at any branch of the **ALPHA BANK** or to account number **18048009668** at any branch of the **NATIONAL BANK of GREECE**. Each student must make sure that his/her **BANKING ID NUMBER*** and **FULL NAME** are given to the bank teller. The student's account will be updated electronically within 2 working days.

Note: National Bank of Greece account holders may pay their tuition at Automatic Teller Machines (**ATMs**) by using the Payments menu and entering their BANKING ID NUMBER* to complete the transaction.

b) By Web Banking: i) to **ALPHA BANK**, IBAN: **GR 4201401120112002002021876**. Students must include their **STUDENT ID NUMBER*** and **FULL NAME**. ii) to **NATIONAL BANK of GREECE**. Account holders may pay their

tuition through the **i-Bank** system of the **NATIONAL BANK of GREECE**, by using the Payments menu available on these systems and entering their **BANKING ID NUMBER*** to complete the transaction.

- c) By debit or credit card presented to the cashier at the Student Success Center (located at Aghia Paraskevi Campus).
- d) By debit or credit card using online payment (www.acg.edu/online-payment).
- e) By bank check/personal check presented to the cashier at the Student Success Center (located at Aghia Paraskevi Campus).

All candidates will be asked to go through a personal interview.

Applications with one or more missing documents will not be processed until these documents are received. Admission to the Program is decided by the Admissions Committee on the basis of the qualifications and the applicant's personality and commitment.

ALBA accepts applications all year round & candidates are encouraged to apply as soon as possible. However, applications received after the beginning of the program will not be reviewed for the current intake, but will certainly be reviewed for next year's intake.

** The BANKING ID NUMBER is provided to all applicants by email upon successful submission of the application.*