



## Admission Process for Executive MBA

1. Application with two options:
2. [Application online](#) (with scanned documents) OR
3. Print, fill in and post us (see the address below) the [application form](#) along with the original copies.
4. Interview: All candidates will be asked to go through a personal interview in English.
5. Evaluation by an Academic Committee.

### Assessment Criteria

As the EMBA's credo is "challenge your thinking, lead for growth and renewal", we assess candidates with the following criteria:

#### Formal criteria: Degree and management experience

You should have a minimum of ten years substantial work experience, of which at least three years of management experience. That also means you should be currently employed or self-employed. You are also required to hold a bachelor's degree. \*

You are expected to provide 2 letters of recommendation. Finally, you should provide evidence of excellent command of the English language (e.g. Proficiency or TOEFL or IELTS or a bachelor's degree from a university where all courses were taught in English). In case the aforementioned do not exist, a personal interview will judge the level of command.

#### Past accomplishments,

How do we assess your potential for leadership? We look for clear evidence of achievement and progression. You should demonstrate a record of successful leadership which includes pursuit of a goal, motivating people to achieve this goal, the articulation of common purpose. We also assess the communication and interpersonal skills which are crucial to successful leadership.

#### Academic curiosity

While success is important, how you have succeeded is no less important. Our EMBA students should have developed themselves but also helped others develop. Successful applicants are reflective, thoughtful leaders who are intrigued by new knowledge as a means to make a difference in their organization.

*\* Exceptional cases, where no bachelor's degree exists, but is complimented by substantial senior management experience and professional achievements, will be seriously considered.*

Our EMBA accepts applications all year round & candidates are encouraged to apply as soon as possible. Though our admission process is straightforward and expedited, it takes some time to plan and prepare for the application. Therefore you are advised to start early the process to avail time for preparation.

To learn more about academic policy, course credit policy, fees policy and rules for student conduct read the [Academic Regulations](#).





### Candidates must submit:

- 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;
- 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](http://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).

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