

APPLICATION FORM

PERSONAL INFORMATION:

First name(s): _____ Last name(s): _____ Gender: _____

Date of birth / (yyyy / mm / dd): ____ / ____ / ____

Place of birth / (city and country): _____

Nationality: _____

Citizenship: _____

Passport number: _____

Marital status: _____

Phone number: _____

Fax number: _____

Mobile phone number: _____

E-mail address: _____

Home address / (street, number, floor, box): _____

/(postal code, town/city): _____

/(province, country): _____

Address in Barcelona / (if already available): _____

Full description of your degrees (Specialty, University/School, Degree, Country)

Selected course: _____

Starting date (February, May or September): _____ Year: _____

Please indicate where or how you first heard about Graduate School of Management in Barcelona:

Accommodation requirements:

Share student apartment (single room _____ double room _____)

Individual apartment _____

Name: _____

Signature: _____

LANGUAGE SKILLS:

Language Level	1. English	2 Spanish	3 Native	4	5
Beginner					
Elementary					
Lower Intermediate					
Intermediate					
Upper Intermediate					
Advanced					
Native					

REQUIRED APPLICATION DOCUMENTS

- Application form
- Curriculum Vitae
- Certified / notarized copies of all relevant degrees, diplomas, certificates and transcripts earned to date
- Personal letter of motivation stating your career objectives and the reason(s) behind your decision to apply (up to 150 words)
- 2 passport-size photograph.

CURRICULUM VITAE

Please list in your Curriculum Vitae in a chronological order all schools, colleges and universities attended and list the diplomas, degrees and/or certificates obtained. e.g.:

School name / Location / Contact person / Dates attended / Degree(s) obtained

Please list in your Curriculum Vitae in a chronological order all previous and current work experience.

e.g.: Employer name / Location / Job responsibilities / Dates of employment

Name: _____

Signature: _____

Enrollment Agreement

Catalogue

Graduate School of Management in Barcelona catalogue will be provided before you start and you are responsible for reading it fully understanding the contents. You understand and agree that the College reserves the right to make changes in the member of its staff and faculty and to modify policies, regulations, curricula, courses, tuition and fees, or any other aspects of its programs deemed to be in the best interest of the institution and its students at any time.

Academic

1. Transcripts and Credit Transfer

It is your responsibility to ensure that all academic transcripts are mailed to our admission office. If these records are not immediately available, provisional acceptance letter may be issued authorizing you to begin a degree programs or other programs of study as an official documents required for matriculation are obtained. GSMB does not guarantee that academic credits from other institutions will be accepted at GSMB programs.

2. Legalization

The student enrolling in dual degree programs of GSMB with University of Barcelona (UB) are required to legalize academic documents. The information are available in website of UB or can be obtain from the admission office of GSMB via email info@gsmbarcelona.eu

Class Admittance

If you fail to pay your tuition and fees when due or violate any of the conditions herein, GSMB may prohibit you from attending courses until your tuition is fully paid or until satisfactory arrangements have been made with GSMB.

Payments of Tuition:

You agree to pay the tuition fees for each course or programs in which you enroll at the amount currently being charged. In case the student visa is required the students follow the payment plan agreement as follows:

- a. Payment of agreed deposit before the visa application to GSMB account via bank transfer
- b. Payment of remaining tuition fee after the confirmation of visa and before course starting day to GSMB account via bank transfer

Refund Policy

There is GSMB Refund Policy protocol followed by the refund application from with the justification letter in either of the following.

1. Visa Refusal

If you have had your request for a student entry visa officially refused, you are entitled to a complete refund of fees paid. If Spanish Embassy rejects student visa application on the grounds of falsification of any document submitted, the non-refundable amount will be 1,000 euros and the refund will be carried out within 60 days after completion of GSMB Refund Procedure Form

2. Course cancellation

Eight weeks before the first day of classes: 100%
Four weeks before the first day of classes: 50%
After the first day of classes: no refund

3. Application fee and Enrollment fee are non-refundable.

- a. Application fee: 80euros
- b. Enrollment Fees include
 - Registration fee: 350 euros
 - Express mail: 50 euros
 - Bank charges: 50 euros

I hereby apply for admission to Graduate School of management in Barcelona, I agree to abide by its regulation and by the terms of the Enrollment Agreement contained in this application. I certify that foregoing information is true and complete to the best of my knowledge and fully realize that omission or falsification of this information will be considered sufficient reason for rejection of this application or for dismissal.

Date: _____

Signature: _____

