

APPLICATION PROCEDURE

for

SABANCI  
FULL-TIME MBA  
PROGRAM

## APPLICATION STEPS

Application to MBA program involves a combination of on-line application and interview processes. Follow the steps described below to put together a complete application.

First you need to complete your online application.

You may contact the Sabancı Graduate Business School Admission Office (0216-483 9671 or [mba@sabanciuniv.edu](mailto:mba@sabanciuniv.edu)) for further information and guidance.

- **STEP 1.** Read this document carefully before attempting to fill out the online application.
- **STEP 2.** Please view “Application Checklist” first (Page 3).
- **STEP 3.** If all your documents in the checklist are ready, then go to the online application. For online application link, click [here](#).

1) **Academic Test Scores**

(One of them should be submitted, not exemptible):

• **Graduate Management Admission Test (GMAT):**

This test is administered worldwide by GMAC.

For more information, please visit <http://www.mba.com/mba/TaketheGMAT>

**OR**

• **Graduate Record Examinations (GRE):**

This test is administered worldwide by ETS.

For more information, please visit <http://www.ets.org/gre>

**OR**

• **ALES:**

This test is in Turkish and conducted by Turkish Student Selection and Placement Center.

For more in information, please visit <http://www.osym.gov.tr/TR,8852/hakkinda.html>

Program/Academic score	GMAT	GRE	ALES
MBA	500 (minimum)	153 Q (minimum)	70 (minimum)

GMAT: Minimum 500 or

GRE: Quantitative minimum 153 or

ALES, e-ALES: Equal weight minimum 70

- The validity periods for these scores GMAT or GRE or ALES exams: **5 years.**

2) **Language Test Scores**

(One of them should be submitted, not exemptible):

• **Test of English as a Foreign Language (TOEFL):**

This test is administered worldwide by ETS.

For more information, please visit <http://www.ets.org/toefl>

**OR**

- PTE (<http://pearsonpte.com/>),
- CAE (<http://www.cambridgeenglish.org/tr/exams/advanced/>),
- CPE (<http://www.cambridgeenglish.org/tr/exams/proficiency/>) one of those exams

**OR**

- If you do not have TOEFL IBT, you can take Sabancı University English Language Exam. We inform you about the dates of Sabancı University English exam or you may check our application process website. Please note that we may ask for TOEFL IBT based on your Sabancı University English Exam score or interview performance.

**OR**

- Additionally, for local students, KPDS, UDS, YOKDIL or YDS/e-YDS are also valid as language test requirement.

To summarize language test scores, any of the following language test results with the below minimum scores and which are within the validity period as indicated below. Photocopies/scanned versions are acceptable for application, but original copies should be submitted during admission.

TOEFL IBT**	UDS, KPDS, YDS, e-YDS, YÖKDİL**	CPE**	CAE**	PTE**
83	69	C	B	56

\*\* The validity periods for language scores are as follows: KPDS, UDS, YOKDIL, YDS/e-YDS 5 years, TOEFL IBT and PTE 2 years, CPE and CAE 3 years.

\*\* If TOEFL IBT, CPE, CAE or PTE will be taken in Turkey, the exam should definitely be taken in a public university body. Exams taken in private test centers in Turkey will **not** be accepted.

\*KPDS, UDS, YDS, e-YDS and YOKDIL are conducted by Turkish Student Selection and Placement Center.

\*\*If TOEFL IBT, CPE, CAE or PTE will be taken in Turkey, the exam should definitely be taken in a public university body. Exams taken in private test centers will **not** be accepted.

\*\*Applicants may be admitted as a special student until test score requirements are satisfied. For more information, please contact Didem Kocaer ([didem.kocaer@sabanciuniv.edu](mailto:didem.kocaer@sabanciuniv.edu)).

\*\*The graduates of Sabanci University, who have applied and accepted to a Sabanci University graduate program within 2 years following the graduation, will be exempted from the English language test scores.

➔ For sending GMAT/GRE, and TOEFL IBT tests through ETS, our institution code is **7100**.

## APPLICATION CHECKLIST

Use the following checklist to make sure that you have all required documents in your application.

- Your letter of intent.
  - Your detailed resume including specific details on work experience, if available
  - If applicable, a copy of your undergraduate diploma. **Note:** If you are in your last semester of your undergraduate studies and do not have your diploma yet, you can provide a graduation certificate before you can be admitted to the degree program (if applicable).
  - Transcripts from all the schools attended at undergraduate and if applicable, graduate levels
  - Official language scores from TOEFL IBT (or other language exams stated above). See page 3 for minimum score requirements.
  - Official scores from GMAT or GRE or ALES. See page 2 for details.
  - At least two letters of recommendation submitted through online
- The writers of recommendation letters are expected to upload them to the online system. When the application is completed, a link will be emailed to the email addresses indicated in the “Recommenders” section of the online application system for them to upload their recommendation letters.
- A photograph

## PROBLEMS?

If you experience any problems while using the application module, please send an e-mail to Didem Kocaer ([didem.kocaer@sabanciuniv.edu](mailto:didem.kocaer@sabanciuniv.edu)), describing the problem you experienced and how we may contact you.