

Application Procedure
for
Sabancı
Professional MBA(Non-Thesis)
Program

APPLICATION STEPS

Please follow the steps described below to put together a complete application. You must complete your online application until the application deadline.

You may contact the Sabancı University admission office (0216 483 9093 or elif.tanrikut@sabanciuniv.edu) for further information and guidance.

STEP 1. Read this document carefully before attempting to fill out the on-line application.

STEP 2. Please view “Application Documents List” 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](#).

ENGLISH PROFICIENCY TEST SCORE REQUIREMENT

- Accepted English proficiency exams and the minimum required scores are given in the following table. Photocopy of exam results is acceptable for application, but original documents should be submitted during admission. The validity period for these scores are as follows: YDS and YÖKDİL 5 years, CPE and CAE 3 years, TOEFL and PTE 2 years.

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

- If you do not have one of the exam score in the table above, you can take Sabancı University English Language Exam. You may check our application process website for the exam dates: <https://sbs.sabanciuniv.edu/en/professional-mba/application-process>

* 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.

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

- ➔ If you are accepted to the program, please send your TOEFL IBT test score through ETS. Our institution code is **7100**.

APPLICATION DOCUMENTS CHECKLIST

Use the following checklist to make sure that you have all required documents. Please be sure you have uploaded all the documents into the online application system. You must complete your online application until the application deadline.

- ☐ **Letter of intent:** Statement of personal and professional purposes.
- ☐ **CV:** Your detailed resume including specific details on work experience.
- ☐ **Copy of your undergraduate diploma*:** The copy of your undergraduate diploma or graduation certificate.
- ☐ **Transcripts from all the schools attended at undergraduate and if applicable, graduate levels:** An official transcript, preferably sealed, issued by the Student Affairs unit of the applicant's previous university should be submitted. This document should indicate all the courses taken and the grades received by the applicant.
- ☐ **English Proficiency Exam Result:** See page 2 for minimum score requirements.
- ☐ **Two Letters of Recommendation:** These should be either submitted online or posted in a sealed envelope. The letters of recommendation could be submitted by the recommenders online or mailed by the applicant in a sealed envelope. After you complete your online application, an email will be sent automatically to your recommenders which you enter to Recommenders Part. Recommenders can click the link to write the recommendation letters or give letters in a closed envelope signed and stamped. (Please use [SU Recommendation Letter Form](#))

* Candidates must submit the original of the document during the admission period. If the candidates received their undergraduate degree outside of Turkey, they should also submit equivalency certificate taken from Turkish Higher Education Council (YÖK).

If you experience any problems while using the application module, please send an e-mail to Elif Tanrikut (elif.tanrikut@sabanciuniv.edu or 0216 483 9093), describing the problem you experienced and how we may contact you.

Thank you!