

Main Campus/Zouk Mosbeh - MBA-MIB

DEAR APPLICANT,

Notre Dame University is delighted to welcome you to the Faculty of Business Administration & Economics, FBAE, in Zouk Mosbeh, Lebanon.

The FBAE has quickly established itself as a major educator in the field through a devotion to providing the highest standard of theoretical and practical knowledge in a dynamic, stimulating, and balanced environment. As part of our commitment to education and our pursuit of excellence, we began offering the annual MBA-MIB program as of 2004. This comprehensive world class program is a derivative of and a collaboration with the prominent and acclaimed MIC/MACI program offered in France through the prestigious Bordeaux Ecole de Management, BEM.

MIB/MACI of Bordeaux Ecole de Management, the parent program of the MBA-MIB, enjoys an excellent competitive position in France and abroad. The program is accredited by the French Ministry of Education at the highest level of recognition: *Level 1*. The Program was created in 1986 by the Chamber of Commerce and Industry of Bordeaux, together with the Federation of Business Managers (*MEDEF*). It is hosted by BEM since 1997, and enjoys a large strategic autonomy inside the BEM group.

Application Deadline: Check NDU Website

Interviews: May / June / July / September

Applicants must meet the following requirements:

- To be at least 22 years old.
- To hold a university Degree sanctioning a **4-year** university program, in whatever discipline (Business, Management, Computers, Engineering, Chemistry, Law, Political Service, Human Sciences...).
- To have a minimum GPA of 2.7 (Lebanese candidates only).
- To pass an individual interview with a panel of representatives from NDU and from the parent program, MIB/MACI of the Bordeaux Ecole de Management. Motivations and career plans will be discussed, as well as candidate's level of English assessed during the interview.
- To submit TOEFL, or EET scores (NDU English Entrance Test).
- Certified Baccalaureate, or equivalent.
- Preference will be given to candidates having acquired a few years of professional experience.

Over and above candidates conforming to the above requirements, professionals with particularly successful career path achievements, can apply. Their acceptance will essentially depend upon information gathered during the interview.

To candidates without the proper background in Business and Economics, NDU will recommend attendance to its 2-week introductory **"Summer Program"**, focusing on Accounting, Marketing, Macro- and Micro-Economics, and Organization Theory.

Summer Program takes place in the last two weeks of September, and the regular MBA-MIB Program starts the first Monday of October. It will include 40 contact hours altogether, in 10 sessions of 4 hours daily, from 5 p.m. to 9 p.m. It will require some additional 20 hours of personal work, over and above the class sessions. This program will significantly ease the further participation of non-Business students later in the Program.

Applicants should submit the following documents along with their application:

- A copy of their Bachelor's degree certified by the Ministry of Higher Education
- An official transcript of their undergraduate record.
- Two letters of recommendation.
- Evidence of a recognized secondary school certificate.
- A copy of their resume.
- A photocopy of identity card or passport.
- Two recent photos.

All documents become part of the permanent records of the University and will not be returned. When the application and all required documents are available, the application will be reviewed by the concerned Faculty and acted upon by the University Admissions Committee. The decision of the committee will be communicated to the applicant in writing by the Director of Admissions.

Prior to completing this application, clarify any queries you may have by referring to the NDU Admissions Guide or our website (www.ndu.edu.lb).

Don't hesitate to contact the Admissions Office by mail, phone, fax or email as specified in this booklet.

Please complete this application form carefully, fully and **in 2 copies**. Submit it with a non-refundable fee of 150,000 L.L. to the Admissions office.

We hope you find at Notre Dame University the best way for your academic accomplishment.

Sincerely,



Viviane Y. Naïmy, Ph.D.
Director of Admissions & OTME

APPLICATION FOR ADMISSION TO MBA-MIB

Please read instructions before completing this application

For the exclusive use of the University: Do not write anything inside this box.

Date received by the Admissions Office _____

Faculty & Class _____

Decision

A

C

R

Attach a
recent
photograph
here

All applicants are considered on the basis of their qualifications regardless of race, color, sex, handicap, religion, age or national origin.

1. _____
الاسم الكامل العائلة الاسم الاول اسم الأب
2. Family _____ First _____ Middle (or Father's) _____
3. Country of Birth _____ District/Caza _____ City _____
4. Date of Birth Day [][] Month [][] Year [][][][]
5. Nationality 1st _____ 2nd _____ Chosen _____
6. Religion _____ 7. Sect _____
8. Sex and Marital Status Male
 Female Single Married Separated Divorced Widow (er)
9. If married, spouse's name First _____ Middle _____

10. Home Address _____

Bldg./No. Street Town District/Caza Country

Phone # _____ **Telex or Fax** _____

P.O.Box _____ **E-mail** _____

11. Mailing Address _____
(if other than above)

Bldg./No. Street Town District/Caza Country

Phone # _____ **Telex or Fax** _____

P.O.Box _____

12. Father's Name _____ **Is he still living?** Yes No

13. Father's Occupation _____

14. Mother's Maiden Name Family _____ First _____ Father's _____

Occupation _____

15. Indicate languages you know and level of mastery

	Writing			Reading			Speaking		
	Very Well	Well	Fair	Very Well	Well	Fair	Very Well	Well	Fair
(a) English									
(b) Arabic									
(c) French									
(d) Other									

16. Military service

Have you completed your National Service? yes no

If so in what year? _____ Grade / Rank: _____

If not, why? postponed exempted not applicable

until when? _____

17. Fields of research, dissertation and thesis

Field	Date	Academic level
_____	_____	_____
_____	_____	_____
_____	_____	_____

18. Have you taken the TOEFL examination?

- ▶ If yes date: _____ score: _____
- ▶ If not, do you intend to take It? Yes No When?: _____
- ▶ Information related to the TOEFL may be obtained through

19. Have you stayed abroad (more than 3 months):

Date and length of stay	Reason for stay	Country
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

20. Relevant full-time professional activities*

Year & duration	Position held	Company	Company sector	Location	Gross annual salary	Executive/ Non executive Executive ranking
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**in chronological order*

21. If you are not an executive nor ranked as one, which position do you consider equivalent to this status, justifying your application?

22. Current or most recent job

▶ Job title and position: _____

▶ Company: _____

Address: _____

Name and title of your director: _____

▶ Job description. Include you main responsibilities (*number of employees under your supervision. budgets. etc*)

23. Part-time professional activities

Year & duration	Position held	Company	Company sector	Location	Gross annual salary
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

24. Internships, summer jobs

Year & duration	Position held	Company	Company sector
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

25. Extra-curricular / professional activities, associations, sport and other interests

Activity	Duration	Position held/ level of responsibility
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

26. Which steps did you take in order to obtain these positions?

27. Give a candid description of yourself (*personality traits, strengths, weaknesses...*)

28. Describe one or two experiences or realisations (*professional or other*)

a. that you consider to have been determining points in your life?

b. that you failed to accomplish, and what you learnt from them?

29. Personal motives

▶ What are your incentives concerning management and international commerce?

▶ What are your reasons for wanting to study for a MBA-MIB?

▶ What are the points in common between your initial formation and the MBA-MIB?

▶ What are the points in common between your previous work experience and the MBA-MIB?

30. Aims and goals

▶ How can the MBA-MIB help you to reach your goals?

▶ To which other programs are you applying?

31. After the MBA-MIB

▶ Once you have gained your qualification from the MBA-MIB, would you consider working abroad?

▶ Staying in Lebanon but with a large amount of travelling?

_____ travelling 50% of the time?

_____ travelling 80% of the time?

▶ Would your marital status allow for such a professional evolution?

▶ Are you interested in any professional sector in particular?

**32. Are there any other matters you would wish to discuss with the jury?
Are there any other questions you would like to answer?**

I certify that all the information provided in this application is, to the best of my knowledge, complete and accurate.

I further understand that any misrepresentation or the withholding of information or documents may result in immediate suspension and renders me liable to legal action.

Date _____ Signature _____

Your Knowledge of the MBA-MIB

► How did you first hear about the Master in International Business program?

If you heard about it through several sources, please indicate all of them

- Alumni
- Student
- Affiliate professor (name): _____
- Bordeaux Business School professor (name): _____
- Company
- Professional institution
- Poster
- Conference given by a member of NDU or Bordeaux Business School staff in your school
- Visit by an MBA-MIB student to your school
- NDU Admissions Office
- Fair (which one?): _____
- Advertisement in the press (*which publication?*) _____ When? _____
- Article in the press (*which publication?*) _____
- Open Doors _____
- Lebanese Chamber of commerce
- Relatives
- Other (specify): _____

This image shows a blank sheet of white paper with a blue border. The paper is ruled with horizontal lines, typical of notebook paper. There are 21 horizontal lines in total, spaced evenly down the page. The lines are thin and light blue. The paper is otherwise empty of any text or markings.

ADMISSIONS OFFICE

RECOMMENDATION

(MUST BE IN A SEALED ENVELOP)

For the degree of MBA-MIB

FAMILY NAME OF APPLICANT	FIRST NAME												
DATE OF BIRTH	<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> </tr> <tr> <td style="text-align: center; font-size: 8px;">DAY</td> <td style="text-align: center; font-size: 8px;">MONTH</td> <td style="text-align: center; font-size: 8px;">YEAR</td> <td colspan="3" style="text-align: center; font-size: 8px;"><i>Candidate for the MBA-MIB program starting</i></td> </tr> </table>							DAY	MONTH	YEAR	<i>Candidate for the MBA-MIB program starting</i>		
DAY	MONTH	YEAR	<i>Candidate for the MBA-MIB program starting</i>										
YEAR _____													

Thank you for taking the time to write on behalf of this candidate who is applying to the MBA-MIB program. We value your direct contact with the candidate, and this will contribute to distinguishing the most suitable candidates from among a pool of well-qualified young professionals. We ask for your personal and candid opinion on the candidate's personal qualities and his/her potential for graduate work. Please answer the questions listed on the back of this form and return it to the candidate, in a sealed envelope with your signature across the seal. We suggest you retain a copy for your records. The candidate will submit the sealed and signed envelope to NDU as part of the complete application. You may wish to submit your recommendation directly to the NDU Admissions Office. The contents of your recommendation will not be communicated to any person who is not directly involved in the admission process, nor to the candidate. We appreciate your efforts on behalf of this candidate.

DETAILS OF PERSON COMPLETING THIS FORM

FAMILY NAME	FIRST NAME				
AFFILIATION	TITLE				
STREET					
TOWN	POSTAL CODE	COUNTRY			
TELEPHONE	FAX				
COUNTRY CODE	AREA CODE	NUMBER	COUNTRY CODE	AREA CODE	NUMBER
E-MAIL					

How long and in what capacity have you known the candidate? _____

P. S. – Since NDU reserves the right to verify all credentials and information on a candidate's file, please ensure you have indicated all contact information.

How do you rate the candidate on the following criteria

	OUTSTANDING TOP 2%	VERY GOOD	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	UNOBSERVED
COMPETENCE						
PROFESSIONAL						
ACHIEVEMENT						
READINESS TO USE OPPORTUNITIES FOR ACHIEVEMENT						
CREATIVITY AND RESOURCEFULNESS						
INTELLECTUAL CURIOSITY						
ENERGY AND DRIVE						
PERSONAL INTEGRITY						
ABILITY TO WORK IN A TEAM						
LEADERSHIP QUALITIES						
OTHERS						

How do you rate the candidate's potential for becoming a responsible and successful career person compared with others whom you have known in a similar capacity?

EXCELLENT	VERY GOOD	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE

Comment on the candidate's career progress to date and his/her career focus: _____

What do you consider to be the candidate's major strengths and weaknesses? _____

Comment on the candidate's potential for graduate research ability: _____

Additional comments that may assist the Graduate Admissions Committee in its final decision:

SIGNATURE _____

DATE _____

ADMISSIONS OFFICE

RECOMMENDATION

(MUST BE IN A SEALED ENVELOP)

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DATE _____

