

ISEM

Fashion Business School
UNIVERSIDAD DE NAVARRA

Executive Master in Fashion Business Administration

Application for admission

INFORMATION TO BE COMPLETED BY THE CANDIDATE

Name:

Surname:

READ THESE INSTRUCTIONS CAREFULLY

It's important to carefully read all of the information from the Application for Admission before filling it out. This will allow you to have full insight into all of the aspects that will be questioned. Try to be clear and brief in your answers. There is an option to use the application as a PDF, available on our website: www.isem.es.

The main objective of the application for admission is to measure the students in accordance with their maturity, curriculum vitae, professional background and interpersonal abilities to be able to select the candidates who will contribute to the mutual enrichment of the program and take full advantage of it.

Admission Requirements

- To have a University Diploma
- Professional experience
- Proficiency in English (C1)

Due to a limited number of spots, we recommend you begin the admission process early

Admission Process

Required documentation from SPANISH STUDENTS

- 1º Send the application to Executive Master in Fashion Business Administration (Attached document).
- 2º. Attach a notarized photocopy of your academic transcripts which shows all passed subjects with their final mark
- 3º. Notarized photocopy of your University diploma or a receipt demonstrating that you have requested it
- 4º. English level will be evaluated in the personal interview
- 5º. Attach a copy of your curriculum vitae, three ID sized photos and a copy of your national ID
- 6º. Application fee, 100 euros in any of the accounts detailed in the registration section of this application. **IMPORTANT:** Specify the candidates's name in the bank transference: DTM320010 + FIRST NAME & LAST NAME

Required documentation for students with VALIDATED DEGREE FROM FOREIGN UNIVERSITIES:

- 1º. Send the application to Executive Master in Fashion Business Administration (Attached document)
- 2º. Attach a notarized photocopy of your academic transcripts which shows all passed subjects with their final mark
- 3º. Notarized photocopy of your University diploma or a receipt demonstrating that you have requested it
- 4º. Notarized photocopy of your validation of university degree document
- 5º. Students from the European Union: photocopy of your national ID card from your country. (Equivalent to Spanish DNI)
- 4º. English level will be evaluated in the personal interview
- 5º. Attach a copy of your curriculum vitae, three ID sized photos and a copy of your passport (NIE will not be accepted)
- 6º. Application fee, 100 euros in any of the accounts detailed in registration section of this application.

Documentation required from students WITHOUT A VALIDATED DEGREE:

- 1º. Send the application to Executive Master in Fashion Business Administration (attached document).
- 2º. Attach a notarized photocopy of your academic transcripts which shows all passed subjects with their final mark
- 3º. Notarized photocopy of your University diploma or a receipt demonstrating that you have requested it
- 4º. Students from the European Union: photocopy of your national ID card from your country. (Equivalent to Spanish DNI)
- 5º. Students from other countries: Photocopy of your Passport (NIE will not be accepted)
- 6º. English level will be evaluated in the personal interview
- 7º. Attach a copy of your curriculum vitae, three ID sized photos
- 8º. Application fee, 100 euros in any of the accounts detailed in registration section of this application

The notarization may be done by any notary public or in the university that issued the degree

All of the documentation must be submitted in person or sent by certified mail to:

Departamento de Admisiones del Máster Ejecutivo en Dirección de Empresas de Moda.
ISEM Fashion Business School. Marquesado de Santa Marta, 3 28027 Madrid.

Due to administrative issues, no documentation will be returned under any circumstance. In accordance with Spanish law, all of the information collected in this application and attached documentation will be included in an automated file for personal data whose purpose is to serve the activities of ISEM.

POLÍTICA DE PRIVACIDAD: RESPONSABLE DEL TRATAMIENTO: Por cuestiones administrativas, la documentación entregada por los candidatos no se devolverá en ningún caso. Al remitir este documento a ISEM Fashion Business School das tu consentimiento expresamente a la Universidad de Navarra para tratar tus datos personales con la finalidad de realizar un proceso de selección entre los candidatos que han solicitado la admisión en el programa que figura en el encabezamiento. Tus datos serán conservados durante el tiempo legalmente establecido para atender eventuales responsabilidades legales. Tienes derecho a acceder a tus datos personales, modificarlos o cancelarlos cuando quieras, así como a ejercer otros derechos que se relacionan en la página <https://www.unav.edu/proteccion-de-datos>, donde puedes obtener más detalles sobre la política de privacidad de la Universidad de Navarra. Si deseas alguna aclaración o ejercer tus derechos, contacta por favor con la dirección dpo@unav.es.

Personal Interview

Once the application has been submitted, all the provided documents will be analyzed and it will be determined if the candidate will be scheduled for a personal interview. The objective of the interview is to take into consideration the candidate's motivation, evaluate if the profile is appropriate to participate in the program (leadership, communication and teamwork skills) and to verify the level of English proficiency (C1).

Notification of the candidate

Once the admission decision has been made, the candidate will be notified if he or she is accepted or not by post. Admitted students have a period of 15 days upon receiving the letter to reserve his or her space.

Tuition

The cost of tuition is €26.000**

10% of the tuition must be paid as a deposit to reserve the space. Within a period of 10 days upon receiving the admission letter, the candidate must make a €2,600 transfer to the University of Navarra – ISEM to one of the following bank accounts. The amount of the reservation deposit is not refundable if the student finally decides not to make the master.

BANCO SANTANDER:

ENTIDAD	OFICINA	DC	Nº CUENTA
0049	1821	03	2810652157

IBAN CODE: ES77 0049 1821 0328 1065 2157
SWIFT CODE: BSCHEM33

LA CAIXA:

ENTIDAD	OFICINA	DC	Nº CUENTA
2100	2173	87	0200475077

IBAN CODE: ES19 2100 2173 8702 0047 5077
SWIFT CODE: CAIXESBBXXX

In the transfer form, it is very important to put the first and last name of the candidate. If a person who is not the candidate sends the transfer, both names should be indicated: DTM320010 + CANDIDATE FIRST NAME & LAST NAME

If the deposit is not made within the stipulated time period, it will be understood that the Admissions committee can give this space to another candidate.

*The price of the program includes the issuance of the Official Title of the Ministry of Education (€ 350)
*The final price is in the validation process and may be subjected to changes. The final figure will be notified as soon as it is confirmed.

Payment Calendar

Tuition fee €26,000

- Reservation deposit: €2,600* within fifteen days from date of admission notice
- 1st payment: €14,400 at the beginning of the academic year
- 2nd payment: €9,000 in the middle of the academic year

The payment should be made by bank transfer to the University of Navarra–ISEM.

* The amount of the tuition fee is not refundable or transferable for future editions if the student finally decides not to take the master's degree.

Financing and Scholarships

ISEM Fashion Business School has a variety of financial aid options available to students, from bank loans to agreements with companies with the aim to economically support candidates who demonstrate that they are deserving of them. The scholarship beneficiary must assume the commitment to carry out collaborative tasks with the institution. The repeated lack of commitment and responsibility would lead to the cancellation of the scholarship awarded and the refund of its amount.

ISEM admits that the candidates present a payment schedule, as long as the last term is made no later than April.

For more information about scholarships and payment options, please consult the webpage, www.unav.es/becasmasteres or http://www.unav.edu/centro/isem/becas_ayudas

Madrid Campus – Avenida América

The Madrid campus – Avenida America has two buildings: the Clinic of the University of Navarra in Madrid and the Postgraduate building where the programs of ISEM Fashion Business School and other master programs of the University of Navarra will be taught.

We are located at km 7 of the A2, between the Felipe Juvara bridge and the street of Marquesado de Santa Marta, 3 – Madrid.

International Academic Stays

The realization of these stays abroad will be subjected to the health conditions and recommendations imposed by the governments and / or collaborating institutions at the time of the trip. In case of inability to travel due to external causes, ISEM Fashion Business School will offer other academic content.

Personal Information

Name:

First Surname:

Second Surname:

NIF o Passport:

Address:

Zip Code

City

Nationality:

Telephone number:

Mobile:

E mail:

Birthdate:

Place of birth:

Marital Status:

Name and surname of spouse:

Number of children:

Academic History

Indicate your GPA (academic average):

College: .

Selectividad: .

University Degree: .

Do you believe that these academic results reflect your true abilities? If not, explain why.

Main extracurricular activities (in order of importance)

Activity	From month-year	Until month-year

Awards, scholarships and other distinctions

Knowledge of languages.

A Excellent, B Good, C Average or D Below Average

Language	Reading	Listening Comprehension	Speaking	Writing
Spanish:	a - b - c - d	a - b - c - d	a - b - c - d	a - b - c - d
English:	a - b - c - d	a - b - c - d	a - b - c - d	a - b - c - d
French:	a - b - c - d	a - b - c - d	a - b - c - d	a - b - c - d
German:	a - b - c - d	a - b - c - d	a - b - c - d	a - b - c - d
Italian:	a - b - c - d	a - b - c - d	a - b - c - d	a - b - c - d
Others (specified):				
	a - b - c - d	a - b - c - d	a - b - c - d	a - b - c - d
	a - b - c - d	a - b - c - d	a - b - c - d	a - b - c - d
	a - b - c - d	a - b - c - d	a - b - c - d	a - b - c - d

Diplomas received in languages other than the first language

Institution	Place	From Month- year	Until Month- year
English:			
French:			
German:			
Others:			

PREFERENCES AND SKILLS

Explain the reasons why you chose to study your basic advanced studies:

Indicate the activity or activities for which you feel most capable and the ones you are most interested in learning:

Indicate the reasons why you wish to join the program:

Discuss by chronological order, your professional experience. Do not include your current position, which will be discussed in the following question.

Job Position	From Month - year	Until Month - year	Number of employees

Business where you are currently working.

Business:.....

Sector:.....

Address:.....

City and Zip Code.....

Telephone number:.....Fax:.....

E mail:.....

Products or services offered:.....

Number of employees:.....

From (month - year):.....

Activity currently being performed.

Position:

Function:

Area:

With the help of a flow chart or diagram, precise what are your functions and position in the hierarchical structure in that company.

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Describe what you consider your most important accomplishments in the field of business, and explain the reasons for this:

OTHER ACTIVITIES

In addition to research activities and running your own company, what other occupations do you currently have?

OTHER INFORMATION

Have you discussed your intention to attend the Executive Master in Fashion Business Administration (FBA) with the managers of your company? If so, do they agree? Will they help in paying tuition fees?

Please tell us how you heard about the Executive Master in Fashion Business Administration (FBA) do:

Please add any other relevant comments to the Admissions Committee:

With my signature, I hereby certify that the information given by me in this application is true and correct to the best of my knowledge.

Signature:

Date:

**INFORMATION TO BE COMPLETED BY THE
ADMISSIONS COMMITTEE**

Interviewed by:.....

Date of interview:.....

ISEM

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28027 Madrid
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www.isem.es