



ECFT-CERAM Executive Masters in Financial Management

Application for Admission

E R A S M U S U N I V E R S I T Y R O T T E R D A M



ECFT
Erasmus
ERASMUS CENTER FOR
FINANCIAL TRAINING

IN CONJUNCTION WITH

CERAM Sophia Antipolis
European School of Business

BUSINESS JOURNAL

Instructions for applicants

The XFM Admissions Office aims at recruiting and selecting highly qualified students to participate in the Executive Masters in Financial Management (XFM) programme.

This is closely connected to our commitment to offer and maintain a stimulating, exciting and challenging learning environment. One of our basic principles is that it not only matters what students learn, but also what they can contribute to the programme. Our selection process is rigorous and demanding. Among our applicants, we look for diversity of backgrounds and previous experiences. We also stress leadership and communication skills, drive, motivation, maturity, creativity, and self-confidence. In addition, we value international exposure and broadmindedness. Significant attention will also be given to your achievements at work and progression of your career to date.

Our admissions procedure is rolling which means that we review applications and send out admissions offers throughout the year. You are strongly encouraged to apply early.

THE FINAL DATE FOR SUBMITTING YOUR APPLICATION IS 15 JULY

Applicants are expected to answer all the questions on the application form and ensure that all required supporting documents are included in the application package. Please include an explanation if you are not able to submit a complete package at the time of application. Kindly inform us of any change of address, in order to ensure that you will be contacted throughout the admissions process. We prefer to communicate with you via electronic mail. Please indicate your e-mail address on the application form. Application forms and all supporting documents become the confidential property of the Erasmus Center for Financial Training & CERAM and are not returnable. Applications are kept on file for two years.

Candidates who re-apply should contact the XFM Admissions Office for information on the procedure.

APPLICATION FORM

Please attach one passport-size photograph to the application form.

OFFICIAL TRANSCRIPTS

Academic records from all colleges or universities that you have attended must be submitted in sealed envelopes and signed by the appropriate university officials. These should be included in your application package. Since evaluation standards tend to vary, accompanying explanations of the grading systems and degree requirements would be appreciated. You should attach certified translations of the transcripts if they are written in a language other than English, Dutch, German or French.

DIPLOMAS

If the transcript does not indicate the degree earned, you should also submit a copy of your diploma. These documents have to be certified by the appropriate university officials. You should also attach certified translations of the diplomas if they are written in a language other than English, Dutch, German or French.

GRADUATE MANAGEMENT ADMISSION TEST (GMAT) OR GRADUATE RECORD EXAMINATION (GRE)

All applicants are required to take either the GMAT or the GRE and should take the test as early as possible. The School Code of the Erasmus Center for Financial training is 0798. Please refer to page 3 of the application form for details on the tests.

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

Candidates whose native language is not English are required to take the TOEFL. Exceptions are made for applicants from China with a NESO certificate and for those from an English-language university or those who have worked in an English-speaking environment for at least two years. The School Code of the Erasmus Center for Financial training is 0798. Lectures, class discussions and examinations are conducted entirely in English. All students must be proficient in English.

APPLICATION FEE

A non-refundable application fee of € 75 is required. Payment can be made by

- check, money order, traveler's check payable to 'ERBS BV';
- bank transfer* to 42.16.26.550 at the ABN AMRO Bank (BIC number: ABNANL2A; IBAN number: NL34ABNA0421626550).

* If you send the payment by bank transfer, please include proof of payment for our records. Application fees cannot be waived or deferred.

REFERENCES

Two letters of recommendation are required and should be submitted on the forms provided. We strongly value the references written by people who know you professionally or academically and with whom you have maintained regular contact. Please request each referee to complete the form and place it in a sealed and signed envelope. You should include both letters of recommendation in your application package.

ESSAYS

The answers to the essay questions are meant to distinguish you as an applicant for our Executive Masters in Financial Management (XFM) programme. You are recommended to make use of the essays to present how you will contribute to the learning environment in our XFM programme, your distinctive aspects, and the objectives you would like to achieve through your participation in the Executive Masters in Financial Management (XFM) programme. Please respond fully but concisely to each question.

SELECTION INTERVIEW

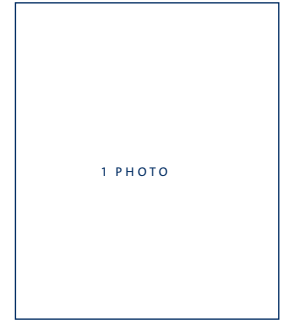
When your application is complete, the Admissions Committee will review your file. You will be informed either that (i) your application is unsuccessful; or (ii) you are invited to an interview for further evaluation. The interview will take place either in The Netherlands or via phone.

For inquiries:

Phone: +31 10 408 1834
Fax: +31 10 408 9035
E-mail: admissions@ecft.nl
Website: www.ecft.nl/mfm

Application Form

I would like to be considered as a candidate for the
Executive Masters in Financial Management programme



STARTING IN OCTOBER

2 0

NAME

FIRST, MIDDLE, LAST/FAMILY

COMMONLY USED FIRST NAME

CURRENT / MAIL ADDRESS

(REQUIRED)

STREET / CITY

POSTAL CODE / COUNTRY

PHONE

MOBILE

VALID UNTIL (DD/MM/YYYY)

E-MAIL ADDRESS

WE PREFER TO COMMUNICATE WITH YOU ELECTRONICALLY.
YOU ARE ADVISED TO CHECK YOUR ELECTRONIC MESSAGES REGULARLY.

PERMANENT ADDRESS

(REQUIRED)

STREET / CITY

POSTAL CODE / COUNTRY

PHONE

PRESENT EMPLOYMENT

COMPANY / LOCATION

YOUR POSITION

BUSINESS PHONE

FAX

IF YOU PREFER NOT TO BE CONTACTED AT YOUR OFFICE, PLEASE GIVE US A TELEPHONE NUMBER TO LEAVE
MESSAGES DURING OFFICE HOURS

PHONE

PERSONAL INFORMATION

DATE OF BIRTH (DD/MM/YYYY)

MALE

FEMALE

PLACE OF BIRTH (CITY / COUNTRY)

NATIONALITY

OTHER CITIZENSHIP

MARITAL STATUS

NUMBER OF CHILDREN

APPLICATION

HAVE YOU PREVIOUSLY APPLIED TO RSM?

NO

YES, YEAR

WORK EXPERIENCE

NUMBER OF MONTHS OF FULL-TIME POSTGRADUATE WORK EXPERIENCE BY THE START OF THE PROGRAMME

Application Form

EDUCATION

Please list in reverse chronological order all undergraduate and graduate institutions from which you received or will receive an academic degree.

INSTITUTION / LOCATION	DATES ATTENDED (MM/YY) TO (MM/YY)	SUBJECT	TITLE OF DEGREE

Please list all pre-university/ pre-college institutions (including high / secondary schools) from which you graduated and other universities, colleges, institutions attended for non-degree courses.

INSTITUTION / LOCATION	DATES ATTENDED (MM/YY) TO (MM/YY)	CERTIFICATE / DIPLOMA EARNED / EXPECTED

ACADEMIC HONOURS OR AWARDS RECEIVED

EXTRACURRICULAR ACTIVITIES

COLLEGIATE / UNIVERSITY, INCLUDING OFFICES HELD, IF ANY

COMPUTER SKILLS

Please list the computer application programmes (such as Excel, Access, Word) that you are able to work with.

COMPUTER APPLICATION PROGRAMMES	LEVEL OF PROFICIENCY ADVANCED (A), SATISFACTORY (S), BASIC (B)

QUANTITATIVE SKILLS

Have you taken the following subjects at high school and/or university?

	HIGH SCHOOL	UNIVERSITY	NONE
MATHEMATICS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STATISTICS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACCOUNTING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ECONOMICS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Application Form

LANGUAGE PROFICIENCY

PLEASE INDICATE
YOUR LANGUAGE PROFICIENCY

LANGUAGE	LEVEL OF PROFICIENCY (N(ATIVE), F(LUENT), A(VERAGE), B(ASIC))
.....
.....
.....

GRADUATE MANAGEMENT ADMISSION TEST (GMAT) / GRADUATE RECORD EXAMINATION (GRE)

All candidates are required to take either the GMAT or GRE. The final decision cannot be made until the score report has been received. No particular cut-off score is used. The candidate's score is evaluated in relation to his or her age, nationality and mother tongue, level and type of formal education, etc. If you have already taken the GMAT / GRE within the last five years, please enter your scores below and ask the ETS to send us a copy of your score report. More information on the GMAT and GRE can be found on www.mba.com

GMAT SCORE

VERBAL	%	
QUANTITATIVE	%	
TOTAL	%	TOTAL SCORE
AWA		
DATE TAKEN (MM / YYYY)		

GRE SCORE

VERBAL	%
QUANTITATIVE	%
AWA	
DATE TAKEN (MM / YYYY)	

If you still have to take the GMAT or GRE, please make the appropriate arrangements and inform us of the date on which you will take the test. The Institution Code of the Erasmus University is 0798. You are strongly recommended to take the test as early as possible.

CENTER
DATE (DD / MM / YYYY)

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

Candidates whose native language is not English are required to take the TOEFL. Exceptions are made for applicants from China with a NESO certificate and for those from an English-language university or those have worked in an English-speaking environment for at least 2 years.

TOEFL SCORE
DATE TAKEN (MM / YYYY)

INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM

Applicants from China with a NESO certificate have obtained an IELTS score:

IELTS SCORE
DATE TAKEN (MM / YYYY)

Application Form

**FULL-TIME
WORK EXPERIENCE**

Please list and describe the full-time positions you have held (do not include summer jobs), starting with your present position. If the space provided is not sufficient, please attach typewritten enclosures in the same format.

1. CURRENT EMPLOYER

INDUSTRY	WEBSITE
TURNOVER IN €	NUMBER OF EMPLOYEES
JOB TITLE	COUNTRY OF OPERATION
DIVISION	FUNCTIONAL AREA
DATE: FROM (MM / YYYY)	
(GROSS ANNUAL) STARTING SALARY IN €	(GROSS ANNUAL) CURRENT SALARY IN €
APPROXIMATE BUDGET YOU CONTROLLED	NUMBER OF EMPLOYEES UNDER YOUR SUPERVISION

YOUR ROLE AND RESPONSIBILITIES

.....

.....

.....

.....

2. COMPANY

INDUSTRY	WEBSITE
TURNOVER IN €	NUMBER OF EMPLOYEES
JOB TITLE	COUNTRY OF OPERATION
DIVISION	FUNCTIONAL AREA
DATE: FROM (MM / YYYY)	TO (MM / YYYY)
(GROSS ANNUAL) STARTING SALARY IN €	(GROSS ANNUAL) ENDING SALARY IN €
APPROXIMATE BUDGET YOU CONTROLLED	NUMBER OF EMPLOYEES UNDER YOUR SUPERVISION

YOUR ROLE AND RESPONSIBILITIES

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.....

REASONS FOR LEAVING

.....

.....

Application Form

INTERNSHIPS, PART-TIME WORK EXPERIENCE

1. COMPANY

INDUSTRY			WEBSITE	
TURNOVER IN €		NUMBER OF EMPLOYEES		
JOB TITLE		COUNTRY OF OPERATION		
DIVISION		FUNCTIONAL AREA		
DATE: FROM (MM / YYYY)		TO (MM / YYYY)		

YOUR ROLE AND TASKS

2. COMPANY

INDUSTRY			WEBSITE	
TURNOVER IN €		NUMBER OF EMPLOYEES		
JOB TITLE		COUNTRY OF OPERATION		
DIVISION		FUNCTIONAL AREA		
DATE: FROM (MM / YYYY)		TO (MM / YYYY)		

YOUR ROLE AND TASKS

3. COMPANY

INDUSTRY			WEBSITE	
TURNOVER IN €		NUMBER OF EMPLOYEES		
JOB TITLE		COUNTRY OF OPERATION		
DIVISION		FUNCTIONAL AREA		
DATE: FROM (MM / YYYY)		TO (MM / YYYY)		

YOUR ROLE AND TASKS

Application Form

MILITARY SERVICE

- not applicable
- exempted
- to be done in _____
- has been completed in _____

FINANCING YOUR STUDIES

How do you expect to finance your Masters in Financial Management education?

- bank loan
- my own savings
- sponsorship from my employer
- scholarship from (which organization) _____

MARKETING INFORMATION

How did you learn about the Erasmus Center for Financial Training CERAM?

- an advertisement you read in (which journal) _____
- an article, editorial or press release in _____
- internet WEBSITE _____
- an Educational Guide, namely _____
- an alumnus'/student's recommendation NAME _____
- advice of a professor _____
- a GMAC MBA Forum in/at _____
- an information session in/at _____
- an Educational Fair/Exhibition in/at _____
- at work _____
- other sources (please state) _____

To which other business schools are you applying?

NEWSPAPERS / MAGAZINES

LIST THE NEWSPAPERS AND MAGAZINES (LOCAL AND INTERNATIONAL) YOU READ REGULARLY

NEWSPAPERS

MAGAZINES

INTERNET

LIST THE WEBSITES AND SEARCH ENGINES YOU VISIT REGULARLY ON THE INTERNET

WEBSITES

SEARCH ENGINES

Application Form

ESSAYS Your responses to the following questions play a very important role in the selection. Before you begin preparing your essays, you are requested to conduct a thorough self-assessment. The essays are meant to present a unique picture of you. The Admissions Committee is interested to learn about you, what your values and goals are; and the distinctive qualities that make you an interesting candidate for our XFM programme.

Use separate sheets of paper for each essay. Please respond fully but concisely to each question. Each essay should contain between 500 and 1000 words.

ESSAY 1 What are your career objectives? In what specific ways would attendance at the XFM programme help you to fulfil these intentions? (Explain how your study plan fits in with your previous training and your career objectives.)

ESSAY 2 Please give an account of your personality (your strengths and the traits that you would like to improve).

Tell us what you will bring to the XFM programme in terms of your personal qualities and/or life experiences.

REFERENCES Please list below the names and addresses of the persons who you believe will be able to advise us of your intellectual abilities and management potential through their contacts with you in professional and/or academic settings. Your referee should complete the reference form and return to you in signed and sealed envelope. Letters of recommendation from personal and family friends are NOT acceptable.

NAME
POSITION AND ORGANIZATION
BUSINESS PHONE
E-MAIL ADDRESS
LENGTH AND NATURE OF ASSOCIATION

NAME
POSITION AND ORGANIZATION
BUSINESS PHONE
E-MAIL ADDRESS
LENGTH AND NATURE OF ASSOCIATION

APPLICANT'S AGREEMENT I certify that the information in my application for admission is complete and accurate to the best of my knowledge. I realize that all materials submitted in support of my application become the property of the Erasmus Center for Financial Training & CERAM. The Admissions Committee may verify any and all parts of my application materials.

I am aware that any misrepresentation or omission of facts in my application will justify the denial of admission, the cancellation of admission or expulsion from the programme. If I am admitted and enrol in the programme, I undertake to abide by the rules and regulations set down by the Erasmus Center for Financial Training & CERAM.

APPLICANT'S SIGNATURE
DATE

Application Checklist

APPLICATION CHECKLIST

Your complete application package must include the items listed below. Please be reminded that the Admissions Committee will not review your application until all required items have reached the Admissions Office. Candidates are responsible for ensuring that all materials are submitted on time.

- Application form
- Photograph
- Two letters of recommendation
- Two essays
- Official transcripts of academic records in sealed envelopes, signed by the appropriate university officials
- Certified copies of your diploma(s) if the transcript(s) do not indicate the degree(s) earned
- GMAT / GRE score report sent directly from the Educational Testing Service to ECFT (School Code 0798)
- TOEFL score report sent directly from the Educational Testing Service to ECFT (School Code 0798)
- Non-refundable application fee of € 75 and proof of payment if the fee is sent via bank transfer
- Signed Applicant's Agreement
- Company Support Form (optional)

XFM Admissions Office will acknowledge receipt of your application by e-mail within five working days of its arrival.

MAILING ADDRESS

XFM Admissions Office
ECFT & CERAM
H14-01, Woudestein Campus

Burgemeester Oudlaan 50
3062 PA Rotterdam
The Netherlands

Reference Form (confidential)

Executive Masters in Financial Management programme

TO THE APPLICANT

Please enter your name and date of birth in the space below and give this form to the referee. Your referee should complete this form and return it to you signed and sealed in an envelope.

NAME OF APPLICANT

FIRST, LAST/FAMILY

.....

DATE OF BIRTH (DD/MM/YYYY)

.....

TO THE REFEREE

The above named applicant has applied for admission to the Masters in Financial Management programme. The information you provide is considered a very important part of the admission process. After completing this form, please return it to the applicant in a signed and sealed envelope. The applicant will submit this letter of recommendation along with the application package to the Erasmus Center for Financial Training & CERAM. Your comments will not be released to the applicant without your written consent. We reserve the right to verify credentials on our applicants. Please kindly indicate how you can be reached at the last section of this form.

The Admissions Committee would like to thank you for the time you are taking in preparing this recommendation.

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

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2. What is your opinion of the candidate's motivation and suitability for this programme?

.....
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.....

3. What do you consider as his or her principal qualities and weaknesses?

.....
.....
.....

4. Please comment on the candidate's interpersonal skills

(SUCH AS PERFORMANCE IN A TEAM ENVIRONMENT; WORKING WITH PEERS, SUBORDINATES AND SUPERVISORS).

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.....
.....

Reference Form (confidential)

Executive Masters in Financial Management programme

5. Please add any further remarks on the candidate that you consider relevant.

(ADDITIONAL PAGES MAY BE ATTACHED)

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6. Please evaluate the candidate in the categories listed below. Where possible, appraisals should be made in comparison with the abilities of postgraduate students from your experience.

	EXCEPTIONAL (TOP 5%)	VERY GOOD (TOP 10%)	GOOD (TOP 25%)	AVERAGE (TOP 50%)	BELOW AVERAGE (BOTTOM 50%)	NO INFORMATION
LEADERSHIP POTENTIAL
INTELLECTUAL CAPACITY
QUANTITATIVE SKILLS
ORAL COMMUNICATION SKILLS
WRITTEN COMMUNICATION SKILLS
ANALYTICAL CAPACITY
ENERGY AND DRIVE
CAPACITY TO WORK EFFECTIVELY WITHOUT GUIDANCE
CAPACITY FOR ORGANIZATION AND FOR WORKING EFFECTIVELY WITH OTHERS
EMOTIONAL MATURITY AND STABILITY

Strongly recommend Recommend Recommend with reservations Do not recommend

7. Do you know of any factors, which may affect the candidate's participation in the Executive Masters in Financial Management programme? If so, please give details. (ADDITIONAL PAGES MAY BE ATTACHED)

.....

.....

REFEREE

REFEREE'S SIGNATURE	DATE
NAME	POSITION
ORGANIZATION		
STREET / CITY		
POSTAL CODE / COUNTRY		
E-MAIL ADDRESS	PHONE

XFM ADMISSIONS OFFICE
ECFT & CERAM
H14-01, WOUDESTEIN CAMPUS
BURGEMEESTER OUDLAAN 50, 3062 PA ROTTERDAM, THE NETHERLANDS
WEBSITE: WWW.ECFT.NL/MFM
E-MAIL: INFO@ECFT.NL