APPLICATION PROCESS - INSTRUCTIONS

1. DATES

individually. those candidates deemed to be elegible for admission shall be called up for interview by the MBA admissions panel, on a date to be scheduled Applications must be submitted at EGP's Secretarial Office until 30th June of each year. Following the assessment of the details provided

2. CHECKLIST

Your application process must contain the following documentation

- —

 » Application Form;
- —« Two reference letters (annexed to the application form);
- ----- Curriculum Vitae (annex 1 to the application form);
- Official documentary evidence of academic qualifications;
- Documentary evidence of the results obtained in the GMAT Graduate Management Admission Test
- Certificate of a suitable qualification in English;
- 2 passport-type photographs;
- Other relevant information (annex 2 to the application form).

3. EXPLANATORY NOTES

REFERENCE LETTERS

clarification academic career, and by someane familiar with his or her professional career. The admissions panel may contact these referees for further The application form must contain two REFERENCE LETTERS which should preferably be sent by a teacher who is familiar with the candidate's

Salazares, 842, 4149-002 PORTO, PORTUGAL. In all cases, the back of th cannot be obtained, in white envelopes forwarded to: THE MAGELLAN MB. Department in the envelopes provided by EGP - UPBS or, if these envelope with (see example in the figure) on the stick down flap, in order to ensure that the envelope is not tampere envelope should bear the name of the applicant and the referee's signatur Admissions Department, EGP - University of Porto Business School, Rua d The reference letters should be sent by the referees to the Admission

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DOCUMENTARY EVIDENCE

The applicant must include:

- OFFICIAL documentary evidence of academic qualifications, issued by the respective institutions, containing a breakdown of the grades achieved;
- Documentary evidence of the results obtained in the GMAT Graduate Management Admission Test:
- Certificate of a suitable qualification in English, issued by British Institute or by another institution considered credible in these matters by an appropriate body of the EGP-UPBS

Remember that:

carefully consulted training centre in Porto. The test date is flexible, and may be scheduled by telephone. It is recommended that the site www.mba.com be The "GMAT TEST" - which now has a computer-based version - may be taken at the Galileu training centre in Lisbon, or at the CESAE

purpose (for example, Candidates who do not submit documentary evidence of a suitable qualification in English shall be required to pass a test drawn for this , TOEFL, the British Institute test or the American Language Institute test)

Information

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A · Personal information

| | Current post SUMMARY OF INFORMA Company or Institution | Address Post Code | B · Professional Information Name of company | Conise | Post Code Telephone no. SUMMARY OF INFORMA | Name Underline the family name Birth Date Day Nationality Address |
|----------------|---|-------------------|--|--|---|---|
| | Fax no | Town/City | ORMATION Group | Equicational institution | Town/City | Nonth Year ID no. Taxpayer no. |
| Community real | WG WII | Taxpayer no. | EGP-UPBS Associate member | rear of entry rear of completion Final Grade | NDING WITH THE OLDES | Place of Birth Sex F M |

State name, title and organization of both people who have provided references which are included in this application

Company or Institution

C - REFERENCE LETTERS

Name

| D. RESULTS OF THE TESTS | | |
|---|---|------|
| GMAT - Graduate Management Admission Test | Date Day Month Year | г |
| English: Name of the examination | Data | |
| E · BIOGRAPHICAL SUMMARY CURRICULUM VITAE | | |
| Attach a biographical summary of no more than two pe position within the organization, the type of jobs perf | Attach a biographical summary of no more than two pages, as annex 1. This should contain your current professional post, including your hierarchical postition within the organization, the type of jobs performed and responsabilities assumed, and the number of members in any team you may lead. | |
| F · OTHER RELEVANT INFORMATION | | |
| Attach information pertaining to your foreign langua activities in which you have taken part. Please | Attach information pertaining to your foreign language skills, your participation in professional or other associations, any civic or professional activities in which you have taken part. Please state the nature of the duties performed. This should be attached as annex 2. | |
| Please state (this should be non-binding) wether you Full-time (1 year) □ Part-tim | Please state (this should be non-binding) wether you intend to frequent the MBA Programme on a full-time (1 year) or part-time basis: Full-time (1 year) \square | |
| G · TOPICS TO BE DEVELOPED | | |
| Topic 1: Critically analyse how your current career has progressed, and state your professional objectives in the medium term {max 500 words} | Critically analyse how your current career has progressed, and state how taking a MBA at EGP-UPBS will contribute towards achieving your professional objectives in the medium term (max 500 words). | |
| Topic 2: Quote at least one example where your personality and leadership abi characteristics may be enhanced by attending the MBA (max. 500 words) | Quote at least one example where your personality and leadership ability impacted on a given situation and discuss how these characteristics may be enhanced by attending the MBA (max. 500 words) | |
| Topic 3: Describe your greatest failure to date and s | Topic 3: Describe your greatest failure to date and state which conclusions you were able to draw from this experience (max 500 words). | |
| These topics are intended to help the selection pane very capable students who with their many and va encouraged throughout the programme. The panel will be very interested in any information y you from other candidates. | These topics are intended to help the selection panel to become more familiar with the candidate as a person. The aim is to select a group of very capable students who with their many and varied educations, professional experiences and effective teamwork. Teamwork is greatly encouraged throughout the programme. The panel will be very interested in any information you may provide regarding your abilities, experiences and aspirations, which will distinguish you from other candidates. | |
| H • Authenticity of information | | |
| I do hereby certify that the information provided in | I do hereby certify that the information provided in this Application is correct and that I am responsible for all the documents annexed. Date The Horizontal Application is correct and that I am responsible for all the documents annexed. | **** |
| Signalure | Day Month Year | |
| I - Data protection | | |
| The information provided is to be used exclusively by future editions of programmes and events. | The information provided is to be used exclusively by EGP-UPBS and it should be used only for the purposes of informing interested parties about future editions of programmes and events. | |
| In the event of my admission, I do hereby authorise th | In the event of my admission, I do hereby authorise the use of my details, including those set out in my curriculum, by the following bodies: | |
| Career Services | | |
| - ADDRESS TO WHICH THE APPLICATION MUST BE SENT | BE SENT | 1 |

Portugal

4149-002 PORTO

Rua de Salazares, 842

THE MAGELLAN MBA - Admissions Service |

EGP - UPBS

CANDIDATE'S REFERENCE LETTER 2009 · 2010

FOR THE CANDIDATE

Name I do not renounce the right to know the content of this appreciation. I renounce the right to know the content of this appreciation and accept that this information remains classified. Choose one option: that is recommending the candidate on the seal flap, to insure that the envelope is not violated 842, 4149-002 PORTO, Portugal. In any case, the back of the envelope should have the name of the candidate and the signature of the person the form should be sent in blank envelopes to: The Magellan MBA - Admissions Service, EGP-University of Porto Business School, Rua de Salazares Please, fill in the first part of this form and sign it where is indicated. Give one form to each person that is going to do the requested appreciation. These persons should send the form directly to the Admissions Service, in the provided envelopes. In the impossibility of having these envelopes, Write in caps and underline the family name

FOR THE APPRAISER

We are aware of the inherent difficulty of providing relevant and truthful information and we are grateful for your cooperation in a rigorous about academic and professional experience, that can only be provided by someone who is familiar with the candidate's characteristics and selection process. Please, put in mind that almost all candidates have good qualifications; what really matters to us is the information The refered candidate is applying for the admission in The Magellan MBA. This appreciation is a very important element in the admission process

In any case, the back of the envelope should have the name of the candidate and your signature on the seal flap, to insure that the envelope Magellan MBA - Admissions Service, EGP-University of Porto Business School, Rua de Salazares 842, 4149-002 PORTO, Portugal, envelope delivered by the candidate. In the impossibility of having this kind of envelope, please use a blank envelope and address it to: The is not violated Please answer to the questions; if you wish to add some comments, do it in an attached note. To send your answer, please use the addressed

| Name | | Organization [|
|-------------------|---|-------------------------------------|
| CONTACTS FOR I | CONTACTS FOR ADDITIONAL INFORMATION ON THE CANDIDATE (Or a business card) | a business card} |
| Address | | |
| Locality | Zip Code | de Phone |
| | | Cell Phone |
| | | E-mail |
| For how long do y | For how long do you know the candidate? | |
| In what context? | | |
| Have you discusso | Have you discussed the candidate's decision of doing The Magellan MBA? | A? |
| Widely | Swiftly | It was not subject of discussion [] |

| Using the scale, quality the candidate comparing him with a reference group (e.g. persons from your company with fast growth perspectives or former students) Communication Skills Analytical Skills Analytical Skills Analytical Skills Multi-region for the course Personal Integrity Meturity Self-Confidence Receptionenss to rifess Self-Confidence Receptionens to rifess With superiores With superiores With superiores With superiores With cardidate to The Magellan MBA I recommend this candidate to The Magellan MBA I reception to the commend this candidate to The Magellan MBA I reception to the commend this candidate to The Magellan MBA I reception to the commend this | Write Write With superiores With subordinates Wi | Medium Medium Medium Jiffied or improv agellan MBA ase, use the fol | | Very Good Very Good | Exceptional Exceptional | Incapable of comment |
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| Thank you for your cooperation! | ioni | | | | | |

CANDIDATE'S REFERENCE LETTER 2009 · 2010

FOR THE CANDIDATE

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I do not renounce the right to know the content of this appreciation. Name Choose one option: **FOR THE APPRAISER** I renounce the right to know the content of this appreciation and accept that this information remains classified.

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| | Have you discussed the candidate's decision of doing The Magellan MBA? | t? | For how long do you know the candidate? | | | | CONTACTS FOR ADDITIONAL INFORMATION ON THE CANDIDATE (or a business card) | | |
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Thank you for your cooperation!