

Ecole Supérieure des Affaires - Beirut

in conjunction with

Rotterdam School of Management

www.esa.edu.lb/XIFM



Application for Admission

Beirut : Class 2009 - 2011



Instructions for applicants

We are very pleased that you intend to apply for the XIFM degree. We aim at recruiting and selecting highly qualified students to participate in the Executive Master in Islamic Financial Management 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 XIFM programme.

The XIFM Master's Degree is designed for professionals active in the banking and financial service industries, whether Islamic or conventional, who wish to reach top managerial positions in the field of Islamic finance.

DEADLINES FOR APPLICATIONS

The second intake of the XIFM Beirut programme will start in February 2010. Admissions are open starting June 2009. Candidates are invited to send the soonest their application form with all the needed documents. The XIFM admission committee will study all the applications, invite the candidate for an oral interview and will announce its final decision concerning the eligibility of the candidate to the XIFM program one month after receiving the file. The first deadline for admission is 11 September 2009 and the second deadline is 26 November 2009 at ESA Beirut.

Please note that places are limited. When the maximum number of students will be reached, all applications for the present session will be refused and reported to the next XIFM intake.

ESA SCHOLARSHIP

ESA offers eligible students a scholarship that reduces the tuition fees from 25,000 Euros to 25,000 American dollars.

xifm APPLICATION FORM ESSAYS

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 RSM & ESA and are not returnable.

Applications are kept on file for two years.

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

DIPLOMAS

You have to include with your application form a copy of your university undergraduate and graduate diplomas. You should attach certified translations of these diplomas, if they are written in a language other than English or French.

TRANSCRIPTS OF ACADEMIC RECORDS

Academic records from universities, business schools or equivalent that you have attended can be submitted with your diplomas. The admission committee highly appreciates these records. You should attach translations of these transcripts if they are written in a language other than English or French.

REFERENCES

One or two letters of recommendation are not required officially but can be submitted if you consider that they enrich your application. The XIFM admission committee value references written by people who know you professionally or academically. Please request referees to complete the form and place it in a sealed and signed envelope.

CURRICULUM VITAE

Please attach a short synthetical CV of maximum 3 pages, detailing your education, professional experience, extra-curricular activities and so forth.

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

xifm ADMISSION TEST

All applicants are required to take the specific XIFM admission test at ESA. This test helps the admission committee to evaluate the candidate's knowledge in the field of English, logic, statistics, Islamic and conventional finance.

xifm SELECTION INTERVIEW

When your application is complete, the Admissions Committee will review your file. You are invited for an oral interview for further evaluation. The interview will take place in Lebanon or elsewhere on agreement.

xifm APPLICATION FEES

The XIFM application fees are 150 American dollars to be paid at ESA, office 314. These fees cover the admission process. Application fees are not refundable.

xifm ADMISSION DECISION

Based upon the XIFM test, the candidate's record and the oral interview, the Admission Committee can decide to :

- (i) admit the candidate ;
- (ii) admit the candidate with extra basic courses to take in the field of statistics, finance and Islamic finance ;
- (iii) to refuse the candidate.

For inquiries:

Phone : + 961 01 373 373

Fax : + 961 01 373 374

E-mail : xifm@esa.edu.lb

Website : www.esa.edu.lb/XIFM

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
- One or two letters of recommendation
- Two essays
- Transcripts of academic records
- Certified copies of your diploma(s)
- If you have, a GMAT score report or TOEFL score (not compulsory)
- A short curriculum vitae
- Signed Applicant's Agreement
- Application fees to be paid at ESA, office 314
- ESA scholarship application (attached to this application form)

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

MAILING ADDRESS

Ecole Supérieure des Affaires

289, rue Clemenceau

PO Box 113

7318 Beirut

Lebanon

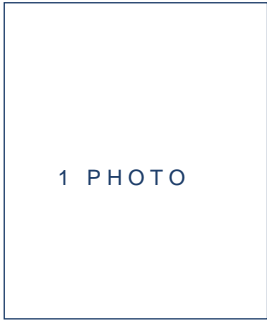
Phone : 961.(0)1.373.373

Fax : 961.(0)1.373.374

Email : xifm@esa.edu.lb

Application Form

I would like to be considered as a candidate for the Executive Master in Islamic Financial Management



STARTING IN FEBRUARY

2 0 1 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 COMMUNICATE WITH YOU ELECTRONICALLY.
PLEASE 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 CITIZEN
NUMBER OF CHILDREN

MARITAL STATUS

APPLICATION

HAVE YOU PREVIOUSLY APPLIED TO RSM or ESA ? NO YES, YEAR

WORK EXPERIENCE

NUMBER OF YEARS 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 an academic degree.

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

ACADEMIC HONOURS OR AWARDS RECEIVED

EXTRACURRICULAR ACTIVITIES

COMPUTER SKILLS

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

Please list the computer application programmes (such as Excel, Access, Word, but also statistical and finance software) that you are able to work with.

	A	S	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

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

LANGUAGE PROFICIENCY

LANGUAGE

SPOKEN

READ

WRITTEN

PLEASE INDICATE YOUR LANGUAGE PROFICIENCY

LANGUAGE	SPOKEN	READ	WRITTEN
	N/F/A/B	N/F/A/B	N/F/A/B

GRADUATE MANAGEMENT ADMISSION TEST (GMAT)

All candidates are required to take the GMAT. The final decision for admission cannot be made until the full 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 within the last five years, please enter your scores below and send us a copy of your full score report. More information on the GMAT can be found on www.mba.com

GMAT SCORE *(Optional, not officially required for admission)*

VERBAL _____ %

QUANTITATIVE _____ %

TOTAL _____ % TOTAL SCORE _____

AWA _____

DATE (DD / MM / YYYY) _____

GRE SCORE *(Optional, not officially required for admission)*

VERBAL _____ %

QUANTITATIVE _____ %

AWA _____

DATE TAKEN (MM / YYYY) _____

CENTER _____

DATE (DD / MM / YYYY) _____

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

(Optional, not officially required for admission)

TOEFL SCORE _____

DATE TAKEN (MM / YYYY) _____

Application Form

FULL - TIME WORK EXPERIENCE

Please list and describe the last 3 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. Concerning your present employment, please enclose an employer's certificate.

1. CURRENT EMPLOYER

WEBSITE

INDUSTRY

JOB TITLE

DIVISION

DATE: FROM (MM / YYYY)

NUMBER OF EMPLOYEES

COUNTRY OF OPERATION

FUNCTIONAL AREA

NUMBER OF EMPLOYEES UNDER YOUR SUPERVISION

YOUR ROLE AND RESPONSIBILITIES

2. COMPANY

INDUSTRY

WEBSITE

JOB TITLE

DIVISION

DATE: FROM (MM / YYYY)

NUMBER OF EMPLOYEES

COUNTRY OF OPERATION

FUNCTIONAL AREA

TO (MM / YYYY)

YOUR ROLE AND RESPONSIBILITIES

REASONS FOR LEAVING

Application Form

3. COMPANY

WEBSITE

INDUSTRY

TURNOVER IN US\$

JOB TITLE

DIVISION

DATE: FROM (MM / YYYY)

NUMBER OF EMPLOYEES

COUNTRY OF OPERATION

FUNCTIONAL AREA

TO (MM / YYYY)

YOUR ROLE AND RESPONSIBILITIES

REASONS FOR LEAVING

INTERNSHIPS, PART-TIME WORK EXPERIENCE

1- COMPANY

INDUSTRY

TURNOVER IN US\$

JOB TITLE

DIVISION

DATE: FROM (MM / YYYY)

WEBSITE

NUMBER OF EMPLOYEES

COUNTRY OF OPERATION

FUNCTIONAL AREA

TO (MM / YYYY)

YOUR ROLE AND TASKS

2 COMPANY

INDUSTRY

JOB TITLE

DIVISION

DATE: FROM (MM / YYYY)

WEBSITE

NUMBER OF EMPLOYEES

COUNTRY OF OPERATION

FUNCTIONAL AREA

TO (MM / YYYY)

YOUR ROLE AND TASKS

Application Form

FINANCING YOUR STUDIES

How do you expect to finance your Master in Islamic Financial Management ?

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

MARKETING INFORMATION

How did you learn about the Executive Master in Islamic Financial Management ?

- an advertisement you read in (which journal) : _____
- an article, editorial or press release in : _____
- Internet (*other than the ESA or RSM website*): _____
- an educational guide, namely : _____
- an alumnus'/student's recommendation NAME _____
- direct emailing
- At ESA or RSM, directly _____
- an information session in / at : _____
- an educational fair or exhibition in / at : _____
- at work
- other sources (please state) : _____

Which other degrees or training programme you already followed at ESA or RSM ?

- MS Finance
- Islamic Finance Qualification (IFQ)
- MBA ESA
- Banking and Finance Qualification (BFQ)
- Executive MBA ESA
- Other ESA training program, which : _____
- I attended RSM, which program : _____

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 yourself and to provide to the admission committee more information. 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 XIFM 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 XIFM programme help you to fulfill 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 XIFM 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 ESA and RSM. 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 XIFM programme. If I am admitted and enroll in the programme, I undertake to abide by the rules and regulations set down by the ESA and RSM.

APPLICANT'S SIGNATURE
DATE



École Supérieure des Affaires
Beirut Lebanon

Rotterdam School of Management
Erasmus University Rotterdam



Reference Form (confidential) Executive Master in Islamic Financial Management

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 **Executive Master in Islamic Financial Management (XIFM)** 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 ESA. 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 XIFM 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?

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

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, working with peers, subordinates and supervisors.

Reference Form (confidential)

Executive Master in Islamic Financial Management

5. Please add any further remarks on the candidate that you consider relevant. (ADDITIONAL PAGES MAY BE ATTACHED)

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 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 Master in Islamic 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 _____

XIFM Admission Office
Ecole Supérieure des Affaires
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PO Box 113
7318 Beirut
Lebanon

Phone : 961.(0)1.373.373
Fax : 961.(0)1.373.374
Email : xifm@esa.edu.lb



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Erasmus University Rotterdam



Scholarship Application

Executive Master in Islamic Financial Management

To request an ESA scholarship, please send with your XIFM application form a letter asking for this grant. You can use this form. You have to define your household income and explain the reasons why ESA should give you the scholarship. Please accompany this letter with your last bulletin of salary.

Lined area for writing the scholarship application letter.