



**Ecole Supérieure des Affaires  
Beirut**

in conjunction with

**Rotterdam School of Management**

**Executive Master in  
Islamic Financial  
Management**

**Application for Admission**

**www.esa.edu.lb/XIFM**



# Instructions for applicants

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

We invite you to read carefully the following instructions before completing the application form. Please send this form with the necessary documents to the ESA. We will be pleased to meet you during the selection interview, and beyond, in the XIFM programme

## DEADLINES FOR APPLICATIONS

The admissions process for the October 2008 XIFM inaugural programme will start in April 2008. Candidates are invited to send as soon as possible their application form with all the needed documents. The XIFM admission 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 final deadline for admission is 15 September 2008.

Please note the following:

- Places are limited. When the maximum number of students will be reached, all applications for the 2008 session will be reported to the 2009 intake.
- ESA is offering a limited number of scholarships and loans. This financial support will be granted to the first eligible students that will formulate the desire to benefit from this assistance.

## 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.

## 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 XIFM 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.

## APPLICATION FORM

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. On request, you can complete your application after the oral interview.

Kindly inform us of any change of address, in order to ensure that you will be contacted throughout the admissions process.

We 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.

## PHOTOGRAPH

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

## GRADUATE MANAGEMENT ADMISSION TEST (GMAT)

All applicants are required to take the GMAT as early as possible in an official GMAT center. You have to send the full GMAT report to the admission committee.

## 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.

## ESSAYS

We ask you to write two essays, one on your career objectives and one on your personality. The answers to the essay questions are meant to distinguish you as an applicant for our Executive Master 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 XIFM. Please respond fully but concisely to each question.

## CURRICULUM VITAE

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

## For inquiries:

**Phone** : + 961 01 373 373

**Fax** : + 961 01 373 374

**E-mail** : [xifm@esa.edu.lb](mailto:xifm@esa.edu.lb)

**Website** : [www.esa.edu.lb/xifm](http://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, unless you can give us detailed explanation for a possible short delay.

- Application form
- Photograph
- One or two letters of recommendation
- Two essays
- Transcripts of academic records
- Certified copies of your diploma(s)
- Full GMAT score report
- A short curriculum vitae
- Signed Applicant's Agreement

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](mailto:xifm@esa.edu.lb)

# Application Form

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

1 PHOTO

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 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

IF YES, FOR WHICH PROGRAMME

## WORK EXPERIENCE

NUMBER OF YEARS POSTGRADUATE WORK EXPERIENCE BY THE START OF THE PROGRAMME

# Application Form

## EDUCATION

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

| INSTITUTION / LOCATION | DATES ATTENDED<br>(MM/YY) TO (MM/YY) | TITLE OF DEGREE |
|------------------------|--------------------------------------|-----------------|
|                        |                                      |                 |
|                        |                                      |                 |
|                        |                                      |                 |
|                        |                                      |                 |
|                        |                                      |                 |

## ACADEMIC HONOURS OR AWARDS RECEIVED

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## EXTRACURRICULAR ACTIVITIES

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## COMPUTER SKILLS

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

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

|  | 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

## LANGUAGE PROFICIENCY

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

| SPOKEN  | READ    | WRITTEN |
|---------|---------|---------|
| N/F/A/B | N/F/A/B | N/F/A/B |

PLEASE INDICATE YOUR LANGUAGE PROFICIENCY

| LANGUAGE | 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](http://www.mba.com)

GMAT SCORE *(Required for application)*

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

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### 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

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### REASONS FOR LEAVING

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# 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 RESPONSABILITIES

## 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 which organization)

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## 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) :

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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 :

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- I attended RSM, which program :

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# 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. What are your strengths and which traits 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** One or two reference letters are not officially required. However, they are 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

LENGTH AND NATURE OF ASSOCIATION

E-MAIL ADDRESS

NAME

POSITION AND ORGANIZATION

BUSINESS PHONE

LENGTH AND NATURE OF ASSOCIATION

E-MAIL ADDRESS

**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**



# 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. For detailed information on the programme, see our website at : [www.esa.edu.lb/xifm](http://www.esa.edu.lb/xifm). 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. 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?

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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?

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4. Please comment on the candidate's interpersonal skills, such as performance in a team, working with peers, subordinates and supervisors.

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# 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)

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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<br>(TOP 5%) | VERY GOOD<br>(TOP 10%) | GOOD<br>(TOP 25%) | AVERAGE<br>(TOP 50%) | BELOW AVERAGE<br>(BOTTOM 50%) | NO<br>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<br>FOR WORKING WITH OTHERS | .....                   | .....                  | .....             | .....                | .....                         | .....             |
| EMOTIONAL MATURITY AND STABILITY                         | .....                   | .....                  | .....             | .....                | .....                         | .....             |

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)

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8. Globally, do you recommend the candidate for the Executive Master in Islamic Financial Management ?

Strongly recommend      Recommend      Recommend with reservations      Do not recommend

                                                                                        

**REFEREE**

REFEREE'S SIGNATURE

DATE

NAME

POSITION

ORGANIZATION

STREET / CITY

POSTAL CODE / COUNTRY

E-MAIL ADDRESS

PHONE

**XIFM Admission Office**  
**Ecole Supérieure des Affaires**  
**289, rue Clemenceau**  
**PO Box 113**  
**7318 Beirut**  
**Lebanon**

Phone : 961.(0)1.373.373  
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