

Riga Technical University
Riga Business School

Executive MBA

Application and Admission
Information Packet

RBS

RIGA BUSINESS SCHOOL
Riga Technical University

In alliance with



University at Buffalo
The State University of New York



uOttawa

Admissions to Executive MBA

About Executive MBA @ Riga Business School

Riga Business School (RBS) offers internationally accredited English taught Executive MBA degree at an advanced level. 20 - Month European-American program delivered collaboratively by Riga Business School in alliance with University at Buffalo (USA) and University of Ottawa (Canada) will help you to advance to new leadership heights. The North-American managerial education complimented by the best European experience provides you with a truly global executive learning and networking experience. Two-week North American residency combines academic learning with field visits to companies and networking opportunities with North American Executive MBA participants. The program curriculum is designed to provide a perspective on a diverse set of business areas, develop strategic thinking and leadership skills that prepare you for effective organizational and operational development in the fast-changing and competitive global modern environment.

The decision process

We kindly advise to start the application process as soon as you and your company are sure of your decision. Completed applications are reviewed as they are received, therefore it is in your interest to apply early.

Typically, applicants will receive a response within three weeks. Applications are assessed by the Riga Business School Executive MBA Admissions Committee with a view to identifying a good balance across the following criteria: career progression, intellectual ability, motivation, leadership potential, interpersonal and social skills. After the Admissions Committee has reviewed your written application, you will **either** be informed that your application has been accepted; **or** invited to an interview for further evaluation; **or** informed that your application has been unsuccessful. A final decision will be made after the interview.

Please read the entire application/information package carefully. Be careful to provide all of the information requested. Incomplete applications will not be considered until all of the requested information has been provided.

Questions about Executive MBA Program & admissions should be directed **as soon as possible** to RBS Admissions Office:

Riga Business School
Skolas iela 11
Riga, LV-1010, Latvia
Ph.: +371 6 708 9800
Fax: +371 6 708 9810
e-mail: admin@rbs.lv

If you would like to have your CV reviewed or arrange a one-to-one visit, or wish to have further information, please contact:

Andrejs Dzedons
Chair of Executive MBA Program
+371 67089800
andrejs.dzedons@rbs.lv

Ilona Juste
MBA Program Registrar
+371 67089800
ilona.juste@rbs.lv

RBS aim is to select the best students for the program, therefore the following formal criteria are considered:

1. **Education:** minimum of Bachelor degree (or locally appropriate equivalent) from an accredited (by national authorities) institution. If you are not sure if your degree is acceptable, please contact the admissions office listed above.
2. **Proficiency in written and spoken English:** (if English is not your native language). This can be a TOEFL (score >550). If you do not take TOEFL at RBS, please be sure that your score is reported to RBS (our TOEFL reporting number is **7227**).
3. **Professional achievements:** relevant work experience (minimum of 5 years) and successful career development. The RBS Board of Admissions also evaluates the nature of the positions held and the extent of managerial responsibility.
4. **Excellent business reputation:** please secure two letters of recommendation (written in English) from individuals qualified to comment on your professional achievements and your career potential.
5. **Motivation to commit:** to test the applicant's motivation and ability to succeed in a rigorous academic program those applicants meeting formal criteria are invited to an interview with RBS MBA Program director.
6. **Personal qualifications:** in order to form intellectual ability, motivation, readiness to learn, social skills.



Executive MBA Application Form

(Please fill in the application form using **block letters**)

1. Personal Information (Your name must match the one in your passport)

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Last Name

First Name

Middle Name

--	--	--

Date of Birth

Day

Month

Year

Gender

Male

Female

--	--

Citizenship

Personal code (if applicable)

Please attach
your photo
here

2. Addresses for correspondence

--

Street

--	--	--

Town/City

Postal Code

Country

--

Contact phone (include country code)

--

Mobile phone (include country code)

--

E-mail address

Home Address (if different from above):

--

Street

--	--	--

Town/City

Postal Code

Country

3. Current Employment:

--

Company name

--

Street

--	--	--

Town/City

Postal Code

Country

--

Company phone (include country code)

--

Company fax (include country code)

--

Your E-mail

Filled by RTU Riga Business School

Received by _____
(person)

Received on _____
(date)



Industry

Annual turnover

Number of employees

Current position

Board level

Senior Management

Middle Management

Junior management

Level of responsibility (please tick one of the boxes above)

Brief description of current responsibilities

4. Citizenship and migration information

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Country of birth

City of birth

Country of Citizenship

Are you a permanent resident of Latvia?

Yes No

Do you need a residence permit to live in the Republic of Latvia?

Yes No

If you are not a permanent resident of Latvia, have you applied for permanent resident status?

Yes No

If you are not a permanent resident of Latvia and you are currently in Latvia, please indicate what type of visa you hold?

Please specify the type of visa

5. English Language Proficiency

(If you have or if you are going to take tests please make sure to request that official test scores are sent to RBS)

Test of English as Foreign Language (**TOEFL**) (If you already have a TOEFL score, enter the score below and send us the report slip or have the score reported to us using reporting code **7227**. If you plan to take it, just state the date when you will take it and be sure that the score is reported to us using reporting code **7227**.)

TOEFL date

TOEFL score

TWE score

Total

6. Education

Please provide information for each undergraduate and graduate institution, universities/colleges that you have attended, starting with the most recent.

College/university	Country	Degree obtained	Dates attended

B.Sc. B.A. M.Sc. M.A. MBA Ph.D. Other

Academic degree (please tick boxes above)

7. Language skills

Native language (please specify)

Language	Speaking	Reading	Writing
English			
Russian			
German			
Latvian			
French			
Other (please specify)			

Please mark (1 to 5, 5 being the highest)

8. Financing your studies

I am planning to finance my studies myself (please tick the box above)

My family will be supporting me (please specify your sponsor's name and surname)

Company is sponsoring my studies (please specify the name of the company)

I am applying for the tuition fee waiver offered to representatives of non-governmental organizations, representatives of public-administration or individuals carrying out diplomatic activities (please specify the name of the organization)*

Other (please specify)

*RBS reserves the right to refuse tuition fee waivers to candidates based on the Candidate Selection and Admission Committee decision. Also, in order to keep the tuition fee waiver throughout the study period students will have to maintain academic performance and integrity and keep their professional activity solely related to public administration, non-governmental organizations or diplomatic activities.

9. Choosing your Executive MBA

Where did you get information about MBA program at Riga Business School?

Open day at Riga Business School

Advertising in media

RBS home webpage

Other places on the internet

Please, mention the website

Address

Social media (Facebook, LinkedIn)

Brochure received from RBS

Friends , colleagues, family

Employer

Other (please specify)

Have you applied or intend to for programs in other universities?

If yes, please indicate which ones

yes

no

10. Confirmation of the application form

I apply for admission to the Executive MBA program at Riga Business School at Riga Technical University. I understand that the decision to offer me a place rests with the School and ultimately with Riga Technical University whose decision is irrevocable. If I am offered and accept a place on the program, I will abide by the rules and regulations of the School and Riga Technical University. I confirm that to the best of my knowledge the information contained in the application form is complete and accurate. I ensure full payment of fees.

Signature of applicant

Date

Application checklist

- Application form
- Resume (CV)
- 2 copies of the passport
- 2 passport sized photographs
- Degree certificate(s) and transcript(s) should be presented when invited to the personal interview
- 2 copies of degree certificate(s) and transcript(s)
- If the degree was awarded outside Latvia, 2 copies of the "Recognition of the Foreign Diploma" prepared by the Academic Information centre in Latvia should be attached (<http://www.aic.lv/portal/en/>)
- If the First Name or Last Name in the degree certificate is different from those in passport, 2 copies of the official proof of the Name change should be attached
- 2 recommendation letters
- Proof of bank transfer of application fee

Please send/ bring the completed application form along with accompanying documents to:

**Executive MBA Program
Riga Business School
Skolas iela 11
Riga LV1010
Latvia
info@rbs.lv**

**The deadline for submitting application:
September 3, 2018 (Early Admission)
December 18, 2018 (Regular Admission)**

Tuition and Expenses

Early Admission registration	EUR 25 470 (if registered before September 1)
Program tuition fee	EUR 28 300 (if registered after September 1)
Application fee for students from Latvia	EUR 30
Application fee for international students	EUR 100

The fee includes tuition, course learning materials, books, cases, access to databases, Individual Leadership practicum, executive coaching sessions, meals, coffee breaks, RBS networking events, Transcontinental Study trip, European Experience trip* .

*Transportation and visa costs are excluded.

Bank Details

Application fee should be transferred to:

Bank Details:
Rīgas Tehniskā universitāte
VAT Registration No.: 90000068977

Swedbank
BIC - HABALV22
IBAN for payments: **LV60HABA0551043690065**

Please indicate the following details in your payment:

Name Surname, RBS (01B00) Executive MBA application fee

Thank You for Your application!

Reģistrācijas Nr. Rīgas Tehniskās universitātes
rektoram

Place for
photo

Iesniegums

Vēlos pieteikties uz sekojošu studiju programmu:

Studiju līmenis	Studiju programma	Apmācības veids
Prof. maģ.	RIGV1	Dienas

Par sevi sniedzu šādas ziņas :

Personas kods

Uzvārds Vārds

Deklarētā dzīves

vieta: kods rajons pilsēta

ielā māja, dzīvoklis

Pasta indekss LV - Kontakta tālruni 1.mob.tālr. 2.

e-pasts

Ziņas par izglītību:

Valsts, kurā iegūta izglītība

Pabeidzu

diploma Nr. Izdošanas datums

Papildziņas:

Ir vajadzīga vieta studentu dienesta viesnīcā jā nē

Ar savu parakstu apliecinu, ka esmu iepazinies (usies) ar uzņemšanas noteikumiem RTU un šo veidlapu aizpildīju saskaņā ar tiem.

2018.g. Paraksts _____

Aizpilda Uzņemšanas komisijas darbinieks

Struktūrvienības šifrs	Programmas šifrs	Apmācības veids
<input type="text"/>	<input type="text"/>	<input type="text"/>