

## APPLICATION PORTFOLIO

Master of International Business Program

38.04.02 Management

### Application Portfolio for the International Business Master's Program, 2020

To be considered for admission to the Master of International Business program applicants must provide the following documents:

- General Application Package required by HSE:
  - **Copy of diploma and official transcript**, or an official university document confirming program completion or indicating the number of degree credits earned to date. The amount of degree credits earned towards graduation must be equivalent to a bachelor's degree (180 ECTS credits) or a master's degree (240 ECTS credits)
  - **4 photos** (3x4cm) on matte paper
  - **Passport copy**
- **Motivation letter (mandatory)** (maximum 1 page of A4 format, in English) indicating:
  - a) reasons why the candidate has chosen our Master's program;
  - b) professional interests and career prospects
- **Resume (CV) (mandatory)**
- **Two letters of recommendation (mandatory)** in English or Russian, preferably provided by
  - a) a course instructor/academic supervisor from previous degree program;
  - b) current or former employer or internship supervisor
- **International language certificate confirming the level of English proficiency** (TOEFL / IELTS / PTE / CAE / BEC, etc.). Minimum overall test scores are:
  - 6 (IELTS)
  - 80 (TOEFL IBT)
  - 500 (TOEFL PBT)

*Applicants who do not have any proof of English proficiency or those who scored insignificantly less than the minimum scores on the English proficiency tests must pass an interview in English. The interview can be conducted via Skype.\**

- **Publications of research works (if applicable)**. Please indicate title, date, author's full name and issuance information (publisher, volume number, issue number, etc.)
- **Specialized diplomas and certificates (if applicable)**. Please indicate name, description and date awarded.
- **Personal scholarships (if applicable)** awarded in the previous program by government bodies, private funds, companies, etc. Please indicate title and date.
- Previous courseworks, trainings, and workshops specifically relating to **International Business (if applicable)**. Please indicate name and date.

All application materials not in English or Russian language must be accompanied by a certified English or Russian translation.

*\* If English is your first language or in case you have graduated from a Bachelor's program conducted in English, you are exempt from the interview.*

**Portfolio assessment criteria**  
**for applicants to the Master of International Business Program**  
**(Faculty of World Economy and International Affairs, HSE)**

<i>Assessment criteria</i>	<i>Points</i>
Motivation letter	<b>30</b>
Resume (CV)	<b>20</b>
Letters of recommendation	<b>25</b>
Diploma with honors	<b>5</b>
Publications and research, specialized diplomas and certificates, personal scholarships	<b>10</b>
Previous coursework, trainings and workshops specifically relating to International Business	<b>10</b>
<b>Total</b>	<b>out of 100</b>

Date

Master of International Business Program  
Academic Supervisor