

# Application Portfolio for the International Business Master's Program, 2015

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

- General Application Package required by HSE:
  - **Application** for admission specifying the degree program, filled out in English
  - **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)
  - **2 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 the 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 proving 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.\**

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

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

*\* If English is your first language or you graduated from an English-taught Bachelor's program, or completed an exchange program 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	<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>