

INSTRUCTIONS FOR THE ESADE ONLINE APPLICATION FORM

Bachelor of Business Administration – BBA

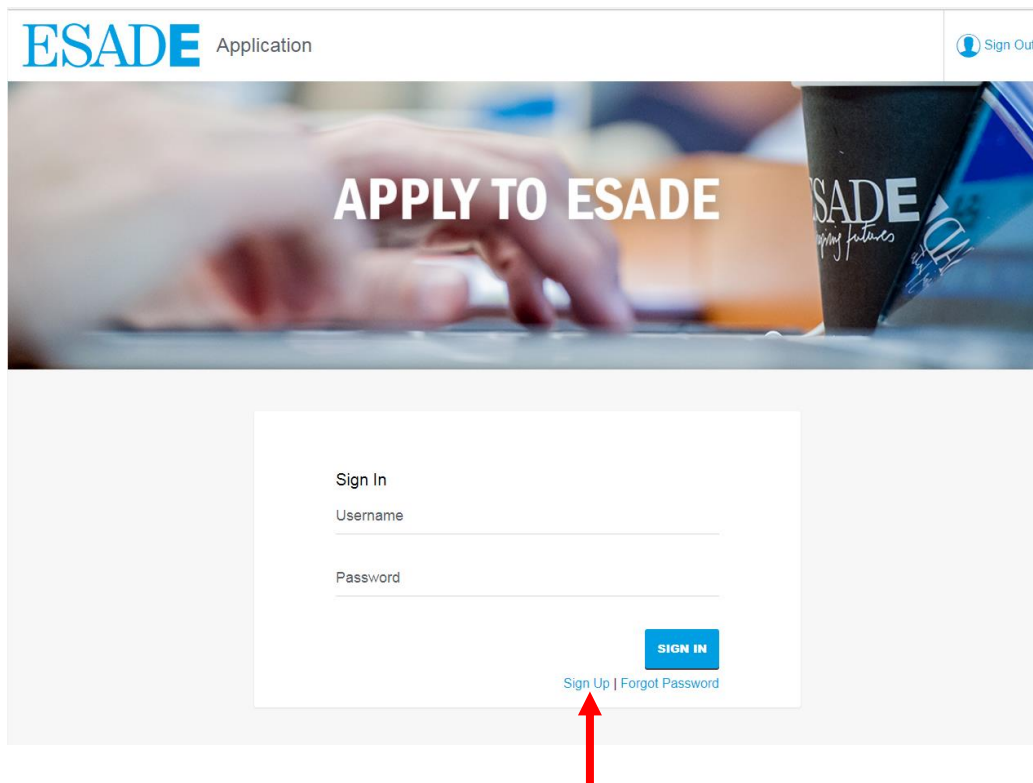
Welcome to ESADE's undergraduate online application form. In this document, we will provide a step-by-step explanation on how to complete your application. Please read this document carefully before applying. Bear in mind that it will take about 20 minutes to complete your application.

1. STARTING YOUR ONLINE APPLICATION

a) *Registering as a new user*

Navigate to the following page and click on *Apply Now*: www.esade.edu/online

You will be redirected to the Student Application Portal. Click on *Sign Up* in order to create your account.



The screenshot shows the top of the ESADE Application portal. The header includes the ESADE logo and the word "Application" on the left, and a "Sign Out" button on the right. Below the header is a banner image with the text "APPLY TO ESADE" overlaid. Underneath the banner is a white sign-in form with the following fields: "Sign In", "Username", and "Password". To the right of the form is a blue "SIGN IN" button. Below the form, there is a link for "Sign Up | Forgot Password". A red arrow points upwards to the "Sign Up" link.

Enter your first name, last name and email address and click [Submit](#).

Sign Up

First Name

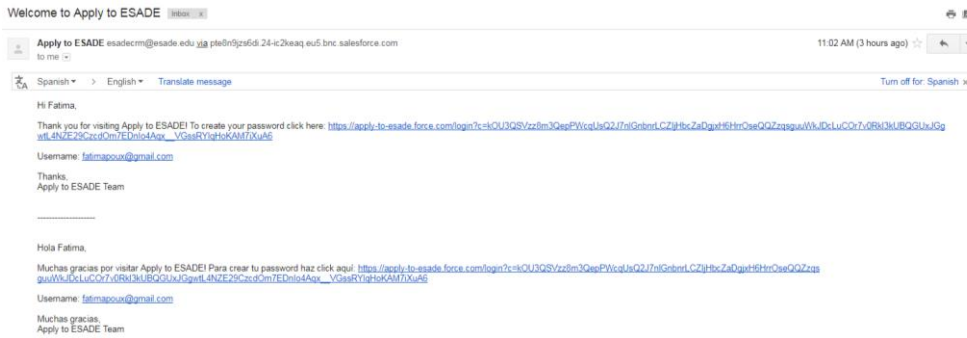
Last Name

Email Address

SUBMIT



You will receive an email to establish your password. Follow the link and choose your password. Save this password in a safe place, as you will need it throughout the entire application process.



b) Starting your application

Once you choose your password, you will be logged in to start your application, click on [Start a New Application](#):



Applications

No Applications Started

START A NEW APPLICATION



You will need to fill out the following fields:

New Application
Type of Program/Tipo de Programa
Please select one

Subject of Program/Àrea de Conocimiento
Please select one

Language/Idioma
Please select one

City/Ciudad
Please select one

Term
Please select one

START APPLICATION

Type of Program: select Grados/Undergrad

Subject of Program: select Business

Language: select English

City: select Barcelona

Term: select the correct term

Once all the fields are selected, click on Start Application.

< ESADA Sign Out REVIEW YOUR APPLICATION

Program Choice REQUIRED

This is the program you selected, if you would like to change your program please complete the following steps. Click on the menu and select **Update Application Type** then follow the prompts.

Program:
Bachelor of Business Administration - BBA

SAVE AND CONTINUE

2. COMPLETING YOUR ONLINE APPLICATION

You will now need to fill out personal and academic information, as well as uploading the following scanned documents:

- ID Photo
- Passport
- Academic transcript from Grades 9, 10, and 11 (or equivalent in your educational system)
- English-language certification, if necessary

Please note that you will not be able to submit your application until these documents are uploaded, with the exception of your English-language certification.

Once you have filled out the application form and uploaded your documents, read the Organic Law Disclaimer and click on [Save and Review Application](#).

In fulfilment of Organic Law 15/1999, of 13 December, on the protection of personal details and of Law 34/2002, of 11 July, on information society and electronic commerce services, the recipient of this document is informed that the details supplied, including the email address, which are necessary for the formalization, administration and in order to carry out and complete all of ESADE's institutional activities, will be included in an automated personal details file, for which ESADE is responsible and is the recipient.

By providing their personal details and email address, interested parties expressly authorize the use of these details for the purpose of the periodic message, expressly including those sent by email, that ESADE or the bodies belonging to its academic area send to their students, alumni and possible interested parties informing them of their activities/news, courses, programmes, and of any services and products offered in relation to the institutional activity carried out.

In any case, the assignee may exercise the right of objection, access, rectification and cancellation in relation to their details by writing to Fundació ESADE, Avenida de Pedralbes, 60-62, 08034 Barcelona.

The undersigned declares that the information provided in this admissions application is complete and accurate, and accepts the conditions as indicated.



SAVE AND REVIEW APPLICATION

Review the information and make sure everything is correct. Once you are ready, click on [Save & Pay](#).

The screenshot shows the 'Review Your Application' page on the ESADE portal. The page is divided into two main sections: 'Program Choice' and 'Personal Information'. The 'Program Choice' section shows the selected program as 'Bachelor of Business Administration - BBA'. The 'Personal Information' section includes fields for 'Salutation' (Ms), 'First Name' (Admissions), and 'Last Name' (Test). A 'Second Last Name' field is also present but empty. On the right side of the page, there is a dark blue sidebar with a green circular progress indicator showing '100% COMPLETE'. Below the progress indicator, the 'Application Fee' is listed as '€135.00'. At the bottom of the sidebar, there is a blue 'SAVE & PAY' button and a grey 'SUBMIT YOUR APPLICATION' button. A red arrow points to the 'SAVE & PAY' button.

3. FINALIZING AND SUBMITTING YOUR APPLICATION

You will have to pay online with a card:

The screenshot shows two panels. The left panel, titled 'Payment details', lists the following information: Amount: 135,00 €; Merchant: FUNDACIÓ ESADE (ESPAÑA); Terminal: 22365282-1; Order: 790165; Date: 02/10/2017 14:35; Product description: BBA English 18-19. The right panel, titled 'Payment by Card', contains a 'Card Number' input field, an 'Expiry Date' field with 'mm' and 'yy' sub-fields, and a 'Security Code' field with a lock icon. There are 'Cancel' and 'Accept' buttons at the bottom of the right panel.

Once the payment is completed, click on *Submit your Application*.

The screenshot shows the 'Review Your Application' page. On the left, there are sections for 'Program Choice' (Bachelor of Business Administration - BBA) and 'Personal Information' (Ms.). A red arrow points to a 'SUBMIT YOUR APPLICATION' button on a dark blue overlay on the right. The overlay also displays '100% COMPLETE', 'Application Fee: €135.00', and '✓ Payment Received'.

Your last step is to check the box confirming all the information you have provided is true and correct and provide your electronic signature (type in your first and last name).

The screenshot shows the 'Verify & Submit' section. It includes a checkbox labeled 'I verify all is true and correct' which is checked. Below it is a line for 'Electronic Signature'. At the bottom, there are two buttons: 'BACK TO APPLICATION' and 'VERIFY & SUBMIT'. A red arrow points to the 'VERIFY & SUBMIT' button.

Once you click on *Verify & Submit*, your application will be sent to us.

4. REVIEWING & SUBMITTING DOCUMENTS

Back on the home page, you will be able to see what documents we have already received and which ones we are still waiting for. Keep in mind that once you submit these documents, it can take a few days for this to update.

Bachelor of Business Administration 18-19	Checklist
<p>STARTED ON MON, OCTOBER 2, 2017 DUE ON FRI, JUNE 29, 2018</p> <p>100% COMPLETE</p> <p>Bachelor of Business Administration 18-19 - Submitted</p> <p>Congratulations! Your application is under review.</p> <p>REVIEW APPLICATION</p> <p>Withdraw Application Start a New Application</p>	<ul style="list-style-type: none">✗ Official Highschool Diploma not received.✗ Academic Record Year 12 not received.✗ Academic Record Year 12 First term not received.✗ Academic Record Year 12 Second term not received.✗ Academic Record Year 12 Third Term not received.✗ Official SAT, ACT or ESADE Admission Test not received.✗ English Proficiency Accreditation not received.✔ Academic Record Year 9 received.

In order to submit your Grade 12 evaluations, once you receive them, you will need to log back into the student portal and upload them by clicking on [Submit Required Documentation](#).

Bachelor of Business Administration 18-19	Checklist
<p>Required Documentation</p> <p>Please send us the required documentation as soon as possible</p> <p>SUBMIT REQUIRED DOCUMENTATION</p> <p>Review Application Withdraw Application Start a New Application</p>	<ul style="list-style-type: none">✗ Official Highschool Diploma not received.✗ Academic Record Year 12 not received.✗ Academic Record Year 12 First term not received.✗ Academic Record Year 12 Second term not received.✗ Academic Record Year 12 Third Term not received.✗ Official SAT, ACT or ESADE Admission Test not received.

Once all the documentation has been received and you have taken the admission test, your candidacy will be evaluated by the admissions committee.

If you have any further questions, please do not hesitate to contact us at any time:

Undergraduate Admissions Department

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