

RSM B.V. MBA Application Terms & Conditions

04 June 2020

These Terms & Conditions apply to all Applicants to one of RSM B.V.'s MBA Programmes (hereinafter "RSM"). They are also part of RSM B.V.'s General Terms & Conditions for Degree Programmes, to be found [here](#), under article A2.4.

Article 1: Application Procedure

1. In order to be considered for the RSM MBA Programme, the Applicant must complete the application procedure. The application procedure is coordinated by a designated RSM staff member. Any decisions will be made by the Admissions Committee (hereinafter "Committee"), and communicated to the Applicant by a designated RSM staff member.
2. The application procedure is aimed at selecting students who show potential for high academic performance. The Committee will carefully consider and evaluate the knowledge, insights and skills of the applicant, in addition to a review of tests, written documents or qualifications gained. In any way, an Applicant must fulfil the minimal requirements as set out in Article 3. For an overview of required information and documents that may be reviewed, see Article 5.
3. The Committee may request experts within or outside RSM to assess the applicant's knowledge, insights and skills in particular areas, in addition to a review of tests, written documents or qualifications gained.

Article 2: Application Fee

1. The Applicant is required to pay the application fee before he/she can submit their application to RSM.
2. The application fee is non-refundable, also in case the application is cancelled, deferred or rejected.

Article 3: Minimal Application Requirements

1. Applicants should at least fulfil the following requirements:
 - a. A university degree (bachelor, master, PhD) or equivalent;
 - b. All applicants should have at least three years (Full-Time MBA), four years (EMBA), or six years (OneMBA) of post-graduate work experience;
 - c. TOEFL, IELTS or PTE scores, if requested by the Committee;
 - d. A valid GMAT/GRE score (mandatory for the Full-Time MBA, for EMBA/OneMBA this may be requested by the Committee). See also Article 4.

Article 4: GMAT/GRE

1. If an Applicant is required or requested to complete a GMAT/GRE test, he/she must submit their score report to RSM after completion. This can be submitted to RSM by submitting them to your designated admissions manager.
2. After completion, an Applicant must also enable RSM to check their scores directly with the institutions arranging GMAT/GRE tests. This can be done by entering the following codes in the systems of the respective institutions:
 - a. GMAT code: QK8-CX-30
 - b. GRE code: 0798

Article 5: Required Information and Documents - Application

1. The following information and documents are required to complete your application:
 - a. A completed online application form;
 - b. CV or LinkedIn profile;
 - c. One (Full-Time MBA), or three (EMBA/OneMBA) prepared essays;
 - d. Two letters of recommendation from two referees, including contact details. Academic recommendations are not permitted, unless given explicit permission by RSM.
 - e. A certified scanned copy of your university degree and transcript. For documents not in English or Dutch, we require a certified English translation from a sworn English translator. RSM has the right to request original certified copies of all documents if required;
 - f. A scanned copy of your passport.
2. These aforementioned information and documents can be submitted to RSM using the application system.
3. For Full-Time MBA Applicants only, a video response is also requested if you are invited for an MBA interview. An invite for this video response via the Kira System will be sent to the Applicant by email.

Article 6: Required Information and Documents - Registration

1. If an Applicant is offered a place in one of RSM's MBA Programmes, the following information and documents are required to complete your registration and to notify the Dutch Ministry of Education about your registration at RSM:
 - a. Your completed and scanned signed registration agreement;
 - b. Your proof of payment of the admissions fee;
 - c. Any funding-related forms and/or agreements, as described in Article 8.
 - d. A copy or scan of your degree;
 - i. This may have already been submitted during the application. If explicitly requested by RSM, you may be asked to submit original certified copies of your degree and transcript.
2. These aforementioned information and documents can be submitted to RSM by submitting them to your designated admissions manager.

Article 7: Required Information and Documents - Student Card & Account

1. If an Applicant is offered a place in one of RSM's MBA Programmes, the following information and documents are required to arrange registration with the Erasmus University Rotterdam (hereinafter "EUR") for a student card and account, in order to make use of EUR facilities (e.g. university wi-fi, university library facilities, sports building facilities):
 - a. A copy or scan of your passport;
 - i. This should have already been submitted during the application.
 - b. A passport photo.
 - i. This must be provided through a link the Applicant will receive from the EUR.
2. These aforementioned information and documents can be submitted to the EUR by email, or through a link sent by email. If RSM already holds the information and documents, they are sent to the EUR for you by RSM.

Optional, if so required/requested:

Article 8: Funding-Related Forms & Agreements

1. An Applicant may be asked to submit a billing instruction form, used to determine how an Applicant will fulfill its financial obligations to RSM.
2. In case an Applicant opts for a loan and the loan is transferred directly to RSM, the Applicant must submit a loan confirmation letter and/or agreement.
3. If an Applicant is a recipient of an RSM scholarship, the Applicant will receive an official award letter and terms & conditions. The Applicant will be required to complete these documents as confirmation of accepting the terms in which the scholarship is offered. Scholarships are awarded as a Tuition Fee waiver and are deducted from the final MBA instalment as outlined in the Registration Agreement.
4. If an Applicant is a recipient of a scholarship from a partner institution with RSM, this will need to be confirmed to RSM in Writing.
5. If an Applicant is a recipient of a discount, this discount is awarded as a Tuition Fee waiver and is deducted from the final MBA instalment as outlined in the Registration Agreement.