

ICADE BUSINESS SCHOOL
GUIDELINES TO APPLY FOR POSTGRADUATE STUDIES
MASTER IN INTERNATIONAL INDUSTRIAL PROJECT MANAGEMENT
ACADEMIC YEAR 2018-2019

APPLICATION PROCEDURE

In order to apply for admission, the following requirements must be fulfilled:

- To complete the application for admission on-line: <http://www.comillas.edu/admisiones>
- To provide an email address to facilitate the communication between the board of the master and the applicant.

DOCUMENTS TO BE SUBMITTED:

1. Duly filled in application, printed and signed by the student.
2. An original or attested photocopy of the diploma. **In the case of foreign diploma, this must be legalized.** If it is not possible to obtain the legalization at the time of application, a justification of being in a position to obtain it before the commencement of the program must be supplied. In any case, definitive admission will be conditioned by the accreditation of the diploma in the due form.
3. An original or an attested photocopy of their complete academic record, with the number of credits and the number of hours completed, unless the degree is issued by Comillas.
4. Photocopy of ID card or Passport.
5. Curriculum vitae.
6. A personal written document stating the reasons why the applicant wishes to commence or continue postgraduate studies at this University in the program chosen and the time available to do these studies.
7. B2 level English language certificate (If you do not hold an official certificate you will be evaluated in an interview).

Additional documents to be considered (non-mandatory documents):

8. Two recommendation letters from professors of the applicant.
9. Other languages certificates.

For definitive admission to the program, the documents which have not been issued in Spanish must have an official translation to Spanish attached. This translation must be made by an official sworn interpreter duly authorized or registered in Spain, by any Diplomatic or Consular Representation of the Spanish State in the country of the applicant or, possibly, of the country of origin of the document.

PERIOD OF TIME AND PLACE OF DELIVERY OF THE APPLICATION AND DOCUMENTATION

- The period of time for the submittal of applications will be open until October 11th.
- The printed application will be handed over personally or sent by registered mail to the following address:

Servicio de Gestión Académica y Títulos
Universidad Pontificia Comillas
C/ Alberto Aguilera, 23. 28015 Madrid. SPAIN

- Notwithstanding the foregoing, **in order to speed up the processing, the documentation can be submitted by email to solicitudes.MDIPI@comillas.edu**

ADMISSION

As part of the admission process, Gestamp may contact you for an interview. If required, they will evaluate your English level in the interview.

Any clarification you need you can contact us:

- solicitudes.MDIPI@comillas.edu questions regarding the application process.
- MDIPI@gestamp.com questions regarding scholarships, internships with stipend and Gestamp work possibilities.

You can check the timetable of Academic Management Service at <http://www.comillas.edu/SGAT>

You can find all updated information you may need about the training offered by the Universidad Pontificia Comillas in <http://www.comillas.edu/admisiones>