

aSSIST 경영전문대학원 석/박사 통합 입학지원서

■ 지원자 인적 사항

지원과정	알토대(헬싱키경제대) MBA	지원 클래스	일반반-강북	영어반-강남
이름	홍길동		√	√
생년월일	1980년 1월 1일	휴대폰(연락처)	010-1234-5678	

■ 알토대 MBA 졸업생 추천을 통해 본 MBA에 입학지원한 경우에 한하여 아래정보를 기입

- 졸업생 추천 여부는 전형 심사 및 합격여부와 무관함
- 졸업생 추천과는 별개로, 구비서류 '영문추천서 1부'는 필수로 제출해야 하며, **지인/직장동료/친구 등 관계없음**

성명	소속	본인과 관계 (ex. 직장동료)	본 과정 동문 여부 체크
김동문	ABC회사	직장동료	추천인이 본 과정 동문입니다. (√)

서울과학종합대학원대학교 '온라인 원서접수'를 완료하셨습니까?	완료 시, √ 표기
(1) 온라인 원서접수 사이트 내 인적/학력/경력사항 기재 후 '제출' (2) 전형료(30,000원) 납부	√

■ 서류제출목록

분류	서류 목록	부수	비 고	제출 시, √ 표기
필수 구비서류	aSSIST 입학지원서 (국문)	1부	소정양식	√
	반명함판 증명사진	1매	온라인 접수 시 파일 업로드한 경우, 제출 불필요	√
	Aalto Univ. 입학원서 (국/영문)	1부	소정양식 (국문프로필+영문프로필+에세이)	√
	영문이력서	1부	소정양식 또는 개별양식	√
	영문추천서	1부	소정양식	√
	(영문) 대학교 졸업증명서	1부	석사학위이상 소지자는 최종학력도 포함 제출	√
	(영문) 대학교 성적증명서	1부	(정부24 홈페이지, 주민센터 등 신청/발급 가능)	√
	(국문) 경력 증빙 확인서	1부	근무경력 합계 5년(60개월) 이상 증빙 필수 (前직장 경력 확인을 위해 건강보험자격득실확인서 제출 추천)	√
	여권사본	1부	입학지원서 내 영문명과 여권명 동일여부 확인용 (알토대학교에서 여권 내 이름으로 학위기 발급)	√
	공인영어성적증명서	1부	3년 이내의 성적 유효 (아래 참고) ※입학 지원 시점에 성적을 보유하지 않을 경우 아래 안내사항 참고	√
선택 구비서류	영문 직무기술서	1부	공인영어성적 면제요건에 해당하는 자 (아래 참고)	
	해외학력조회동의서	1부	해외학위 취득자에 한함	

- 소정양식은 알토대MBA 홈페이지 및 원서접수 페이지에서 다운로드 가능 **구비서류 다운로드 (클릭)**
- 영문 추천서는 필수 구비서류로, 지인/직장동료/친구 등에 요청하여 작성 후 제출 cf. **영문추천서(샘플)** 파일 참고
- 석·박사학위 소지자 및 편입자는 학사 졸업증명서를 포함한 모든 졸업, 성적증명서 제출

■ 공인영어 성적 관련 안내

- 입학 지원 시점에 성적을 보유하지 않더라도 지원 가능 (**조건부 합격**) (문의 02-360-0721, 0730, 0756)
이 경우, **입학 후 3개월 이내 제출** 또는 **재학 중 개설되는 Executive Business English 코스 이수하여** 대체 가능
※ 3월 입학 시 5월 말, 9월 입학 시 11월 말 까지 제출

필수 서류인 공인영어성적 없이 조건부 합격될 경우, 입학 후 3개월 이내 공인영어성적 제출 또는 별도 개설되는 영어 코스 이수할 것을 확인합니다.	✓ 표기
	✓

- 공인영어성적 기준점수 (원서제출일 기준 응시일 3년 이내 성적까지 유효하며, 기준점수 이상 시 인정 / **원본 제출**)

구분	TOEIC	TOEIC Speaking	TOEFL iBT	TOEFL CBT	New TEPS	IELTS	PTE	OPIC
기준 점수	700	IM3 / 130 (Level 6)	79	213	300	6.5	55	IM2

- 공인영어성적 제출 면제 심사 가능 요건 (1~4항 중 1개 항목 이상 충족 시)

구분	기준	증빙서류
1항	다국적, 외국계 기업에서 영어를 주로 사용하는 직무로 5년 이상 근무한 자	영문직무기술서 (소정양식)
2항	영어권 국가에서 4년 이상 체류하거나, 비영어권 국가에서 영어를 업무언어로 사용하여 4년 이상 근무한 자	
3항	영어권 국가 학사학위 이상 소지자 또는 비영어권 국가에서 영어로 진행된 학사 학위 이상을 취득한 자	졸업 및 성적증명서, 해외학력조회동의서 (소정양식)
4항	영어권 국가 또는 핀란드 국적 소지자	여권사본

■ 작성 전 유의사항

- 본 서류제출 확인서는 모든 구비서류와 함께 동봉하여 **우편 또는 방문 제출**
- 모든 서류는 **원본제출**이 원칙이며, 제출한 서류가 허위로 판정된 경우에는 합격이 취소될 수 있음
- **납부한 전형료는 반환하지 않으며**, 특이사항이 있을 경우 담당자에게 문의 (문의 02-360-0721, 0730, 0756)
- **제출 서류 스테이플러 stapler 철 금지(클립 사용 가능) 및 단면인쇄 요망**
- 지원자는 모집요강을 필히 확인해야 하며, 미확인 또는 입학원서 기재상의 착오, 누기 및 연락두절로 인한 합격, 입학취소에 대한 책임은 지원자 본인에게 있음
- 수집된 개인정보는 aSSIST 경영대학원(서울과학기술대학교) 개인정보방침에 의거하여 적법하고 적정하게 취급되며, 개인정보방침은 홈페이지에서 확인할 수 있음

■ 구비서류 제출처

(우) 03767 서울시 서대문구 이화여대 2길 46, aSSIST 경영전문대학원 1층 인포데스크 알토대 MBA 입학 담당자 앞 (☎ 02-360-0721 / 02-360-0756)
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본 입학-졸업 시, 본교 경영학박사를 연계하여 바로 이어서 공부할 수 있습니다. 향후 박사 지원 시, 입학 가산점과 함께 소정의 장학금을 받으면서 공부하겠습니까?	✓ 표기
	✓

- 지원자는 상단의 유의사항을 모두 숙지하였음을 확인하고 서명합니다.

성명 : **홍길동** (서명 또는 직인)

*본 서류를 인쇄하여 서명 날인된 원본에 한하여 인정

I-1. Profile (Korean)

이 름 홍길동	국 적 ☒ 대한민국 ☐ 기타지역 (예시_미국) :	사 진 (3*4) 메뉴 '삽입' > '그림'
성별 ☒ 남자 ☐ 여자	생년월일 (년/월/일) 1980.01.01	
병역사항 ☐ 해당사항 없음 ☐ 미필 ☐ 면제 ☒ 군필		
클래스 ※ 강의 장소는 변경될 수 있습니다. ☒ 한국어 위주의 클래스 (aSSIST 강북캠퍼스, 서대문구 대현동) ☐ 영어 위주의 클래스 (KOTRA 강남캠퍼스, 서초구 역곡동)		
Aalto 트랙 ※ 선호하는 트랙에 숫자 '1, 2' 표기 (추후 변경 가능하니 부담없이 기입하셔도 됩니다) (1) GM(국제경영) (2) Business Design(디자인경영) () Entrepreneurship(기업가정신) () Digital Transformation (디지털 트랜스포메이션)		

집주소 서울특별시 마포구 합정동 00-00	우편번호 12345	
집전화 02-1234-5678	휴대전화 010-1234-5678	
회사명 ABC Korea	부서명 마케팅본부	직급 차장
회사주소 서울특별시 강남구 역삼동 00-00	우편번호 56789	
회사전화 02-1111-2222	팩스	
이메일 주소 gildong@abc.com		

학력 ※상기 학력란에 학력 사항을 모두 기재하기 어려울 경우에는 이력서에 기재하여 주시기 바랍니다.

대학 및 대학원 예) ABC 대학교	입학 (년/월) 예) 1997 / 03	졸업 (년/월) 예) 2003/ 02	전공 및 학위 예) 전자공학 / 공학 학사
ABC 대학교	YYYY/MM	YYYY/MM	경영학/경영 학사

경력 ※경력사항에 기재된 회사/기간 확인 가능한 증빙서류를 함께 제출해주시기 바랍니다.

회사명 예) ABC 코리아	부서/직급 예) 전략기획팀 / 부장	근속기간 예) 2001.01.01~2005.12.31 (60 개월)
ABC KOREA	마케팅 본부/차장	YYYY.MM.DD~재직중 (00 개월)
DEF KOREA	마케팅 본부/차장	YYYY.MM.DD~YYYY.MM.DD (00 개월)
		(개월)
		(개월)

공인 영어성적 (년/월/일) ※ 응시일로부터 3년 이내			학 점 (평점/만점)	
TOEIC	TOEFL (CBT/iBT)	OTHER ()	대 학교	대 학원
점 수 : 800 시행일 : YYYY.MM.DD	점 수 : 시행일 :	점 수 : 시행일 :	3.7 /4.5 점 만점기준	/4.5 점 만점기준

I-2. Profile (English)

Name (fill out as shown in your passport) *ex: Hong, Gil Dong Hong, Gil Dong		Nationality (fill out as shown in your passport) Republic of Korea	
Gender ☒ Male ☐ Female	Date of Birth (YY/MM/DD) 80/01/01		
Class ☒ Gangbuk (Korean/English) ☐ Gangnam (English)			
Aalto Track First Choice) ☒ GM ☐ Business Design ☐ Entrepreneurship ☐ Digital Transformation Second Choice) ☐ GM ☒ Business Design ☐ Entrepreneurship ☐ Digital Transformation			
Home Address 00-00 Hapjeong-ro, Mapo-gu, Seoul, Republic of Korea			Zip Code (5 digit number) 12345
Home Phone (Area Code & Phone Number) +82 02-1234-5678		Mobile Phone +82 010-1234-5678	
Company Name ABC Korea		Department Marketing	Position Head of department
Office Address 00-00, Yeoksam-ro, Gangnam-gu, Seoul, Republic of Korea			Zip Code (5 digit number) 56789
Office Phone (Area Code & Phone Number) +82 02-1111-2222		Fax (Office Area Code & Fax Number)	
E-mail Address gildong@abc.com			
Academic Experience			
University, Graduate School Ex) ABC University	From (YY/MM) Ex) 1997 / 03	To (YY/MM) Ex) 2003 / 02	Major & Degree Ex) / Engineering / Bachelor of Science
ABC University	YY/MM	YY/MM	Business Administration / Bachelor of Business Administration
※ If you need more space for your academic experience, please include this information in the education section of your resume.			
Work Experience			
Company name Ex) ABC company	Department / Position Ex) Strategic Dept. / Senior Manager	Inclusive Date to Present Ex) 2001.01.01 ~ 2005.12.31 (60 months)	
ABC Company	Marketing / Head of department	YYYY.MM.DD ~Current (00 months)	
DEF Company	Marketing / Head of department	YYYY.MM.DD ~ YYYY.MM.DD(00 months)	
		(months)	
		(months)	
※ Please submit supporting documents that verify the companies/durations listed in your work experience			
Indicate which of the following tests you have taken or are scheduled to take and the date. (YY/MM/DD) Valid for 3 years from test date			
TOEIC	TOEFL(CBT/IBT)	OTHER ()	
Score : 800 Date : YYYY.MM.DD	Score : Date :	Score : Date :	

II. Personal Statement

This application requires that you write 4 short essays in English, each a maximum of one A4 page in length. Your answers will help us learn more about you and your reasons for applying to this program. The Admission Committee considers your essay responses to be extremely important in the selection process. Please be concise in your answers, but respond as fully and completely as possible.

In addition to answering the questions, you are expected to demonstrate the ability.

- ▷ write English clearly in paragraphs
- ▷ describe career experiences
- ▷ present an argument

Please type the essays. Send the essays with your completed application form.

Essay Questions

A. How will this MBA degree help you to achieve your career goals?

Please outline your career objectives and how the MBA program will help you to achieve them.

I've had more than 14 years of career, without an interval, continuously. I've always hoped that I could achieve practical career experience and knowledge through my hands-on-background. However, my nonstop career experience made me to wander aimlessly without destination. Nevertheless, one thing which was clearly kept in my mind is "I will work and I will extend my career as long and as much as possible."

Yes. I'd like to work until the company and the society let me to do so. Not only to building career, getting more salary or promotions, I can feel pure happiness when I was absorbed in work and I can realize myself through my career achievements also. 'Work' can be the way how I could help the society and people to be a better place and it makes me to recognize the meaning why I am living.

이하생략

B. Describe both an achievement and an adverse experience from your professional or personal life. What have you learnt from those incidents about your strengths and weaknesses regarding setting and achieving goals, and working with others?

I'd like to talk about the last one and half years I worked in marketing team at the abc Korea.

marketing department, I was an employee who got promoted quickest in the team and it meant I was recognized as a good one. But this brought me to be involved into struggles of office politics and I was in the middle of jealousy and envy from colleagues. I was attacked regardless of what I've done, I could not be a member of inner circle and they tried to slander me at every chance. What is worse, the headquarters of the brand I was in charge requested me to increase the rank of the brand in Korea market without considering the brand's weak competitiveness. It gave a ground to chase me and push me to achieve excessively high targets and even my boss turned against me and she behaved unreasonably to me.

이하생략

C. Why did you choose this MBA program?

Please describe the primary advantages and disadvantages you considered.

When I decided my mind to do an MBA course, the utmost question that I answered to myself was "Could the degree/program meet my expectations?" As I wrote above for the question 'A' I hope this MBA degree/course would help me to prepare a next leap for my future career.

And I hope this could give me an opportunity to look back what I've achieved and also help me to refresh myself.

To satisfy my question, I checked below things.

1. Could the schedule of classes be managed with my job at the same time?
2. Does the curriculum offer 'field-oriented and 'practical' knowledges?

이하생략

D. Describe an ethical dilemma you have experienced. How did you manage the situation and what were your feelings about it?

I saw several inappropriate relationships in the office during my 14 years of career. Some of the cases were between colleagues in same office and others were the relationship between my colleague and a person outside the company. For me, as an employee who is working in the same office, which is worse is an inappropriate relationship between colleagues since this kind of relationship caused damage to the team, to me and other colleagues when we were doing same project or when we were in the same team.

It made me to think over whether I just pretend as I don't know the relationship or do I have to take some actions to solve this problem when was being a victim for those inappropriate relationships as well as the ethical dilemma based on my moral standard.

이하생략

Application Information (Compulsory)

1. What made you decide to apply to this MBA program? (Please select all that apply)

- ☒ High academic standards
- ☐ Internationally recognized program
- ☐ Recommendation
- ☐ some other reason (please describe) _____
- ☐ International faculty
- ☐ Networking possibilities
- ☐ School staff Name _____
- ☐ Tuition fee
- ☐ Location

2. How did you find out about this MBA program?

- ☐ personal recommendation
- ☐ direct mail
- ☐ an article Which publication? _____
- ☒ an advertisement Which publication? _____
- ☒ Web site Which Web site? _____
- ☐ E-mail From who? _____
- ☐ MBA info session Which info session? _____
- ☐ Other What? _____

I hereby certify that the information written by me on this application is complete and accurate. I submit this application personally, on my own behalf and without the assistance or representation of any third party. I understand that any misrepresentation may be cause for denying admission or permission to register at any time.

Signature of Applicant:

홍길동

홍길동

Date: YYYY.MM.DD

(Your signature is required for processing)

aSSIST

46, Ewhayeodae 2-gil, Seodaemun-Gu, Seoul 03767, Korea
Tel. +82 2 360 0756, 0730 / E-mail. hypark2@assist.ac.kr, shyu@assist.ac.kr aalto.assist.ac.kr

Aalto University Executive Education

Runeberginkatu 14-16 00100 Helsinki, Finland
Tel. +358 10 837 3700 / E-mail. info@aaltoee.fi www.aaltoee.com

Gildong Hong

JOB OBJECTIVE

To be a brand marketing specialist

PERSONAL DATA

Date of Birth	January 1 st , 1978
Address	#1-203 ABCApt. Mapo-dong Mapo-ku, Seoul
Email Address	123@00000.com
Mobile Phone	+82-000
Family	Married with 2 children

EDUCATION

(※ Delete this guide when you complete writing →) Begin education with your most recent experience.

Mar, 1997 – Feb.2003 B.A.in Business Administration, ABC University, Seoul, South Korea

- Admitted with a scholarship based on superior university entrance examination scores and
received scholarships for four semesters based on academic excellence
- Concentrated on finance courses including Financial Derivatives, Corporate Finance, Risk
Management, Financial Management, Stocks / Bonds / Financial Accounting

EXPERIENCE

(※ Delete this guide when you complete writing →) Begin work experience with your most recent job. Include the company specifics and your responsibilities - focus on the skills you have identified as transferable and describe as many as possible.

2019.01 – 2021.03 – ADMB iS, Microsoft Consultant.

- Apply Microsoft technology on customer-projects.

2009.01 – 2018.12 – Artium, Software Engineer.

- Developed a mobile development platform using .NET 3.5 (C#, WCF, ...)
- Took on an Architect role during development of this platform.
- Implemented and promoted Agile methodology and practices.

- Setup a continuous integration infrastructure (MSBuild, CruiseControl)
- Utilized libraries and tools such as NHibernate, Spring.NET, Enterprise Library, NUnit, Rhino Mocks, Resharper and many more.

2006.03 – 2008.12 – Financial Architects, Technical Consultant.

- Developed financial reports in Reporting Services.
- Beta tested new releases (Quality Assurance).
- Implemented financial warehouse project in London.
- ASP.NET, C#, T-SQL development on-site in London, Luxembourg, The Netherlands and Belgium.

OTHER DATA

Dutch: native language; English: fluent.

C#, SQL, XHTML, PHP, RPG, Visual Basic, JavaScript.

proactive in learning new technologies, punctual, tester, patient, strong character, perfectionist.

(※Delete this guide when you complete writing→) If you want to make notes on any other aspects related to your career goal, you can write them down on your resume here.

LETTER OF RECOMMENDATION

To the recommender:

The person named below is applying to the MBA Program. You will assist the Admissions Committee with their final decision. This recommendation is a required part of the application process. We appreciate your assistance.

[Recommender's information]

Name	Kim Dong Mun	이름	김동문(추천인)
Current Company / Position	ABC Korea	회사/직급	ABC Korea/ 부장
Mobile No	010-1234-5678		
E-mail address	dongmun@abc.com		
Relations with the Applicant	Coworker		

[Applicant's information]

Name	Hong Gil Dong	이름	홍길동(지원자)
Current Company / Position	ABC Korea/ Head of Department	회사/직급	ABC Korea/ 차장

Why do you recommend this applicant? (Describe the applicant's academic potential and work performance)

Dear Admissions Officer,

What I intend to recommend is the design philosophy of Hong, Gil dong.

His studio is just like a bookshop. He would pull multiple all-nighters to create a Story for the identity and fun of humanity and cultural pleasure, and Branding work to record our story, giving inspiration to designs.

It is needless to say that I was deeply impressed by his constant efforts and passion to the extent that I am confident that he will be a valuable student to Aalto EMBA

I would recommend Hong, Gil dong, to Aalto EMBA so that he is granted an opportunity to grow further and benefit from exchanging creative ideas with the fellow classmates, outstanding curriculum and insights from the great teaching staff.

I wish his educational and professional improvement with the Aalto EMBA course, and thank you very much!

Sincerely

Date 0000.00.00	Signature 김동문 kim
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The contents of this recommendation are entirely my own work

Job Description

Name_Korean	Name_English	Date of Birth	E-mail
홍길동	Hong, Gil Dong	1980.01.01	Gildong@abc.com

● Professional Experiences

Date	Contents
2012.01- current	ABC Korea (www.ABCKorea.com) (영문 작성-예시) I'm working at ABC Korea, Germany semiconductor company, as the head of the Account Department. ABC Korea currently has about 50 office countries in 80 countries. The co-working site, mainly associated with Korea, is Taiwan/Chines/Denmark/Finland/USA, and is taking care of R&D division for the main office, Korea and Asia My main duty is ----- 중간생략 ----- Currently, more than 80 % of the related tasks are performed in English, and both inside and outside the headquarters of Korea are also conducted in English.
2006.01-	BCD Korea (www.BCDKorea.com) (영문 작성-예시) I had worked at BCD Germany auto company for 6 years. BCD Korea is ----- 생략 -----

The total career dates have to be over 60 months.

● Attachment

: 홍길동 English CV

I do hereby declare that the above statements to be true and correct in every details.

dd mm yyyy

홍길동 (signature)