

MBA (International Business)

Reg. no.: 252208

APPLICATION FORM

CHECKLIST

The following item A – F are all **COMPULSORY**. Before submitting your application, please put a “✓” to double check and make sure all information is included. **INCOMPLETE** information will cause delays in processing for which neither The Hong Kong Management Association nor the University of Greenwich shall be responsible.

- A. Completed Application Form (1 original and 1 photocopy).
- B. Completed Referee Report for the University of Greenwich MBA (International Business) programme (1 original and 1 photocopy) or a reference letter with the company’s letterhead (1 original and 1 photocopy).
- C. Certificates and Transcripts of ALL completed qualifications listed in the form (2 photocopies).
- D. Documents relating to English Proficiency, if appropriate.
- E. Two copies of Curriculum Vitae.
- F. One passport sized photo.

Please note that all applications will be sent to the University of Greenwich for assessment and all admission decisions are made by the University.

1. Intake

May (MG MBA-43065)

September (MG MBA-43065)

2. Are you a Student/Graduate of HKMA ?

No

Yes, programme: _____

3. Personal Details

HKID Card / Passport No.*: _____ (Optional, for verification of the applicant’s identity)

Title*: Mr / Mrs / Ms

Surname Name: _____ First name(s): _____ (Name to appear on certificate)

Correspondence Address: _____

Home Address (if different): _____

Home Telephone No.: _____ Mobile No.: _____

Email: _____

Marital Status: Single Married Gender: Male Female

Date of Birth: _____ / _____ / _____ Nationality: _____
DD MM YY

* Please tick where appropriate.

4. Present Employment Details

Company Name: _____

Position: _____

Company Address: _____

Company Telephone No.: _____

Affix Photo
FOR OFFICE USE ONLY
CATEGORY

5. Academic Qualifications

Please provide details of your academic qualifications. You must enclose photocopies of the following documents for the application:

- Certificates and
- Transcripts

Name of Institution and Location	Course Undertaken and Qualification Gained	Year of Graduation
Highest qualification achieved		
Others		

6. Professional Qualifications

Please provide details of your professional qualifications. You must enclose photocopies of the professional qualification obtained, if applicable.

Professional Body (Full name)	Qualification/Membership Obtained	Date of Award

7. ENGLISH PROFICIENCY

All applicants must either have completed undergraduate studies or equivalent instruction in English, or have an IELTS overall band score of at least 6.5 or above.

Have you completed a degree or other post-graduate qualification(s) where the primary language of instruction was English?

Yes, please state the qualification and institution

Qualification _____

Institution _____

Year of Graduation _____

No, have you undertaken English language test?

No

Yes (Please attach a copy of your result)

English Test Name	Dates of Test Taken	Result (if known)
* <input type="checkbox"/> IELTS / <input type="checkbox"/> TOFEL / <input type="checkbox"/> GCSE / <input type="checkbox"/> Others _____		

* Please put a "✓" where appropriate.

8. SUMMARY OF WORK EXPERIENCE

Please provide details of your work history starting with the most recent. Use separate sheets if required.

Period of Employment (Start with the most recent)	Position	Name of Organization/ Employer	Outline of your key activities
From To			
From To			
From To			
From To			
From To			
From To			

Total years of work experience: _____ years.

9. **Sponsor by** Self Company _____% Name & Title of Sponsor: _____
Sponsor's email/address _____

10. Where did you learn about this programme first?

- HKMA email Mail Newspaper/Magazine (please specify): _____
 Email promotion from other websites (please specify): _____ Online Advertisement (please specify): _____
 Search Engine (please specify): _____ Social Media (please specify): _____
 HKMA Website (Where did you find this information): _____ MTR Station (please specify): _____
 Exhibition: Jobmarket Career & Education (EJEX) Others (please specify): _____

11. **Have you attended the information seminar?** Yes No

12. Why do you choose this course?

- Recommendation Location Course Price Other _____

Notes for Application

- Acceptance is subject to the discretion of University of Greenwich.
- Applicants are expected to attend the course at the place and time specified in the brochure unless otherwise notified.
- When a programme is over-subscribed, additional classes may be started in some cases. Applicants may then be notified of the new time, dates and place of meetings when necessary.
- University of Greenwich reserves the right to cancel a programme and/or make alterations in relation to its lecturers, contents, dates, time, venue and other particulars without prior notice.

Personal Data Collection Statement

- The personal data of applicants are collected and kept for purposes of processing of applications of course enrolment, course admission, student and member administration, course research and statistical matters.
- Applicants wishing for access to and/or correction of personal data may send their written requests to the Association.

The personal data provided in this form will be used by the Association for direct marketing, including special offers, training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.

- Please tick the box to indicate your consent.
 Please tick the box to indicate your objection.

Applicant's Declaration

- I declare that the information provided in this form and the attached documents is correct and complete. I authorize the Association to obtain information about my public examination results and records of studies from concerned institutions (if necessary).
- I understand that the information provided in this form and the attached documents will be used in the admission assessment process and that any misrepresentation, omission or misleading information given may disqualify my application for admission and enrolment in the programme.
- I have noted, understood and agreed to the contents of the Personal Data Collection Statement.

Notes

- I understand that all handout materials obtained in class are strictly for my own educational purposes.
- I have understood all the "Notes for Application" listed in Application Form.

Applicant's Signature

Date

PLEASE SEND YOUR APPLICATION FORM TO:	ENQUIRIES
The Local Greenwich MBAMA Secretariat c/o The Hong Kong Management Association 16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong <u>OR</u> In person at any HKMA Centre	Tel: 3958 4800 / 2774 8527 Fax: 2365 1000 Email: mbama.greenwich@hkma.org.hk Website: www.hkma.org.hk/greenwich/mgmba

- The University and the HKMA support the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.
- The Association reserves the right to cancel a programme and make alterations in relation to its lecturers, contents, dates, time and venue without prior notice.
- It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.

UNIVERSITY OF GREENWICH MBA (INTERNATIONAL BUSINESS) PROGRAMME HONG KONG REFEREE REPORT – CONFIDENTIAL

APPLICANT DETAILS

Surname Name Mr / Ms _____ First Name(s) _____
 Telephone () _____ Email _____

REFEREE DETAILS

Surname Name Mr / Ms _____ First Name(s) _____
 Position _____
Company / Organization _____
 Telephone () _____ Email _____

QUESTIONS FOR THE REFEREE TO COMPLETE

1. What is your work connection with the applicant?

- Direct Supervisor
 Employer
 Business Partner
 Others, please specify _____

2. How long have you known the applicant? _____ year(s)

3. Could you please advise the position of the applicant and briefly outline his/her responsibilities of the position?

4. Summary Evaluation

Please put a "✓" in the appropriate box	Excellent	Good	Average	Poor	Weak
Drive to succeed					
Self-discipline					
Ability to work with others					
Initiative					
Analytical skills					
Communication skills – Verbal					
Communication skills – Written					
Other recommendations: _____					

Affix Referee's Business Card

Signature of Referee

Date

NOTE TO REFEREE

The applicant has applied for admission to the MBA (International Business) programme offered by the University of Greenwich in collaboration with the Hong Kong Management Association.

The purpose of this MBA Programme is to provide an opportunity for students to develop interpersonal skills, leadership potential and transferable skills which will constitute a foundation for their career development.

This report asks for information that the University finds useful in assessing the application.

Any information you provide will be treated strictly confidential.

If you have any questions regarding the completion of this referee report, please contact Ms Eva Lock on 3958 4800 or Ms Cathy Lee on 2774 8527 during office hours or email at mbama.greenvich@hkma.org.hk.