

# Bachelor of Arts (Hons) Business Management

Reg. no.: 252204

## APPLICATION FORM

### CHECKLIST

The following items (A – E) are all **COMPULSORY**. Before submitting your application, please put a “✓” to 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. Please ensure that ALL Sections are completed.
- B.  Certificates and Transcripts of ALL completed qualifications listed in the form (1 photocopy).
- C.  1 copy of detailed curriculum vitae showing major work experience and achievements.
- D.  Documents relating to English language proficiency, if appropriate.
- E.  1 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

- April Intake (BGBU-43064)
- September Intake (BGBU-43064)

### 2. Are you a Student/Graduate of HKMA ?

- No
- Yes, programme of study       ADMS (DMS)       ADBM (DBM)\*
- Others: \_\_\_\_\_

Affix  
Photo

**FOR OFFICE USE ONLY**

CATEGORY

### 3. Personal Details

HKID Card /  Passport No\*.: \_\_\_\_\_ (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 put a “✓” where appropriate

### 4. Present Employment Details

Company Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Telephone No.: \_\_\_\_\_

\* Proof of English Proficiency is required. Part 6 must be completed with supporting document.

## 5. Academic Qualifications

Applicants should list out all qualifications taken, whatever the result, in chronological order. If you are waiting for the results of any examination recently taken, please indicate by writing "Pending" in the result column. Please provide transcript or all results if known.

- a. Certificates;                      c. Course brochure (for non-HKMA programme)  
b. Transcripts                        d. Details of subject outline (for non-HKMA programme)

Name of Qualification	Date		Awarding Institute (e.g. HKMA)	Results (Grade / Bands) / Pending
	Month	Year		

## 6. ENGLISH PROFICIENCY

All applicants must either have completed diploma studies or above with the instruction in English, or have an IELTS overall band score of at least 6.0 or above. Have you completed a diploma where the primary language of instruction was in 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 Test Taken	Result (if known)
* <input type="checkbox"/> IELTS / <input type="checkbox"/> TOFEL / <input type="checkbox"/> GCSE / <input type="checkbox"/> Others _____		
* <input type="checkbox"/> HKCEE / <input type="checkbox"/> HKDSE / <input type="checkbox"/> HKALE		

\* Please put a "✓" where appropriate

## 7. 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.

## 8. From where did you **FIRST** learn about this programme?

- 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 Stations:  Admiralty (PAM)     Causeway Bay (PCWB)     Central     Kwun Tong (PKT)  
 Kwai Fong (PKF)     Quarry Bay (PQB)     Taikoo (PTK)     Others (please specify): \_\_\_\_\_  
Exhibitor:  Jobmarket Career & Education (EJEX)     Others (please specify): \_\_\_\_\_

### 9. a. Will your company sponsor you?

Yes     No

### b. Do you think you will receive a sponsorship if admitted?

Yes     No     Likely

### 10. Have you attended the information seminar?

Yes     No

**Notes for Application**

1. Acceptance is subject to the discretion of University of Greenwich.
2. Applicants are expected to attend the course at the place and time specified in the brochure unless otherwise notified.
3. 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.
4. 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**

1. 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.
2. 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**

1. 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).
2. 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.
3. I have noted, understood and agreed to the contents of the Personal Data Collection Statement.

**Notes**

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

Applicant's Signature	Date
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**PLEASE SEND YOUR APPLICATION FORM TO:**

The Local Greenwich BABM Secretariat  
 The Hong Kong Management Association  
 16/F, Tower B, Southmark, 11 Yip Hing Street,  
 Wong Chuk Hang,  
 Hong Kong  
OR  
 In person at any HKMA Centre

**ENQUIRIES**

Tel: 2774 8513 / 2774 8523  
 Fax: 2365 1000  
 Email: [babm.greenwich@hkma.org.hk](mailto:babm.greenwich@hkma.org.hk)  
 Website: [www.hkma.org.hk/greenwich/bgbu](http://www.hkma.org.hk/greenwich/bgbu)

All application forms and accompanying documents (if any) submitted will be destroyed in case the application is unsuccessful or the programme is cancelled.

The HKMA supports 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.