

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.*: _____ Title*: Mr/Mrs/Ms

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

Correspondence Address: _____

Home Address (if different): _____

Home Telephone No.: _____ Mobile No.: _____

Email: _____ Fax No.: _____

 Marital Status: Single Married Gender: Male Female

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

* Please delete where appropriate.

4. Present Employment Details

Company Name: _____

Position: _____

Company Address: _____

Company Telephone No.: _____

Company Fax 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)
* IELTS / TOFEL / GCSE / Others _____		
* HKCEE / HKALE / HKDSE		

* Please delete 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. From where did you FIRST learn about this programme?

- Mail Newspaper/Magazine (please specify): _____ HKMA email
- Email promotion from other websites (please specify): _____ Website Advertisement (please specify): _____
- HKMA Website (From where did you learn about, please specify): _____
- MTR Station: Admiralty (PAM) Causeway Bay (PCWB) Central (PCTL) Kowloon Tong (PKLT) Kwun Tong (PKT)
- Kwai Fong (PKF) Quarry Bay (PQB) Tai Koo (PTK) Others (please specify): _____
- Exhibition: Education & Careers Expo (EEX) Jobmarket Career & Education (EJEX) Others (please specify): _____

10. a. Will your company sponsor you? Yes No**b. Do you think you will receive a sponsor ship if admitted?** Yes No Likely**11. Have you attended the information seminar?** Yes No**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.
- 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.
- Applicants wishing for access to and/or correction of personal data may send their written requests to the Association.

If you do not wish to receive information as stated in point 2 of this statement, please indicate your objection by ticking the box. You may at any time send your written requests to the Association.

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
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

Tel: 2774 8500 / 2774 8501 / 2774 8527
Fax: 2365 1000
Email: mbama.greenwich@hkma.org.hk
Website: www.hkma.org.hk/greenwich/mgmba

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.