

1001

Application Form for
**MBA and Postgraduate Diploma
in International Management**

Please read the application and registration section of the
prospectus before completing these forms.



MBA and Postgraduate Diploma in International Management Referee's Report: Academic

Applicant's name

How many years have you known him/her?

Relationship to applicant

a) Your evaluation of the candidate's ability to undertake this course of study

(This area contains horizontal dotted lines for writing the evaluation.)

b) Any other comments that may be relevant to this application

(This area contains horizontal dotted lines for writing other comments.)

Name signed

Position dated

Address

Please return to: Postgraduate Admissions Office, Room 7, Senate House, University of London, Malet Street, London WC1E 7HU
(not to be given to the applicant)

16. Fees

If someone other than yourself will be responsible for paying your fees, please tell us the name and address of your sponsor.

Name

Address

Post/zip code Country

17. Students with special needs

A. Do you have any condition that may require special examination arrangements to be made (eg. partial sight, confinement to a wheelchair, dyslexia, specific learning difficulties, legally imposed travel restrictions)?

Yes / No (circle as appropriate)

If 'Yes', please describe your condition / circumstances.....

B. Taking account of the condition(s) / circumstances that you have described in A above, do you have any special requirements with regard to the materials we will provide in support of your study programme (eg. large print)?

Yes / No (circle as appropriate)

If 'Yes' please give details of those requirements.....

NOTE: In order for this request to be assessed, you must also write **as soon as possible** to the Special Examinations Arrangements Office, Room 21A at the University of London address, with **full** details of your condition/ circumstances, **together with medical/other documentary evidence** in support of your request. If your application for admission is successful and you are given an offer to register for this programme, please note that the offer will be made subject to approval being given that the special examination arrangements are possible and / or the study materials can be provided in the format you have requested.

18. Referees

You must ask two referees to **complete and return the attached forms of reference direct to the University.**

You should select referees who are able to comment on your suitability for postgraduate study. One referee should have **knowledge of your academic work** at first degree, or higher, level (this reference should preferably be from a member of the academic staff of the institution at which you studied) and one should have **knowledge of your work experience.**

Name of referee

Name of referee

In what capacity do you know this person?

In what capacity do you know this person?

Address

Address

Post/zip code Country

Post/zip code Country

19. Enquiry source

It will help us to plan our marketing strategy more effectively if you would complete this section as fully as possible. How did you hear about this programme?

Personal contact:		Please specify)	
Colleague <input type="checkbox"/>		Newspaper/journal <input type="checkbox"/>	<input type="text"/>
Former/current student <input type="checkbox"/>		Website <input type="checkbox"/>	<input type="text"/>
Friend/family <input type="checkbox"/>		Bulletin board <input type="checkbox"/>	<input type="text"/>
Other (please specify) <input type="text"/>		British Council Office <input type="checkbox"/>	<input type="text"/>
Nationality <input type="text"/>		Education Exhibition <input type="checkbox"/>	<input type="text"/>
Country of birth <input type="text"/>		Conference <input type="checkbox"/>	<input type="text"/>
		Other <input type="checkbox"/>	1001

20. Submitting your application

<p>Documentary evidence of all your qualifications is needed in order for your application to be considered. This evidence must be submitted to the University together with the original of this application form. Please indicate, by a tick (✓) in the relevant box, the documents you are enclosing. If you are unable to supply the appropriate evidence for one or more of your qualifications, you should also enclose a letter giving your reasons.</p> <p>1. Photocopied evidence of your full name and date of birth (e.g. birth certificate, passport, statutory declaration) <input type="checkbox"/></p> <p>2. Your original academic and/or professional certificate(s) showing the classification of award obtained (where applicable) <input type="checkbox"/></p> <p>OR a photocopy of your original academic and/or professional certificate verified by the British Council (no other verification is acceptable) <input type="checkbox"/></p> <p>3. An original statement/transcript of your academic and/or professional studies certified by the institution at which your qualification was obtained <input type="checkbox"/></p> <p>4. Your original English Language certificate <input type="checkbox"/></p> <p>OR a photocopy of the original certificate/s verified by the British Council (no other verification is acceptable) <input type="checkbox"/></p> <p>5. Your original GMAT test certificate <input type="checkbox"/></p> <p>6. Your employment curriculum vitae (CV) <input type="checkbox"/></p> <p><i>Note: all original documents submitted by you will be returned by International Registered Delivery after your application has been processed. However, the University will keep all photocopies unless you request otherwise.</i></p> <p>An original official translation into English must be provided for any evidence required that is not already in English. This translation will be retained by the University of London.</p> <p>In addition to the above, please confirm whether you have asked two referees to send the forms of reference to the University of London directly (see 18 on previous page) <input type="checkbox"/></p>	<p><i>For office use only</i></p> <p><i>Documents returned (if applicable)</i></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>Date _____</p> <p style="text-align: center;">/ /</p>
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DECLARATIONS TO BE SIGNED BY THE APPLICANT

- a) I declare that the statements made by me on this form are, to the best of my knowledge and belief, true and correct.
- b) I agree to the University of London processing my personal data contained in this form and other personal data that the University may obtain from me or from other people connected with my studies. I agree to the retention and disclosure of such data for normal academic and administrative purposes in accordance with the principles set out in the 1998 Data Protection Act.
- c) I confirm that I have (or will have) regular access to the Internet in order to link to the World Wide Learning Community.

Signature Date



MBA and Postgraduate Diploma in International Management Referee's Report: Work-related

Applicant's name

How many years have you known him/her?

Relationship to applicant

a) Your evaluation of the candidate's ability to undertake this course of study

(Large dotted area for evaluation)

b) Any other comments that may be relevant to this application

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Name signed

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