

Windows of Opportunity

The University
of Edinburgh
Management
School

MBA
Full-Time
Part-Time
International

Application
Part 1

Master of business administration application form

Before completing this form, please read the *Notes on Completion of the Application Form* (the numbers in the Notes refer to the numbered sections on this form).

Programme

Please indicate which programme you are applying for:

Full-Time MBA Part-Time MBA

MBA in International Business

Please indicate your intended date of entry _____

Personal Information

Mr/Mrs/Miss/Ms/Doctor _____

1 Surname/Family Name _____

Other Name(s) _____

Sex _____ Number of children _____ Ages _____

We will write to your home address unless you wish us to do otherwise. Please give the address for correspondence if not home. Give the dates when you will be there, if this is a temporary address.

2 Home Correspondence Address _____

Telephone _____

Email _____

Name of Employer _____

Work Address _____

Telephone _____

Fax _____

Email _____

3 Date of Birth _____

Age at Start of Programme _____

Marital Status _____

4 Nationality _____

First Language _____

5a Country of permanent residence _____

5b Have you always lived in this country? Yes No

If your answer is no, please list the countries you have lived in and the dates you were resident there: (see note 5)

Town/City and Country	Dates (Month and Year)
_____	_____
_____	_____
_____	_____
_____	_____

6 Next of kin (see note 6) _____

7 Enrolment Number (see note 7) _____

8 Criminal Convictions (see note 8) Yes No

9 Physical or other disability or medical condition which might necessitate special arrangements or facilities Yes No

If "Yes" please indicate nature of disability (see note 9 and enter code) Code

Please give an indication of any adaptations or special support and facilities you may require. (see note 9)



13 Your reasons for applying (see note 13)

Please word-process as a separate document an essay – of no more than 500 words – titled “Why I wish to study for the Edinburgh MBA.” In this please cover the points below:

- How do you see the MBA affecting your career plans?
- What contributions do you feel you can make to the programme?
- Why have you selected the Edinburgh MBA programme?

14 References (see note 14)

You should send the two reference request forms to two people who can comment on your suitability for the MBA programme. Or you can provide references on headed paper from your referees. Normally these should be your current employer and an academic referee. However, if you have not undertaken formal study in the past five years, two references from your work would be appropriate. Letters of reference should be written only by people who have supervised you, either in your academic career or at work, either directly or indirectly. Family and friends are not acceptable. Please send references in signed, sealed envelopes (enclosed) with the application or separately by post.

Referee (1)

Name _____

Address _____

Telephone _____

Fax _____

Referee (2)

Name _____

Address _____

Telephone _____

Fax _____

15 Financial Arrangements (see note 15)

You must provide evidence of any financial support before registration at matriculation can take place. For example, you can provide a letter from your bank or from the person or organisation who will provide finance. Or you can provide a copy of a recent bank statement or savings account showing sufficient funds.

Please indicate here if interested in:

- Student Awards Agency for Scotland grant (Full-Time MBA applicants only; resident in the UK for 3 years, living in Scotland in June of programme start)

Finances (All applicants to complete this section)

a) What scholarship or other financial support have you already secured for your studies?

SOURCE ANNUAL AMOUNT

b) What applications for scholarships or other financial assistance have you made or do you intend to make?

SOURCE ANNUAL AMOUNT

c) In the event that no financial assistance is available, are you able to finance yourself privately? Yes No

SOURCE ANNUAL AMOUNT

Note: Acceptance for postgraduate study does NOT imply the provision of financial assistance by the University. You must make your own financial arrangements and you will need to provide evidence of the source from which your fees will be paid before you can enrol.

Final Checklist

Before you sign this application please check that you have enclosed the following documents (if appropriate).

- Equal Opportunities Monitoring form.
- Three recent passport size portrait photographs with your name printed clearly on the back. Please enclose all three in a small envelope.

These photographs may be used for business purposes, therefore please endeavour to ensure that they are of the best possible quality. They should have a white or light-coloured background.

- Evidence of competence in English (if English is not your first language). For example IELTS or TOEFL certificate.
- Degree, Diploma and professional qualification certificates (transcripts where possible).

Where did you hear about the Edinburgh MBA?

(Please tick all boxes that are appropriate)

- Advert (Which publication) _____
- Word of Mouth _____
- Edinburgh MBA Graduate _____
- Current Edinburgh MBA _____
- World Wide Web _____
- Employer _____
- Recruitment Fair _____
- Other (Please give details) _____

Declaration

I confirm that, to the best of my knowledge and belief, the information given in this application is complete and accurate and that I have completed this form personally. I undertake to supply any further information which may be required and to inform the University of any change in the information given. I understand that if I have made a false or misleading statement or have omitted significant information, the University may amend or withdraw any offer or terminate my enrolment. I understand that, unless I am awarded a University of Edinburgh Scholarship, the University accepts no responsibility for my financial support.

I confirm this to be a true statement.

Applicant's signature

Date

Have you sent your forms to your referees?

If your application form is complete and all the appropriate documents are enclosed, we will be able to deal quickly with your application.

Please sign and date this form and return to:
MBA Admissions Office at the address below.

The University
of Edinburgh
Management
School

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7 Bristo Square Edinburgh EH8 9AL

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