

THE UNIVERSITY OF OXFORD
MBA 2004/2005 APPLICATION FORM
PLEASE READ THE GUIDANCE NOTES OVERLEAF
CAREFULLY BEFORE COMPLETING THIS FORM



Guidance notes

General

We operate a staged admissions process. Applications for the 2004-05 class will be considered in accordance with the application, interview, and decision dates given in the table below. You are strongly advised to apply early, as colleges are less likely to offer accommodation later in the year.

Due to the limited availability of married and family accommodation, you should be aware that it may be necessary to rent private accommodation. However membership of a College within the University is still required. Completed applications will be considered from 1 September 2003.

Interviews

Selected applicants who meet our entry criteria are interviewed. Those who are able to come to Oxford will have a personal interview with a member of faculty.

Interviews will also take place at selected overseas locations – see our website for details. If necessary, we may conduct telephone interviews, although our strong preference is to conduct interviews face-to-face.

Required documents

Please provide the following documentation in support of your application.

Original or official copy of degree transcript(s). If necessary, an authorised translation.

For candidates whose first language is not English: IELTS or TOEFL including TWE original score card. The Said Business School code is 0807. Please note that the test is only offered on certain dates. Contact TOEFL or IELTS directly to make arrangements to sit the test. IELTS can be contacted through the nearest British Council, or their website, www.ielts.org. TOEFL enquiries should be directed to TOEFL Services, PO Box 6151, Princeton, NJ 08541-6151, USA (Tel: 609 771 7100, Fax: 609 771 7500), www.toefl.org.

GMAT original score card. Please ensure the test scores and essays are forwarded by GMAC (Graduate Management Admissions Council) to the Said Business School (the Said Business School code is 0807). Please contact GMAC directly to arrange to take the test. The address is: GMAC, Educational Testing Service, PO Box 6101, Princeton, NJ 08541-6101, USA (Tel: 609 771 7330, Fax: 609 883 4349). Applicants should contact GMAC for details of test dates as soon as possible.

Three recent photographs with your name written in block letters on the back, one of which should be attached to your application form. If your application is accepted, please note that this photo will be used for internal purposes.

2 references, submitted on the enclosed reference forms.

If you will be sponsored, please ask your sponsor to complete the relevant form.

	Application deadline	Interview decision by	Final decision by
Stage 1	9 Nov 2003	21 Nov 2003	9 January 2004
Stage 2	12 January 2004	30 January 2004	12 March 2004
Stage 3	19 March 2004	9 April 2004	21 May 2004
Stage 4	28 May 2004	11 June 2004	9 July 2004



The MBA Admissions Office will acknowledge all applications. Any questions arising from these notes or from other parts of the application form should, in the first instance, be directed to the MBA Admissions Office, telephone : +44 (0)1865 288830.

All completed applications should be sent to:
MBA Admissions Office
Saïd Business School
Park End Street
Oxford
OX1 1HP
UK
Tel: +44 (0)1865 288830
Fax: +44 (0)1865 288831
Email: enquiries@sbs.ox.ac.uk

Please attach a recent photograph of yourself

1. Personal information

Family name		First name	
Known name	Birth date (dd/mm/yy)		Country of birth
Gender	Nationality	Other citizenship	
Age (at 1 Sept of year of intended entry)		Number of years full-time work experience	
Marital status		Number of children (at 1 Sept of year of intended entry)	

Mailing address Until (dd/mm/yy)

Street

Town Postal code Country

Permanent address

Street

Town Postal code Country

Home phone Mobile phone Personal fax

Business phone Business fax Permanent phone

Preferred email Preferred telephone number

2. Test scores

All applicants must take the GMAT test as soon as possible. We accept GMAT scores up to five years old.

Date of test taken/to be taken (dd/mm/yy)	Verbal		Quantitative		Total		AWA	
	Score	% below	Score	% below	Score	% below	Score	% below

3. Proficiency in English

All applicants for whom English is not a first language must obtain a certificate of proficiency in English. The University accepts IELTS or TOEFL. Please arrange for an original score card to be forwarded to the Saïd Business School. (Please tick as applicable)

TOEFL	<input type="checkbox"/> Enclosed	<input type="checkbox"/> Sent direct to School
IELTS	<input type="checkbox"/> Enclosed	<input type="checkbox"/> Sent direct to School

4. Academic background

Please give details, starting with the most recent, of all colleges and universities attended.

From (mm/yy)	To (mm/yy)	Institution attended and country	Full time or part time	Qualification awarded	Subject	Result (Class/GPA rank etc.)

Major field of studies (Please tick as applicable)

<input type="checkbox"/> Accounting	<input type="checkbox"/> Engineering	<input type="checkbox"/> Arts
<input type="checkbox"/> Business administration	<input type="checkbox"/> IT	<input type="checkbox"/> Languages
<input type="checkbox"/> Economics	<input type="checkbox"/> Mathematics/Science	<input type="checkbox"/> Law
<input type="checkbox"/> Finance	<input type="checkbox"/> Medicine	<input type="checkbox"/> Social Science
<input type="checkbox"/> Other (please state)		

Please indicate any scholarships, prizes or honours awarded.

5. Professional qualifications

From (mm/yy)	To (mm/yy)	Full time or part time	Professional firm or educational institution attended	Qualification and subjects	Result (Class/GPA)	Date attained (mm/yy)

6. Employment and work experience

Please list each full-time, post graduation position held, starting with your current position and including any significant promotions. Please do not include part-time work or summer internships/jobs.

Current employer

Job function (Please tick as applicable)

<input type="checkbox"/> Corporate development/strategic planning	<input type="checkbox"/> Consulting	<input type="checkbox"/> Engineering
<input type="checkbox"/> Finance: corporate	<input type="checkbox"/> Finance: professional services	<input type="checkbox"/> Management
<input type="checkbox"/> Marketing	<input type="checkbox"/> Owner/entrepreneur	<input type="checkbox"/> Government
<input type="checkbox"/> Other (please state)		

Industry sector (Please tick as applicable)

<input type="checkbox"/> Consulting	<input type="checkbox"/> Engineering	<input type="checkbox"/> Finance/accounting
<input type="checkbox"/> IT/telecommunications	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Leisure/retail
<input type="checkbox"/> Professional services	<input type="checkbox"/> Public/not for profit	
<input type="checkbox"/> Other (please state)		

Name of company or institution		
From (mm/yy)	To (mm/yy)	
Address		
Telephone	Facsimile	Number of employees
Current position		
Annual turnover (if applicable)	Annual salary in £ or \$	
<p>Main responsibilities: Please provide a description of your job to include the nature of work undertaken, your responsibilities, size of budget and the number of employees under your supervision, details of any clients and/or products and results attained.</p>		
Reason for taking position		
Reason for leaving position		

Previous employment

Name of company or institution		
From (mm/yy)	To (mm/yy)	
Address		
Telephone	Facsimile	Number of employees
Current position		
Annual turnover (if applicable)	Annual salary in £ or \$	
<p>Main responsibilities: Please provide a description of your job to include the nature of work undertaken, your responsibilities, size of budget and the number of employees under your supervision, details of any clients and/or products and results attained.</p>		
Reason for taking position		
Reason for leaving position		

Name of company or institution		
From (mm/yy)	To (mm/yy)	
Address		
Telephone	Facsimile	Number of employees
Current position		
Annual turnover (if applicable)	Annual salary in £ or \$	
<p>Main responsibilities: Please provide a description of your job to include the nature of work undertaken, your responsibilities, size of budget and the number of employees under your supervision, details of any clients and/or products and results attained.</p>		
Reason for taking position		
Reason for leaving position		

7. References

Please list below the contact details of your two referees. Applications will not be processed until references have been received.

Name		Position held	
Company/organisation name			
Full postal address			
Telephone	Facsimile		Email

Name		Position held	
Company/organisation name			
Full postal address			
Telephone	Facsimile		Email

8. Hobbies, interests and achievements

Please list below your hobbies and interests and any clubs or societies of which you are currently a member.

9. Essays

Please write concise essays on the following questions. Limit your answers to the number of words indicated and please use separate pieces of paper with your name at the top of each page.

1. Explain why you chose your current job. How do you hope to see your career developing over the next five years? How will an MBA assist you in the development of these ambitions? (maximum 1000 words)

2. Which recent development, world event, or book has most influenced your thinking and why? (maximum 2000 words)

10. Finance

If you are offered a place, will you need a scholarship or grant in order to accept?

Yes No (If 'No' please move on to the last question in section 10)

Please give details of any scholarships or grants (including source, duration and amount) you are, or will be, applying for, but have not yet been awarded.

Please give details of any scholarships or grants (including source, duration and amount) you have been awarded to enable you to study at Oxford.

There are a limited number of scholarships available in Oxford. Please indicate if you will need to apply for one of them.

Yes No

SBS Scholarship (available only in Admissions Stages I and II).

Yes No

Please give details of the means by which you will be able to support yourself for your period of study at Oxford.

11. Interviews (Please tick as applicable)

I will be able to attend an interview in Oxford another venue (please specify)

I will not be able to attend an interview

12. Colleges/accommodation

Do you require College accommodation in Oxford, if it is available?

Yes No

If 'Yes', will you live...

a) alone? b) with a partner? c) with your family (ie spouse/partner and dependants)?

If c), please specify:

The following colleges admit MBA students:

Balliol*	Brasenose	Christ Church*	Corpus Christi*	Exeter*	Green*
Greyfriars	Harris	Manchester	Hertford	Jesus*	Keble
Kellogg	Lady Margaret Hall	Linacre*	Lincoln	Magdalen*	Merton
New	Pembroke	Regent's Park	St Anne's	St Catherine's*	St Cross
St Edmund Hall*	St Hilda's*	St Hugh's	St John's*	St Peter's	Templeton*
The Queen's	Trinity	Wadham	Wolfson*	Worcester*	

*Offers married accommodation

Please indicate your choice of college from the list. To find information on the colleges, please look at our website or refer to the section of the University of Oxford Postgraduate Prospectus entitled 'Choosing a College' under Part 2 of 'Colleges and Halls'. Please take into account the different types of accommodation (single, married, family) offered by different colleges. The MBA Admissions Office can advise on college availability.

1.

2.

3.

4.

Said Business School to advise on college availability

13. Disability

If you have any disability or illness that we should be aware of, please explain.

14. Declaration

I apply for admission to the MBA programme at the Saïd Business School. If I am offered and accept a place on the programme, I undertake to abide by the rules and regulations of the School and the University of Oxford. I confirm that the information contained in this application is accurate.

Signature

Date

Saïd Business School

Processing fee payment form

Applications will not be considered until all supporting material, including the processing fee of £120 (\$200) has been received. Please send to: MBA Admissions Office, Saïd Business School, Park End Street, Oxford, OX1 1HP, UK. Tel: +44 (0)1865 288830. Fax: +44 (0)1865 288831. Email: enquiries@sbs.ox.ac.uk.

Title (Mr/Mrs/Ms/Dr/etc)	Surname	First name(s)
Address		

Method of payment (Please tick as applicable)

<input type="checkbox"/> I will be sending a cheque, in sterling, made payable to the 'University of Oxford (SBS)'		
<input type="checkbox"/> Please charge my credit card*		
<input type="checkbox"/> Access	<input type="checkbox"/> Master Card	<input type="checkbox"/> Visa
Card number	Expiry date	
Signature	Date	

Total amount payable (pounds sterling only)

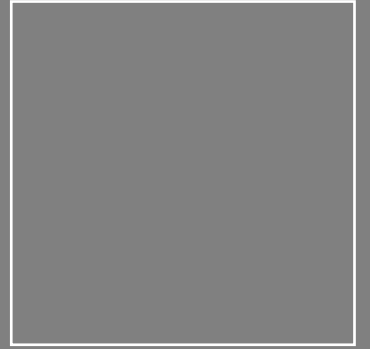
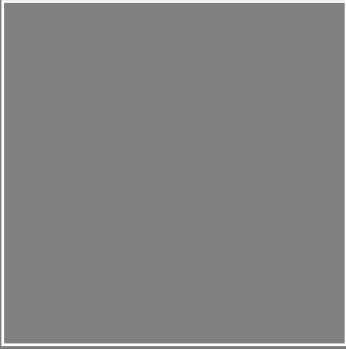
*Please note there will be an additional 1.4% charge made on credit card payments.



MBA application review form

Before you return your Application for Admission form, please check that you have included all the necessary attachments, and made the appropriate arrangements to ensure your application form is complete.

1. Original or official copy of your degree transcript(s)		a) If necessary, an authorised translation	
<input type="checkbox"/> Attached		<input type="checkbox"/> Attached	
2. Have you arranged to take, or have you already taken TOEFL or IELTS and sent an original score card to the Saïd Business School, code 0807?			
<input type="checkbox"/> Yes		<input type="checkbox"/> N/A	
3. Have you arranged to take, or have you already taken GMAT and sent an original score card to the Saïd Business School, code 0807?			
<input type="checkbox"/> Yes			
4. Written work			
<input type="checkbox"/> Attached			
5. Three photographs, one attached to the application form			
<input type="checkbox"/> Attached			
6. If you are being sponsored, has the sponsoring organization completed the relevant form?			
<input type="checkbox"/> Attached		<input type="checkbox"/> N/A	
7. Two referee envelopes, signed, and taped on the back			
<input type="checkbox"/> Attached			
8. Have you included the required application processing fee?			
<input type="checkbox"/> Attached			



THE UNIVERSITY OF OXFORD
MBA REFERENCE FORM

PLEASE READ THE GUIDANCE NOTES OVERLEAF
CAREFULLY BEFORE COMPLETING THIS FORM



Guidance notes

The person named in the MBA reference form has applied to the Master of Business Administration Programme (MBA) at the Saïd Business School, University of Oxford, and has nominated you as his/her referee.

The one-year, full-time Oxford MBA is an intellectually challenging programme. Alongside its own faculty, the School draws on the strengths of Oxford's departments and specialist institutes in subjects such as anthropology, economics, international politics, law and psychology.

The programme roots its management theory in practical experience. Students participate in two team projects. These allow students to sharpen their research and analytical skills, and to work closely with clients in applying their learning to practice.

This is a highly pressurised course which makes enormous demands on its students. It is therefore important that the applicant is suitable both temperamentally and academically.



When complete, this reference form should be returned to the applicant, alternatively references can be mailed directly to the Saïd Business School at the address below. Please ensure you sign the back of the envelope and cover your signature with clear sticky tape, as failure to do so will invalidate the reference.

Thank you for taking time and trouble to complete this reference form.

All completed applications should be sent to:
MBA Admissions Office
Saïd Business School
Park End Street
Oxford
OX1 1HP
UK
Tel: +44 (0)1865 288830
Fax: +44 (0)1865 288831
Email: enquiries@sbs.ox.ac.uk

MBA reference form

PLEASE COMPLETE FORM IN BLOCK CAPITALS

Name of applicant

The above named has made an application for admission onto the University of Oxford MBA. This is a rigorous and challenging course which provides individuals of outstanding potential with a broadly-based foundation in management. Applicants with anything less than an upper second class degree (GPA 3.5) or equivalent will not normally be accepted. All information given in this reference will be treated as confidential.

How long have you known the applicant and in what capacity?

What do you consider to be his/her main strengths?

What do you consider to be his/her main weaknesses?

How do you rate his/her academic ability? If s/he is about to take any further examinations, what results do you anticipate s/he will achieve?

How well do you believe the applicant will respond to a very rigorous and intellectually demanding course?

In what way do you believe the applicant will benefit from the course?

Please assess the applicant's abilities as regards the following against a peer group of people at a similar stage in their career (tick the appropriate box).

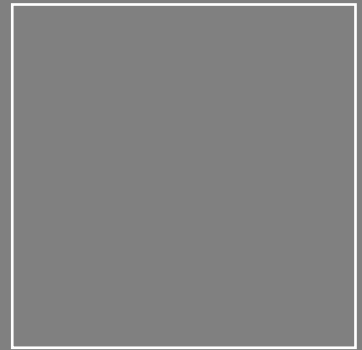
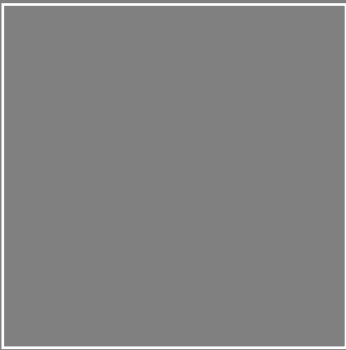
	Top 50%	Top 25%	Top 10%	Top 5%	Top 1%	Unknown
Ability to work with others						
Integrity						
Maturity						
Numeracy						
Oral communication skills						
Presentational skills						
Reliability						
Self-confidence						
Written communication skills						

This should only be completed if English is not the applicant's first language. (1 = poor, 5 = fluent).

	1	2	3	4	5
Ability to speak English					
Ability to read English					
Ability to write English					

If you have any further comments which you consider would be helpful, please use the following space, or attach a separate letter.

Name of Referee	Position	
Signature		Date
Address		



THE UNIVERSITY OF OXFORD MBA SPONSOR'S AGREEMENT FORM

Guidance notes

Please complete this form as fully as possible. All information supplied in respect of this applicant will be handled with the utmost discretion by the MBA Administration Office.

The one year, full-time Oxford MBA is an intellectually challenging programme. Alongside its own faculty, the School draws on the strengths of Oxford's departments and specialist institutes in subjects such as economics, international politics, law and psychology. The programme roots its management theory in practical experience. Students participate in two team projects. These allow students to

sharpen their research and analytical skills, and to work closely with clients in applying their learning to practice.

This is a highly pressurised course which makes enormous demands on its students. It is therefore important that the applicant is suitable both temperamentally and academically.

If you require further details about the MBA course, please contact: MBA Admissions Office, Saïd Business School, University of Oxford, Park End Street, Oxford, OX1 1HP, UK.
Tel: +44 (0)1865 288830
Fax: +44 (0)1865 288831
Email: enquiries@sbs.ox.ac.uk
Web: www.sbs.oxford.edu



oxford
SAID BUSINESS SCHOOL

Sponsor's agreement form

PLEASE COMPLETE FORM IN BLOCK CAPITALS

Applicant to be sponsored

Sponsoring organisation

Address

Telephone

Facsimile

Email

Nature of business

Applicant's current position and duties (if applicable)

Name of in-house supervisor

Telephone

Facsimile

Please assess the applicant's future career prospects.

Please outline the basic terms of the sponsorship detailing what part (if any) of the MBA the applicant would be expected to fund himself/herself.

We undertake to accept responsibility for all fees and other charges for the Oxford MBA as outlined above in respect of the applicant named above.

Signature

Date

Name (in block capitals)



Summary sheet

Applicant: please complete this form

Name		Age	Nationality	
Country of residence		Native language		
First degree subject		Results/grade		
Institute/country		Date degree attained		
GMAT score	Date of test	TOEFL score	IELTS score	
Employment sector			Number of years work experience	
Marital status		Number of children		

Will you be attending Oxford...

<input type="checkbox"/> alone?	<input type="checkbox"/> with a partner?	<input type="checkbox"/> with dependants?
---------------------------------	--	---

College choices

1.
2.
3.
4.

Funding (Please tick as applicable)

<input type="checkbox"/> Self funding: savings	<input type="checkbox"/> Self funding: personal loan	<input type="checkbox"/> Self funding: parents
<input type="checkbox"/> Self funding: other (please specify)		
<input type="checkbox"/> Scholarship (please specify)		
<input type="checkbox"/> HSBC loan	<input type="checkbox"/> Other bank loan (please specify)	
<input type="checkbox"/> Government loan (please specify)		
<input type="checkbox"/> Company sponsored (please specify)		
<input type="checkbox"/> Other (please specify)		

Signature	Date
-----------	------

--



Marketing information

Applicant: please complete this form

Name	Country of origin
------	-------------------

We would be very grateful if all applicants could complete and return the following section with the MBA application form.

Why have you chosen to apply for the University of Oxford MBA?

To which other business schools have you applied, or are you applying, to study an MBA?

How did you hear about the University of Oxford MBA? (Please tick as applicable)

1. Advertising (please tick)

<input type="checkbox"/> The Economist	<input type="checkbox"/> Business Central Europe	<input type="checkbox"/> Business Week
<input type="checkbox"/> Daily Telegraph	<input type="checkbox"/> Financial Times	<input type="checkbox"/> International Herald and Tribune
<input type="checkbox"/> Independent	<input type="checkbox"/> News Week	<input type="checkbox"/> The Times
<input type="checkbox"/> Other (please specify)		

2. SBS website/other website (please specify site)

3. Specialist MBA directories (please specify title)

4. Editorial press

5. Academic recommendation

6. Alumnus recommendation

7. MBA survey (please tick)

<input type="checkbox"/> Business Week	<input type="checkbox"/> Financial Times	<input type="checkbox"/> Economist Which MBA? Guide
--	--	---

8. Direct mail: Embark **9. Direct Mail: other** (please specify)

10. Other (please specify)

Have you attended an SBS Information Event in Oxford or Overseas? (Please tick as applicable)

<input type="checkbox"/> Oxford	<input type="checkbox"/> Overseas (please specify city)
---------------------------------	---