

Application for Admission to the MBA
(Master of Business Administration) Programme*Please read the accompanying notes of guidance before completing this form.*

Student Number (for office use only)

1. PERSONAL DETAILS

Surname/Family Name	Previous Surname/Family Name (if relevant)	Other Names (in full)	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Correspondence Address (From/...../..... To/...../.....) date: month: year date: month: year	Permanent Home Address (if different)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Postcode: <input type="text"/>	Postcode: <input type="text"/>
Telephone No. (including area code): <input type="text"/>	Telephone No. (including area code): <input type="text"/>
Fax No. (inc. area code): <input type="text"/>	Fax No. (inc. area code): <input type="text"/>
Email address: <input type="text"/>	Email address: <input type="text"/>

UK/EU applicantsHave you been resident (apart from short absences e.g., for holidays) in the EU for the three years prior to the start date of your MBA study? YES NO If NO, please give further details **Non-European Union Applicants currently in the EU**On what date did you first enter the EU? date: month: year: For what purpose?

Nationality	Date of Birth date : month : year : : :	Male/Female	First Language (if other than English)	Disability/Special Needs (See notes of guidance)
Do you have any criminal convictions? (See notes of guidance) YES <input type="checkbox"/> NO <input type="checkbox"/>				

2. PROPOSED STUDYFULL-TIME SCHEME PART-TIME SCHEME **3. FINANCE**

Name of individual or organisation providing funds for study:	Is this definite or proposed?
<input type="text"/>	<input type="text"/>
Please note that evidence of financial support or award will be required prior to Enrolment	

4. YOUR EDUCATION

Please note that this section must be completed even if a separate CV is attached. You should enclose copies of the relevant certificates/transcripts.

Name of
Institution
Subjects Studied
Qualification Obtained
Class
(if appropriate)
Dates of Attendance
Date of Award *

*Name and full postal address of the institution at which you studied for your *first* degree:

Dates of Attendance: From: Month _____ Year _____

To: Month _____ Year _____

NOTE: If you accept the offer to undertake the MBA at the University of Wales Swansea, it will be necessary to contact the awarding institution directly to confirm the details of your degree.

English Language Proficiency – applicable only if your first language is not English

Please give TOEFL, IELTS or CPE score. Copies of the relevant certificates need to be attached.

Name of test: _____ Score: _____

Date of most recent test: _____

Date of forthcoming test: _____

Use this space to add any further information regarding your English Language proficiency (e.g. if your undergraduate course was taught through the medium of English).

You may be required to undertake further studies in English before you commence your postgraduate course

GRADUATE MANAGEMENT ADMISSION TEST

If you have taken a Graduate Management Admission Test (GMAT) you should enclose a copy of the score report with this application. We do not ask all candidates to take this test, nor do we ask for a certain minimum score, but the results of the GMAT will be considered as additional supporting evidence of your suitability for the programme. If you have not yet taken this test and wish to do so, please contact *Graduate Management Admission Test, Education Testing Service, CN6103, Princeton NJ 08541-6103, USA* for details of test centres and dates.

GMAT SCORE REPORT ATTACHED

5. Career Details

Please provide details of your career in reverse chronological order, starting with your present position. Note that this section must be completed even if a separate CV is attached. Use additional sheets if necessary.

Dates	Name of Employer	Job Title	Brief Description of Responsibilities

6. REASONS FOR APPLYING

a) In what ways do you expect the MBA to affect your future career? (Please continue on a separate sheet if necessary)

b) Which parts of the MBA programme at Swansea interest you most?

c) Where did you hear about our MBA programme?

7. REFERENCES

Applications cannot be processed without references. Please provide the names, addresses and positions of two academic or work-related referees. Forms are supplied with this application to enable referees to reply direct to the Postgraduate Admissions Office.
Note: References must be completed using the official University forms.

<hr/> <hr/> <hr/> <hr/> Position: _____ Email address: _____	<hr/> <hr/> <hr/> <hr/> Position: _____ Email address: _____
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8. DECLARATION

I confirm that the information provided on this application form is true, complete and accurate, and that no information requested or other material information has been omitted. I understand that the University reserves the right to establish the authenticity of my application and that it reserves the right to cancel my application if it transpires that false information has been provided.

Signature of Applicant:	Date:
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When completed, this application should be returned to:
The Postgraduate Admissions Office, University of Wales Swansea, Singleton Park, Swansea SA2 8PP

For information about the MBA programme:
Tel: +44 1792 295764/295601
Fax: +44 1792 295626
Email: TheMBA@swansea.ac.uk
<http://www.swan.ac.uk/ebms/mba>



FOR UNIVERSITY USE ONLY

DEPARTMENTAL DECISION <i>(please tick box)</i>	Accept Conditional	Accept Unconditional	Reject <i>(please provide reason[s] in Comments box below)</i>
Name of Selector:	Signature of Selector:		Date:
Conditions/Comments:			
Advisory note from Admissions:			
Is the applicant a member of staff of the University of Wales? Yes*/No* (*delete as appropriate)			

For Admissions Office use only

Date Application Received:	Date Application returned to Admissions:
Date Application sent to Department:	Date Offer sent:

REFERENCE REQUEST FORM - MBA PROGRAMME

Please send this form to each of your referees after first completing Section 1.

SECTION 1 - TO APPLICANT

SCHEME APPLIED FOR: FULL-TIME / PART-TIME (Delete as appropriate)

APPLICANT'S NAME: _____

ADDRESS: _____

REFEREE'S NAME: _____

POSITION HELD: _____

COMPANY/INSTITUTION: _____

ADDRESS: _____

SECTION 2 - TO REFEREE

The above person is applying for admission to our MBA (Master of Business Administration) Programme. We should like to have your opinion as to the suitability of the applicant for this postgraduate degree scheme. Thank you very much for your help.

The full-time MBA scheme takes a minimum of 12 months, the part-time scheme has a duration of at least 24 months. Both schemes consist of two parts. In Part One candidates are required to take 12 taught course modules in a wide range of business/management disciplines. After successful completion of Part One a candidate embarks on a dissertation, in which he/she is expected to demonstrate the ability to apply the knowledge and skills gained in the formally taught part of the programme.

Usually candidates are expected to have an initial degree and ideally some work experience. However, mature non-graduates (aged 25 or over) can also be considered provided they have held, for a minimum period of 2 years, a position of *responsibility* of *relevance* to the study area concerned.

We should be grateful if you could let us have your views on the personal qualities of the applicant and his/her aptitude for academic study at this level on the reverse of this form. Your reply will be treated as strictly confidential.

Since when have you known the applicant and in what capacity?

Please rate the applicant on the criteria listed below by circling the appropriate number:

	Poor	Average	Good	Excellent	Not Known
Verbal communication skills	1	2	3	4	9
Written communication skills	1	2	3	4	9
Ability to argue rationally	1	2	3	4	9
Leadership ability	1	2	3	4	9
Ability to work under pressure	1	2	3	4	9
Numeracy skills	1	2	3	4	9
Information technology skills	1	2	3	4	9

If the applicant's first language is not English, please comment on his/her level of competence:

	Poor	Average	Good	Excellent	Not Known
Written English	1	2	3	4	9
Listening comprehension	1	2	3	4	9
Spoken English	1	2	3	4	9
Reading	1	2	3	4	9

Please comment below on the applicant's academic/professional performance, personality and general suitability for this type of study:

SIGNATURE OF REFEREE _____ DATE _____

Thank you for your assistance.

Please return the completed form to:

The Postgraduate Admissions Office
University of Wales Swansea,
Singleton Park,
Swansea SA2 8PP,
United Kingdom.

For information about the MBA programme:

Tel: +44 1792 295764/295601
Fax: +44 1792 295626
Email: TheMBA@swansea.ac.uk
<http://www.swan.ac.uk/ebms/mba>

NOTES FOR COMPLETION OF MBA APPLICATION FORM

Please complete all sections in black ink.

Section 1 - Personal Details (Please complete in BLOCK CAPITALS)

Name - please enter in these boxes the names by which you wish to be known by the University. Please use only these names in all future correspondence. (Please send an advisory letter to the Postgraduate Admissions Office if these names are not the ones which appear on your passport and on your transcript of results/degree certificate from your first university.)

Title - e.g. Mr, Miss, Ms, Mrs, Dr

Address - please notify the Postgraduate Admissions Office if your correspondence address changes.

UK/EU applicants - please exclude short absences e.g. holiday periods.

Non-EU applicants in the EU - if you were born outside the European Union (EU) please insert the date when you first entered the EU permanently and indicate the reason for your entry to the EU.

Disability/Special Needs - the University welcomes applications from people with disabilities and considers them on the same academic grounds as other candidates. It is helpful to know your special needs in advance so that we can discuss the facilities you may need. Applicants with disabilities are encouraged to contact the University's Special Needs Officer in order to discuss their requirements.

Please insert a code into the box on the form from the list below, *and give further details in Section 5 of the application form.* (NB applicants with more than one disability should use the code **8**.)

<p>0 You do not have a disability or special Need</p> <p>1 You have dyslexia</p> <p>2 You are blind/partially sighted</p> <p>3 You are deaf/hard of hearing</p> <p>4 You are a wheelchair user/have Mobility difficulties</p>	<p>5 You need personal care support</p> <p>6 You have mental health difficulties</p> <p>7 You have an unseen disability e.g. diabetes, epilepsy, asthma - please specify</p> <p>8 You have two or more of the above</p> <p>9 You have a disability/special need not listed above</p>
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Criminal Conviction - please state whether or not you have any criminal convictions, excluding motoring offences for which a fine and/or up to 3 penalty points were imposed. Please tick either the 'Yes' or the 'No' box to indicate your situation. If you tick the 'Yes' box, the University's Admissions Officer will write to you to request further details.

Section 2 - Proposed Study

Please indicate whether you are applying for the Full-time Scheme or the Part-time Scheme.

Section 3 - Finance

Please give the name of the person or organisation from which you expect to receive financial support. If you already have guaranteed funding for your course of study, please include documentary evidence with your application.

Section 4 - Your Education

Please give details of your first degree (or degree-equivalent qualification). If you have difficulties in completing this section of the application form, please include copies of your official transcript of results together with the full, official title of your qualification.

Please note: We will be verifying the degree (or degree-equivalent qualification) you list on your application form with the relevant awarding body.

English Language Qualification - please complete this section **only** if your first language is not English. Please state the results of any English Test already taken, for example the British Council's International English Language Testing System (IELTS), and include a copy of the score form. If you have not taken a test you should arrange to do so and forward the results to the Admissions Office as soon as possible.

Section 5 - Career Details

Please give details of posts held, particularly after your initial degree. This should include a brief description of duties and not just job titles.

Section 6 - Reasons for applying

Please give the benefits expected from taking an MBA. How do you think it will affect your future career? Why our MBA and not another? How did you find out about our MBA?

Section 7 - Academic References

Please provide the names, addresses and positions of two academic or work-related referees. Your application cannot be processed until we have received full references. You should ask each referee to complete one of the enclosed MBA Reference Forms, for return direct to the Postgraduate Admissions Office. References must be completed using the official University forms.

Section 8 - Declaration

Please sign the form to certify that the information you have provided is accurate and complete. (Please note, if your form is incomplete this will delay consideration of your application.)

Returning your completed form

Once you have completed and signed the application form, please send it (together with copies of your transcripts and English Language test results, if applicable) to The Postgraduate Admissions Office, University of Wales Swansea, Singleton Park, Swansea SA2 8PP.

Acknowledgement of your Application

You will be sent an acknowledgement letter, by return of post, as soon as we receive your application form.

Outcome of your Application

The Postgraduate Admissions Tutors will consider your application and the Admissions Office will notify you of their decision as soon as possible: normally within four to six weeks of receipt of your application.

The Postgraduate Admissions Office, University of Wales Swansea, Singleton Park, Swansea SA2 8PP
Tel: 01792 295358 or Fax: 01792 295110