

Application form for

**Postgraduate programmes in
International Management
and International Business**

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

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**Postgraduate programmes in
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Referee's Report: Academic/Work related (please delete as appropriate)

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

Name of company/organisation/institution

Address

Please return to: Postgraduate Admissions Office, External System, University of London, Stewart House, 32 Russell Square, London WC1B 5DN

(Not to be given to the applicant)



Application form for Postgraduate programmes in International Management and International Business

Please complete and return this original application form, together with the appropriate documentary evidence (see page 8 of the application form) **by post**, to the Postgraduate Admissions Office, External System, University of London, Stewart House, 32 Russell Square, London WC1B 5DN, UK. **Please note that faxed applications will not be accepted.**

The form should be received in London as early as possible, but not later than **31 July** (if you wish to take the first examination(s) in May) or **31 January** (if you wish to take the first examination(s) in October).

Applications will be considered and a decision taken when **all** the required documentation and the references have been received in the Postgraduate Admissions Office.

1-6. Personal details (please write clearly and in BLOCK CAPITALS)

1. Surname/family name		First/given name(s)	
2. Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Other <input type="checkbox"/>
3. Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	4. Date of birth
			<input type="text"/> <input type="text"/> <input type="text"/> day/month/year
5. Address for correspondence (please write in BLOCK CAPITALS)			
..... Post/Zip code Country Telephone Email			
6. Work contact			
Telephone Fax Email			

7. Programme for which you wish to apply

Please tick (✓) one:

	MBA	MSc	Postgraduate Diploma	Postgraduate Certificate	Short Course(s) student
International Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
International Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you are applying to register as a **Short Course(s) student** please indicate below which course(s) you wish to study (maximum of 3) – *with the exception of the research course, dissertation and the plenary sessions:*

.....

.....

.....

8. Degree(s) held

Include the title of the degree, the name of the university or other institution, the GPA/classification of award (please indicate if it is an award with Honours), the main subjects studied and date the degree was awarded.

Title of degree	University	Hons, Class'n or GPA if applicable	Subject(s)	Date of award

9. English language ability

Have you passed an examination in either English Literature or English Language (for example GCSE/GCE 'O' Level, TOEFL or IELTS)? Yes No If 'yes' please give details below.

Examination or test	Grade or score	Subject	Date

10. Professional qualifications (where applicable)

Title	Awarding body	Duration (inc. full- or part-time)	Subjects	Date

11. GMAT score. If you have taken the GMAT test you must enclose the **original** result sheet with your application (it will be returned to you).

Date taken:	Score achieved:
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12. Employment

You are required to submit a FULL employment curriculum vitae (cv) with this application form.

Please note that your application will not be considered if this is omitted. I have enclosed my CV

13. Supporting statement – why do you wish to study on this programme?

Please give this information below **in your own handwriting**. You should include any relevant details about your education and work experience, and your current responsibilities. You may continue on a separate sheet if you wish. (Minimum of 100 words).

A large rectangular area with horizontal dotted lines for handwriting.

14. Exemptions

Read the section on Exemptions (please see www.londonexternal.ac.uk/prospective_students/postgraduate/holloway/int_business/index.shtml for International Business, and www.londonexternal.ac.uk/prospective_students/postgraduate/holloway/int_manage/index.shtml for International Management) and the following notes before completing this question.

Notes

- You may apply for exemption from up to 20% of these programmes if you have covered a similar syllabus in the same breadth and depth as part of a previous qualification, awarded **within the past five years** preceding your exemption application
- Exemptions can be granted from core and optional subjects, **not** from the research course, dissertation or plenary sessions.
- There are two types of exemptions: automatic and discretionary. A formal application must be made for both types.
- For discretionary exemptions, a fee of £64 is payable for each subject from which exemption is requested. Please note that this fee is non-refundable, even if the exemption application is turned down.
- Applications for exemption cannot be considered once you have made an entry to the examination for the subject concerned.
- Further details and a full list of qualifications which may be considered for exemption are given in the Programme Regulations and can be found on our website at: www.londonexternal.ac.uk/mba
- Please include full details below of the qualification upon which you are basing the exemption request
- All exemptions requests are considered on an individual basis and the final decision taken at the discretion of the University of London

Do you wish to apply for exemption? (Please tick (✓) the relevant box)

No Go to Question 15 Yes Please complete the questions below

- a) What is the title of the degree/award on which you are basing your exemption request?

.....

- b) What is the name of the institution/awarding body who awarded this degree/programme?

.....

- c) List the subject(s) for which you will be seeking exemption?

.....
.....
.....
.....

15. 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

16. Students with a disability and/or special needs

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

Yes / No (circle as appropriate)

If 'Yes', please describe your condition(s)/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, 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.

17. 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. Your referees 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) or have **knowledge of, and be able to comment upon, your work experience**, eg. your Head of Department or line manager (not a friend, colleague or family member).

Name of referee 1

In what capacity do you know this person?

Name of company/organisation/institution

Address

Country Post/zip code

Name of referee 2

In what capacity do you know this person?

Name of company/organisation/institution

Address

Country Post/zip code

18. Submitting your application

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 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.

- 1. **Photocopied** evidence of your full name and date of birth (e.g. birth certificate, passport, statutory declaration)
- 2. Your **original** academic and/or professional certificate(s) showing the classification of award obtained (where applicable).....
OR a photocopy of your original academic and/or professional certificate verified either by the relevant awarding body or **by the British Council** (no other verification is acceptable)
- 3. An **original** statement/transcript of your academic and/or professional studies **certified by the institution at which your qualification was obtained**
- 4. Your **original** English Language certificate
OR a photocopy of the original certificate/s verified **by the British Council** (no other verification is acceptable)
- 5. Your **original** GMAT test certificate
- 6. Your employment curriculum vitae (CV)

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.

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.

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 17 on page 7)

*For office use only
Documents returned
(if applicable)*

Date _____
/ /

DECLARATIONS TO BE SIGNED BY THE APPLICANT

- a) I declare that the information I have provided and 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

19. Enquiry source

EISA/MBA/App/10

The purpose of this questionnaire is to help us establish a picture of our potential student body. All the information you give will be treated as confidential. None of the information that you provide will impact on your application. If you complete the following four questions as fully as possible, it will help us to plan our marketing strategy more effectively.

1. Age range (Please ✓)

Under 21 21–26 27–34 35–39 40–44
45–49 50–54 55–59 60–65 Over 65

2. Nationality

3. Country in which you will be resident for your studies

4. How did you first hear about the University of London External System? (Please ✓ as many as apply)

- I found it in an online educational directory (e.g. Studylink, Hotcourses, Gradschools)
- I found out at an exhibition
- I found out from my university
- I knew about it from reputation
- I saw an advertisement / article about the University of London in a newspaper / magazine
- I searched the Internet
- From an education agent
- A family member or friend
- Through the British Council
- My employer told me
- Royal Holloway referred me

If you would be prepared to answer further questions about your involvement with the External System, please write your name and address here.

Name

Address

.....
.....

