

application for the durham mba

1. Personal Details

Surname/family name: First/given name(s): Preferred name: Nationality: Passport Number: Date of birth: Gender: Male Title: Mr/Mrs/Miss/Ms/Dr Female

Permanent address

Correspondence address (if different)

Telephone no:* Telephone no:* Facsimile no:* Facsimile no:*

* including international code

E-mail address:

Education Advisor:

If you applied via an
Education Advisor,
please give their
full contact details.

Preferred mode of study: Full Time Full Time (Finance) Distance Learning Executive Caribbean Other Preferred year of Entry: Preferred College: (Information on Durham University Colleges can be found on the University web site: www.dur.ac.uk/colleges)Would you wish to be considered for College accommodation, if it were available? Yes No

Please attach a
current photograph
of yourself here.

Please write your
name and chosen
programme on
the reverse.



Durham
Business School

2. Academic Record (please continue on a separate sheet if necessary)

Please list, with dates, all post secondary schools, colleges and universities attended after the age of 18 (documentary evidence of qualifications should be attached).

Undergraduate

University/ Polytechnic/ College	Date of Attendance		Main Subject	Award/ Qualification	Language of Instruction	Date of Award	Class of Award or Grade Point Average	Mode of Study, ie full-time, part-time, distance learning, etc
	From	To						

Postgraduate

University/ Polytechnic/ College	Date of Attendance		Main Subject	Award/ Qualification	Language of Instruction	Date of Award	Mode of Study, ie full-time, part-time, distance learning, etc
	From	To					

Professional Qualifications and/or Memberships

Awarding Body	Award/Qualification	Date of Award (Month & year)

Please list any non-academic business or management courses you have attended in the last 5 years

Language Skills: First Language
 Other Language(s)

If English is not your first language, please tick one or both of the boxes below to indicate whether you have used English extensively during:

Education after the age of 18 (language of instruction) Employment

If you have an English qualification please give details, together with date attained and level/score.

Type of test (ie TOEFL, IELTS, etc):
 Date taken:
 Level/score attained:

Please attach documentary evidence.

GMAT Details

Have you taken the Graduate Management Admission Test (GMAT)? Yes No

If 'Yes', please state your total score and date of test and attach a copy of your score report.

Date: Score:

If you intend to take the test in the future, please state when:

3. Employment (please continue on a separate sheet if necessary)

Please give details of your current or most recent employment

Job title:

Name of organisation:

Date		Brief details of your main duties and responsibilities	Salary per annum* (£ Sterling)
From	To		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*We appreciate that this information is sensitive; however it is necessary for rankings purposes. Please be assured that this information will be treated with the utmost confidentiality.

Please indicate the sector most relevant to your organisation:

Details of previous employment, any periods of unemployment and any unpaid or voluntary work should be included in your CV. Please see section 12 for details.

4. More information about you

Please attach your answers to the following questions, using a maximum of 250 words for each:

- 1) What aspects of the Durham MBA particularly appeal to you?
- 2) Describe your most significant achievements to date (maximum of 3), indicating why they are significant to you.
- 3) How could you (and/or your organisation or community) benefit from the Durham MBA Programme?

5. More information about your choice of MBA programme

Why have you decided to undertake an MBA?

Please rate the following aspects in their importance to you, 1 being most important and 5 being least important:

<input type="checkbox"/> Career progression/promotion prospects	<input type="checkbox"/> Career change
<input type="checkbox"/> Salary advancement	<input type="checkbox"/> Greater general business knowledge
<input type="checkbox"/> Greater specific business knowledge	<input type="checkbox"/> Self-fulfilment, stimulation and challenge
<input type="checkbox"/> Build contacts/networks	<input type="checkbox"/> Other Please state <input type="text"/>

How did the Durham MBA Programme first come to your notice?

<input type="checkbox"/> Presentation	
<input type="checkbox"/> Personal Recommendation	
<input type="checkbox"/> Internet	
<input type="checkbox"/> Recruitment Fair Please state where/when	<input type="text"/>
<input type="checkbox"/> British Council Please state where/when	<input type="text"/>
<input type="checkbox"/> MBA Directory/Guide Please state which	<input type="text"/>
<input type="checkbox"/> Publication/Advertisement Please state which	<input type="text"/>
<input type="checkbox"/> Other Please state	<input type="text"/>

Have you attended an MBA Preview Event? Yes No

If 'Yes', please state where and when

Why did you decide to apply to Durham Business School?

Please rate the following aspects in their importance to you, 1 being most important and 5 being least important:

- | | | | |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | Reputation of Durham University | <input type="checkbox"/> | Reputation of Durham Business School |
| <input type="checkbox"/> | MBA rankings | <input type="checkbox"/> | AMBA/EQUIS accreditation |
| <input type="checkbox"/> | Programme content | <input type="checkbox"/> | Structure of timetable/delivery method |
| <input type="checkbox"/> | International mix of students | <input type="checkbox"/> | Fee level |
| <input type="checkbox"/> | Course suited career development | <input type="checkbox"/> | Location |
| <input type="checkbox"/> | Preview event | <input type="checkbox"/> | Accommodation |
| <input type="checkbox"/> | Environment, eg, ambiance of the school | <input type="checkbox"/> | Durham specified by your sponsor |
| <input type="checkbox"/> | Recommendation | | |
| <input type="checkbox"/> | Other Please state <input type="text"/> | | |

If your decision to apply to Durham was influenced by MBA rankings, please indicate which ranking:

- Financial Times Global MBA Rankings
- Economist Which MBA
- Other Please state which

Please list other Business Schools to which you are applying.

- | | | | |
|---|----------------------|---|----------------------|
| 1 | <input type="text"/> | 3 | <input type="text"/> |
| 2 | <input type="text"/> | 4 | <input type="text"/> |

6. Fee status (This information is required in order to allow us to assess the level of fees to be paid)

Country of Birth: Country of Normal Residence:

Will you have been resident in the UK or an EU country for purposes other than Full-Time education throughout the 3 years immediately preceding the scheduled start of the course?

Yes No

If you are not a British citizen, has the Home Office granted you any of the following (please tick)?

- | | | | |
|--------------------------|--------------------------------------|--------------------------|---------------------------------------|
| <input type="checkbox"/> | Refugee or asylum status in the UK | <input type="checkbox"/> | Exceptional leave to remain in the UK |
| <input type="checkbox"/> | Indefinite leave to remain in the UK | <input type="checkbox"/> | None of the above |

Please tick the box against any of the following statements that apply to you.

- I am applying from an overseas country OR I have come to the UK from overseas
- I am resident within the EEA but I am not a national of an EU member state
- I am a UK national but have not lived in the UK for all of the last three years
- I am an EU national but have not lived in the UK for all of the last three years
- If you have ticked any of the four statements above and claim NOT to be an overseas student for fees purposes, please tick this box and send full details to support your claim for 'home' fee status.

7. Finance

Please indicate your source of funding for the MBA (please tick all that apply)

<input type="checkbox"/>	Self	Name:	<input type="text"/>
<input type="checkbox"/>	Employer	Name:	<input type="text"/>
<input type="checkbox"/>	Loan/Funding Organisation	Name:	<input type="text"/>
<input type="checkbox"/>	Scholarship	Name:	<input type="text"/>

If funding has been indicated above, what amount in £ sterling has already been secured? £

If not 100% of tuition fees, please give details of how you intend to secure the rest:

8. DBS Scholarships

A number of DBS Scholarships are available to self-funded, highly motivated candidates and are normally worth between 10% and 50% of tuition fees.

Further information about scholarships can be found at www.dur.ac.uk/dbs/degrees/scholarships/.

Would you like to apply for a DBS Scholarship? Yes No

9. Disabilities

If you have any condition that may require special facilities, please indicate this in this section. Any information given will be treated confidentially and is solely intended to determine the level of provision you might require to support your studies. We do not usually regard disability or medical concerns as a reason for turning down any application and aim to provide support to students with special needs.

Do you have any special needs or require support as a consequence of any disability or medical condition?

Yes No

If you have answered 'Yes' to the above question, please describe the disability or medical condition

10. Referees

Admission to the MBA Programme requires two references, preferably one academic and one professional, although two professional references would be acceptable. Reference forms can be downloaded from our website www.dur.ac.uk/dbs/degrees/mba/ft/entry_application/ and you should pass these to your referees for completion. Referees can return reference forms directly to us if they prefer.

Please confirm the details of your two referees:

Name:	<input type="text"/>	Name:	<input type="text"/>
Job title:	<input type="text"/>	Job title:	<input type="text"/>
Relationship to you:	<input type="text"/>	Relationship to you:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Telephone:	<input type="text"/>	Telephone:	<input type="text"/>
Fax:	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>

We may need to contact your referees. Please tick this box if you **do not** wish us to do so:

11. Criminal Convictions

The University has a legal responsibility for the safety of its students and staff. You are therefore required to state below whether or not you have any unspent criminal convictions other than minor motoring offences. Please tick either the 'Yes' or the 'No' box to indicate your situation. If you tick the 'Yes' box, you may be required to provide details of any convictions. Previous criminal convictions will not automatically affect your admission.

Yes No

12. Supporting Documentation

There are a number of items that are required as part of your application. The following two documents should be attached and submitted with your application to enable us to consider making a conditional offer:

- i. Your CV or work resume, which should include full details of the following:
 - Previous employment (dates of employment, name of employer, brief details of your main duties and responsibilities, salary per annum in £ sterling)
 - Details of any periods of unemployment (dates and reasons for unemployment)
 - Details of any voluntary or unpaid work undertaken
- ii. Answers to the questions from Section 4

A decision can be made on your application, conditional upon the receipt of the following documents at a later stage. Do not delay submitting your application if you are not able to forward these documents immediately:

- i. A copy of your academic and professional qualifications certificates (including transcripts) (see section 2)
- ii. A copy of your English Language Certificate (TOEFL, IELTS, etc), if required (see section 2)
- iii. GMAT Test Score Report (if the test has been taken) (see section 2)
- iv. Supporting documentation for home fee status, if required (see section 6)
- v. Two references: these can be scanned and emailed, faxed or posted directly to us by the referees if they prefer (see section 10)
- vi. A recent passport photograph of yourself

13. Declaration

I confirm that, to the best of my knowledge, the information given on this form is correct and complete.

I give my consent for my personal data to be processed within the terms of the Data Protection Act.

Signed:

Date (dd/mm/yy):



For further information on the Durham MBA, visit the Durham Business School website: www.dur.ac.uk/dbs