

MBA application form



The University of
Nottingham

UNITED KINGDOM · CHINA · MALAYSIA

Please make sure that all the required fields are completed and all supporting documents are attached and sent to the address given on the last page of the form.

1. Course

The course you are applying for

Full-time or part-time study (tick one): Full-time Part-time

Proposed date of admission

2. Personal details

Title: Mr Miss Mrs Ms Other (please specify)

Forename/s (as per NRIC/passport)

Surname/family name (as per NRIC/passport)

Date of birth (day/month/year) Passport/NRIC No.

Gender Male Female Marital status Single Married

For Malaysian only Race Religion

Nationality

Country of permanent residence

Correspondence address (please note this is the address to which the University will send all correspondence)

Town

State Postcode Country

Email address Fax

Telephone (daytime/work) (Evening/home) Mobile

Permanent home address (if different from address above)

Town

State Postcode Country

Email address Fax

Telephone (daytime/work) (Evening/home) Mobile

Reference No.

3. Academic and professional qualifications (please enclose a copy of your transcript)

Undergraduate qualifications

Date		Full-Time or Part-Time	Institution name and location	Degree/major obtained	Class/GPA/final average
Start	End				
[M][M][Y][Y][Y][Y]	[M][M][Y][Y][Y][Y]				
[M][M][Y][Y][Y][Y]	[M][M][Y][Y][Y][Y]				
[M][M][Y][Y][Y][Y]	[M][M][Y][Y][Y][Y]				
[M][M][Y][Y][Y][Y]	[M][M][Y][Y][Y][Y]				
[M][M][Y][Y][Y][Y]	[M][M][Y][Y][Y][Y]				
[M][M][Y][Y][Y][Y]	[M][M][Y][Y][Y][Y]				

Professional qualifications (state if the qualification was gained through examination or by exemption based upon previous qualifications or experience)

Professional body	Qualification	Year awarded	Examination or exemption

4. English language qualifications

(Enclose a copy of your English language qualifications. Please specify which test you have taken with the results and the date you took the test/or will be taking the test)

Type of test	Score	Date obtained
		[M][M][Y][Y][Y][Y]
		[M][M][Y][Y][Y][Y]
		[M][M][Y][Y][Y][Y]
		[M][M][Y][Y][Y][Y]
Others (please specify):		[M][M][Y][Y][Y][Y]

5. Graduate Management Admission Test (GMAT) - Applicable to applicants holding TOEFL qualification only

Date of test	Verbal score	Quant score	Total score	AWA score

If not yet taken, when do you expect to sit the GMAT?

6. Employment and business experience/work experience

How many years of **full-time** business/work experience do you have?

Please indicate whether you are currently:

Self-employed In full-time employment In part-time employment unemployed

In full-time education Other

Please give details of all employment and work experience, starting with your most recent appointment:

Date		Employer's name and location	Job title and responsibilities
Start	End		
[M][M][Y][Y][Y][Y]	[M][M][Y][Y][Y][Y]		
[M][M][Y][Y][Y][Y]	[M][M][Y][Y][Y][Y]		
[M][M][Y][Y][Y][Y]	[M][M][Y][Y][Y][Y]		
[M][M][Y][Y][Y][Y]	[M][M][Y][Y][Y][Y]		
[M][M][Y][Y][Y][Y]	[M][M][Y][Y][Y][Y]		
[M][M][Y][Y][Y][Y]	[M][M][Y][Y][Y][Y]		

How will an MBA fit in with your career objectives? Why do you wish to begin an MBA at this stage in your career?

What do you consider to be your major strengths and weaknesses?

How will your programme be financed? *(if sponsored, please give relevant details)*

7. Referees *(please list the two people who have completed your reference forms)*

Please give the names and addresses of the two persons to whom you have forwarded the reference forms. One referee should be able to comment on your academic ability and the other on your management skills and potential. We will not be in a position to process your application until your references have been received.

First referee

Name

Position

Organisation

Address

Telephone

Fax

Second referee

Name

Position

Organisation

Address

Telephone

Fax

8. Others

How will your course be financed? *(Self or sponsored. If sponsored, please give relevant details)*

Self Organisation/government sponsored

Do you have disability? Yes No

If yes, please provide further details

Do you have any criminal conviction? Yes No

If yes, please provide further details

Where did you learn about The University of Nottingham Malaysia Campus and its programmes? *(Please tick one box only)*

Advertisement (please state newspaper/journal) _____

Radio Exhibition/careers fair Personal recommendation University brochure

Careers office School Internet British Council

College/institution Agent _____

Please check that your application is complete and that you have enclosed all the relevant documents

Transcript of previous studies Copy of NRIC/passport English language qualification certificate

Application fee (for international applicants only) Two references in a signed and sealed envelope MBA Questionnaire

9. Declaration

I certify that the information provided above is correct

Signature Date

When completed please return to:

Admissions Office

The University of Nottingham Malaysia Campus
Jalan Broga
43500 Semenyih
Selangor Darul Ehsan
Malaysia

t: +6(03) 8924 8000
f: +6(03) 8924 8002
w: www.nottingham.edu.my



Note to applicant:

Please complete the section below (in BLOCK CAPITALS and black ink) and forward to your referee. Two reference forms are required for the MBA programme. It is your responsibility to forward the reference forms to the referees and ask them to forward the form to the University. **Your application will not be considered until references have been received.**

Applicant's name (as per NRIC/passport)

Referee

Your name

Position

Address

Telephone

Fax

To the referee:

Thank you for agreeing to supply an opinion as to the suitability of the applicant to undertake an MBA programme at the Nottingham University Business School. Any information supplied to us will be treated confidentially.

The MBA programme relies heavily upon participation of course members. Considerable amounts of work are carried out by small teams in which members have widely differing academic, business and cultural backgrounds. The willingness to contribute to discussion and the ability to understand and apply business related concepts are essential attributes of delegates on the programme.

Once **signed and completed**, please send this reference directly to the Local Admissions Office, or the International Admissions Office, The University of Nottingham Malaysia Campus. We will not acknowledge its receipt unless specifically requested by you.

1. How long have you known the applicant and in what connection?

2. What do you consider to be the applicant's major abilities and strengths?

3. What do you consider to be the applicant's major weaknesses?

4. Please give details of the applicant's experience in managing/leading teams.

5. Please give details of the applicant's experience in managing budgets.

6. Please rate the applicant on the qualities listed below by placing a tick in the appropriate box.

Attribute	Poor	Average	Good	Excellent	Not known
Leadership skills					
Capacity to reason logically					
Presentation skills					
Academic ability					
Level of contribution in teamwork					
Ability to work hard					
Ability to meet deadlines					

7. Are you aware of any personal circumstances that might affect the applicant's performance on the MBA programme?

8. Please make any other comments in the space below or in a separate letter.

Signature of referee _____

Date _____

Please provide an official stamp if possible.

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Malaysia

t: +6(03) 8924 8000

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e: admissions@nottingham.edu.my (Malaysian applicants)

int-admissions@nottingham.edu.my (international applicants)

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MBA reference form: II



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These questions will inform the admissions tutors' decision making.

1. Why do you wish to study the Nottingham MBA? Why now? *(250 word limit)*

2. Please describe your experience of working in and leading teams either in your professional or personal life. *(250 word limit)*

3. Please provide details of any budgets you have managed. (100 word limit)

4. Explain how your past and present experiences can be used as a contribution to group work and learning. (100 word limit)

5. Where do you see yourself working immediately after graduation? Where do you see your career progressing three years after graduation? How do you think the Nottingham MBA will assist you in achieving your aims? (500 word limit)

6. Please provide any other information that you would like the Admissions Committee to consider.

Market research questions

7. What aspects of the Nottingham MBA particularly appeal to you? (100 word limit)

8. Why have you decided to undertake an MBA? Please rate the following by their importance to you.
(1 being most important and 5 being least important.)

- a. Career progression/promotion prospects
- b. Salary advancement
- c. Greater specific business knowledge
- d. Build contacts/networks
- e. Career change
- f. Greater general business knowledge
- g. Self-fulfilment, stimulation and challenge
- h. Other (please state) _____

9. Why did you decide to apply to Nottingham University Business School?
(Please select all that apply.)

- a. Reputation
- b. MBA rankings
- c. Programme content
- d. International mix of students
- e. Course suited career development
- f. Preview event
- g. Location/environment
- h. Quality of faculty
- i. Cost/fees
- j. Recommendation
- k. Other (please state) _____

10a. Have you visited the Nottingham University Business School or the Malaysia Campus?

Yes No

10b. If yes, when? _____

11a. Have you met a representative from the Nottingham University Business School at an MBA Forum, fair or Campus Open Day?

Yes No

If yes, where and when? _____

12a. Was the Nottingham MBA recommended to you by a former or current participant?

Yes No

12b. If yes, who made the recommendation?

13. What were your sources of information about the Nottingham MBA? *(Please select all that apply.)*

- a. Nottingham University Business School website
- b. Other website
- c. Press article
- d. Colleagues/employer
- e. Personal recommendation
- f. Press advertisement
- g. School brochure
- h. University agent
- i. British Council
- j. Exhibition/fair (local)
- k. Exhibition/fair (Overseas)
- l. Careers Office
- m. Postgraduate prospectus
- n. Nottingham University Business School open day

14. Which MBA rankings, if any, influenced your decision to apply for the Nottingham MBA? *(Please select all that apply.)*

- a. Financial Times Global MBA Rankings
- b. Economist Intelligence Unit Which MBA
- c. Beyond Grey Pinstripes
- d. Other (please state) _____

15. Please list other Business Schools to which you are applying.

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