



Global MBA: Master of Business Administration Application Form

Please complete all parts in BLOCK LETTERS and with BLACK PEN.

1–8. Personal Details

1. Student Name (name as appeared on H.K.I.D. card or Passport)

Surname/Family Name:

First Name(s)/Given Name(s):

Your names **in the order** you wish them to appear on the University's records and on your final certificate:

2. Title: Prof ☐ Dr ☐ Mr ☐ Mrs ☐ Ms ☐ 3. Gender: Male ☐ Female ☐

4. Date of Birth (DD/MM/YY): ____/____/____ 5. H.K.I.D./ Passport No.:

6. Nationality:

7. Contact Phone No.:

8. Home Address:

Country:

Email Address (please complete in BLOCK LETTERS):

Please do not fill in anything below this line – **FOR OFFICE USE ONLY**

<p>ACCREDITATION OF PRIOR LEARNING (APL)</p> <p>A. APPLICATION MADE <input type="checkbox"/></p> <p>B. DECISION (✓ as appropriate)</p> <ul style="list-style-type: none"> • Request not valid, cannot be considered <input type="checkbox"/> • APL given (for the subject/s listed) <input type="checkbox"/> • First Check (initials) <input style="width: 100px;" type="text"/> • Second Check (initials) <input style="width: 100px;" type="text"/> 		<p>STENCIL/S DATE</p> <p>REFERRAL DETAILS AND DECISION</p> <p>LETTER OF ELIGIBILITY ISSUED FOR</p> <p>DATE OF ISSUE _____</p> <p>APL _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Application Fee</td> <td style="width: 30%;">£</td> </tr> <tr> <td>Fee Paid</td> <td></td> </tr> <tr> <td>Date Received</td> <td></td> </tr> <tr> <td>Method of Payment</td> <td></td> </tr> </table>	Application Fee	£	Fee Paid		Date Received		Method of Payment			
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Fee Paid										
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9. School Leaving Qualifications

(e.g. HKDSE, GCSE, 'O' and 'A' levels; Baccalaureate; High School Diploma, etc. Give full details of subjects passed, in chronological order. Group together all subjects that were passed in one sitting.)

(For office use only)

Month/Year	Examining Body	Full Title of Subject	Level	Grade

10. Degree, Diploma or Teaching Certificates

Give full details of degrees, higher educational diplomas or certificates. This information **must** include the awarding/examining body, the full title of the award, the classification/GPA (if applicable) the date awarded, the length of the course and whether the course was taken full time or part time. You should also include details of any qualification on the basis of which you are seeking Accreditation of Prior Learning (see question 14).

11. Occupational and Professional Qualifications

Give full details of any final examination/s which you have passed, indicating membership (including level/status), if appropriate. You should also include details of any qualification on the basis of which you are seeking Accreditation of Prior Learning (see question 14).

12. Examinations for which you are awaiting results

Examinations for which you are awaiting results (including date(s) of examinations)

13. English Language Proficiency

A. Is English your first language/mother tongue? Yes ☐ No ☐

B. If your first language/mother tongue is not English, please answer the following questions:

i) Have you had substantial (minimum of 18 months) secondary/higher education conducted in English?

Yes ☐ (provide evidence) No ☐

ii) Have you had substantial (minimum of 18 months) work experience conducted in English?

Yes ☐ (provide evidence) No ☐

iii) Have you passed an examination in English language (for example GCSE/GCE 'O' level)?

Yes ☐ (provide evidence) No ☐

iv) Have you passed, at an appropriate level, a test of proficiency in English language in the last three years that is acceptable to the University of London (for example, TOEFL or IELTS)?

Yes ☐ (If 'yes', please give full details below and provide evidence) No ☐ Go to question 14

Examination or Test	Grade or Score	Subject	Date

14. Accreditation of Prior Learning (APL)

(Please read the section on APL applications in the prospectus carefully before completing this question.)

Notes:

- A fee is charged for consideration to be given to APL requests received by the University of London. The **only** exception is when a qualification gives 'automatic' APL – these are listed in the Prospectus and Regulations for each degree. **Do not send the fee with your application form.** You will be sent an APL Request Pack when your application has been received by the Admissions Office. You will be asked to return the form, together with the necessary fee, if required. **Please note that the APL fee is not refundable even if the APL is not subsequently awarded.**
- No APL will be awarded unless **specific** application has been made for the APL to be considered (even if the APL is listed as 'automatic').
- Include full details of any qualifications with which you are seeking APL as given in questions 10 and 11.
- All APL requests are considered on an individual basis and are awarded at the discretion of the University of London.

Do you wish to apply for APL?

No ☐ Go to question 15 Yes ☐ Complete the details below

A. List the papers or complete year's study for which you are seeking APL:

B. On the basis of which qualification/s (detailed in questions 10 or 11) are you making this request?

18. Previous Applications / Registrations

A. Have you ever submitted an application to the University of London before?

No ☐ Yes ☐ If 'yes', please give the year

B. Have you received an Offer Letter from the University of London before?

No ☐ Go to question 19 Yes ☐ Complete the questions below

i) Were you an Internal / On-campus or Off-campus student? (Please ✓)

Internal / On-campus ☐ **Off-campus** ☐

ii) Write your name as it appears on the Offer Letter _____

Your student number (if known) _____ Year of offer

The Programme to which it applies _____

Which school of the University of London were you an internal student? (if applicable) _____

iii) Did you subsequently register as a student of the University of London?

No ☐ Yes ☐ If 'yes', please give the year

19. Use of Personal Data

- a. The University will send you the latest updates and promotional materials on the availability of the programmes and courses, seminars and events and other services as well as the alumni events, privileges and offers, networking opportunities and fund-raising initiatives through various communication channels such as direct-mail, email and mobile phone, by using your personal data (including, but without limitation to, your name, contact details and other information collected in your profile such as the programme(s) you enrolled, your graduation year etc). You always have the right to make subsequent changes on your choice of receiving further marketing materials by sending a written unsubscribe request (by email or by post) to the University.

If you DO NOT WISH to receive our latest updates and promotional materials through the communication channels as stated above, please check this box. ☐

- b. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request the University to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect. Applications for access to personal data should be made by using a special request form and on payment of a fee. For general requests of personal data amendment, please fill out the "Application Form for Personal Data Amendment" and submit it to us.
- c. For details on the University's policy on personal data (privacy), please refer to the prospectus or website.

20. Declaration to be signed by the Applicant – please read carefully before signing

- a. I declare that the information I have given 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 processing the personal data provided in this form for admission, registration and academic and administrative communication purpose.
- c. I confirm that I have (or will have) online access by the time I register for this programme.

Signature: _____ Date: _____

Name in Block Letters: _____

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