



APPLICATION FORM

To apply, please enclose

- This completed application form.
- Certified copies of degree certificate (**see notes on How to Apply**) or higher education certificates (and English transcript if applicable).
- Results of English Language Test (for non-native English speaking students only).
- 2 passport-sized photographs with your name printed on the back of both. These will be used for programme administration purposes.
- 2 references (completed on Henley reference forms only).
- A copy of your resumé/CV.

Please note that, if your application is incomplete, this will delay processing.

Please complete in black ink and answer all questions.

1. Programme

(Please tick appropriate boxes)

- Executive Full Time MBA
- Executive 3 year MBA
- Executive MBA (Project Management)
- Postgraduate Diploma in Management
- Postgraduate Diploma (Project Management)

Date of intended entry _____

Have you ever applied for any other programme at Henley? Yes No

If yes, please give details _____

2. Personal Information

* See notes on 'How to Apply'

Surname _____ Title _____

First Names in full _____

Name by which normally known _____

Date of Birth			Age	Gender M/F	Nationality	Country in which you are ordinarily resident	Country of birth
Day DD	Month MM	Year YYYY					

Home Address _____

Post Code _____

Telephone _____ Mobile _____

including country code (e.g. +44)

Fax _____ Email _____

Affix one current
passport size
photograph here
and forward
another signed
on the back

3. Current Employment

Present Job Title _____ Employer _____

Office Address _____

Telephone _____ Email _____ Fax _____

Nature of Employer's Business or Activity _____ Gross Annual Salary _____

Please describe your current duties and responsibilities _____

What has been your major achievement in this role? _____

4. Work Experience

How many years full time work experience do you have? _____

How many years relevant management experience do you have? _____

e.g. managing people or projects, setting/meeting financial targets, etc

Attachment of resumé/CV essential

5. Higher Education

Give details of all undergraduate and postgraduate studies (whether qualifications obtained or not). **Please attach certified copies of qualification documents with your application form.**

Name & address of Institution	Qualification and course	From/to	Full or part-time	Result (class)

6. Professional Qualifications

Are you a current member of a Professional Institution? Yes No

Name & address of Institution	Qualification and course	Year awarded	Associate/Fellow/Member	Did you sit an exam to obtain qualification?

8. Other Details

Please indicate the address you would like the College to use for each of the following:

Correspondence

Home

Work

Course materials

Home

Work

Email

Home

Work

NB: Work address is preferable for course materials as a signature will be required upon delivery.

Has your employer given support to this application? Yes No

Please indicate who will be responsible for your fees. Yourself Your company

Do you wish your company to be invoiced? Yes No

Percentage split (if applicable) % You % Company

Company contact name and address for invoice _____

_____ Purchase Order No. if required _____

Is English your native language or was English the medium of instruction for your first degree? Yes No

If NO, you are required to submit one of the following:

(i) Confirmation of the results you have achieved in one of the College's approved English Language tests.
(See notes on 'How to Apply'.)

OR

(ii) A completed Proficiency at Work form confirming that your working language is English.
(Form located on our website www.henleymc.ac.uk/mba under 'How to Apply'.)

9. Equal Opportunities

The College is committed to a policy of equal opportunity for all its students. Monitoring the composition of the student body will help us to take steps to ensure that we do not discriminate against any individual applicant or student, for example on the grounds of ethnic origin or disability. We would appreciate your co-operation in providing relevant information to support this monitoring function.

Ethnic origin

I would describe my ethnic origin as (*please tick box*)

Pakistani

Indian

Bangladeshi

Asian other

Black African

White

Black Caribbean

Black other

Chinese

Other (*please specify*) _____

9. Equal Opportunities - continued

Applicants with disabilities

The College requires information about applicants' disabilities, not only to assist the monitoring function but also in order to consider special requirements of individual applicants. Please contact Admissions & Re-registration Services in order to discuss any special needs you may have. Please also indicate the nature of your disability by ticking the relevant box below:

- | | |
|---|--|
| <input type="checkbox"/> Need personal care/support | <input type="checkbox"/> Mental health difficulties |
| <input type="checkbox"/> Blind/partially sighted | <input type="checkbox"/> Dyslexia |
| <input type="checkbox"/> Deaf/impaired hearing | <input type="checkbox"/> Wheelchair user/mobility difficulties |
| <input type="checkbox"/> An unseen disability e.g. diabetes, epilepsy, asthma | <input type="checkbox"/> Multiple disability |

A disability not listed above (*please specify*) _____

10. References

Please state the name and contact details of either one academic and one business referee or two business referees.

Name _____

Position/Job Title _____

Address _____

Telephone _____

Email _____

Name _____

Position/Job Title _____

Address _____

Telephone _____

Email _____

11. Market Information

Please indicate the **main source** of information which prompted you to apply for the Henley Postgraduate Diploma/ MBA programme.

- | | |
|--|--|
| <input type="checkbox"/> Recommended by current Henley student | <input type="checkbox"/> Recommended by Henley alumnus |
| <input type="checkbox"/> Recommended by company contact | <input type="checkbox"/> AMBA/AMBA Guide |
| <input type="checkbox"/> An MBA Fair | <input type="checkbox"/> Which MBA Guide |
| which location _____ | <input type="checkbox"/> News editorial coverage |
| _____ | <input type="checkbox"/> Henley website |
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Search engine |
| which publication _____ | Please specify _____ |

Other (*please state*) _____

Have you attended a College Information Seminar at Henley in London elsewhere

12. Declaration

I hereby apply for registration on the programme of study identified in Section 1 and certify that the facts stated on this form are correct.

Signature _____ Date _____

Return completed form to:

Henley Management College

Krystalgade 7, 3. sal

1172 København K.

Danmark

Telephone: +45 7010 5005

Note: Personal data provided by respondents will be processed in compliance with the 1998 Data Protection Act. For more information see www.henleymc.ac.uk/dataprotection.

The College will consider carefully all completed applications submitted for registration. All decisions about the acceptability of an application will be made solely by the College in accordance with its equal opportunities policy and all registration and admissions decisions will be final.

13. College Information

Personal details supplied on this form may be used to send marketing information about the College's activities. Please tick your preference below.

I am willing to receive further College information.

Yes

No

FOR OFFICE USE ONLY

Signatures _____

Admissions Officer _____

Admissions Panel _____
