



## NOTES ON 'HOW TO APPLY'

### **APPLICATION FORM:**

#### **Question 1 – deciding what programme you will be studying**

Henley MBA  
Postgraduate Diploma  
MBA in Project Management

please select: Henley Three year MBA  
please select: Postgraduate Diploma  
please select: Project Management MBA

#### **Question 2, 3 & 4**

Will probably not give too many problems (in question 3 – 'Salary' – is optional).

#### **Question 5**

Please state any further education above "gymnasieniveau", and incl. copies of the documentation. The documentation may be in Danish.

#### **Question 6**

A professional institution is an association with e.g. Foreningen af Statsautoriserede Revisorer, FDC etc.

#### **Question 7**

Under the third section "Is English your native language?" – the demand is that you speak and write English without too many problems, and most applicants make use of the form "Certification of English Proficiency at Work". Otherwise you will be required to take an English test, if English is not your native language.

We usually expect to see test results from the International English Language Testing System (IELTS) or Test of English as a Foreign Language (TOEFL).

Please find the Certification of English Proficiency at Work form enclosed.

#### **Question 8**

Will probably not give too many problems.

#### **Question 9 & 10**

Will probably not give too many problems.

### **REFERENCE FORM:**

One reference form is required for all programmes. The referee should complete in full and the applicant should enter their name on the referee form, and prepare self-addressed envelopes to send to the referee. The referee should be asked to complete the form, enclose it in the self-addressed envelope, seal and sign across the envelope seal, and return the envelope to you, the applicant.

When you have received the sealed envelopes, do not open them, but forward them to us together with your completed application form.



**EDUCATIONAL CERTIFICATES:**

Please enclose certified copies of higher education certificates which support your application. These may be in Danish.

If you have any questions please do not hesitate to give us a call at: +45 7010 5005.

Please send the Application Form to:

**Henley Management College  
Hans Broges Gade 2  
DK-8000 Aarhus C**

**After you have sent it – what will happen?**

You will receive a confirmation within a few days and after app. 3 weeks you will receive the formal papers from Henley Management College UK.

Again if you have any questions, please do not hesitate to give us a call at: +45 7010 5005.

**APPLICATION CHECK LIST:**

Have you enclosed?

- ❖ A complete Application Form with photographs attached
- ❖ Certified copies of Certificates
- ❖ The 'Certification of English Proficiency at Work' form
- ❖ Two completed Reference Form(s) in sealed envelopes

Looking forward to receiving your application form