

Application Form

Master of Business Administration

FOR OFFICIAL USE ONLY				
Student Reference No.				
Date of Entry		Course Code		Fee

Documents to be submitted	Please paste photo here
<ul style="list-style-type: none"> • Certified copies of official academic transcripts and certificates. Official English translations are required for documents in another language • Transcripts must show results of all courses and proof that the programme requirements have been completed • A photocopy of the personal details page of your Identity Card or Passport • A copy of curriculum vitae • Two passport-sized photographs • Two completed reference forms <p>If you have any questions regarding this application form, please email admissions@psb-academy.edu.sg Please note that documents submitted will not be returned.</p>	

1. Personal Details			
Title	<input type="checkbox"/> Dr	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs
	<input type="checkbox"/> Ms	<input type="checkbox"/> Mdm	
Name <small>(as in NRIC/ Passport, please underline your family name)</small>			
Date of Birth (DD/MM/YYYY)		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
NRIC/Passport		Country of Permanent Residence	
Ethnic Origin		Nationality	
Home Address	Postal Code:		
Mailing Address <small>(if different from home address)</small>	Postal Code:		
Home Telephone		Mobile Phone	
E-mail Address		Office Telephone	
Have you been a resident in the UK, other than solely for the purpose of full-time education?			
<input type="checkbox"/> No <input type="checkbox"/> Yes, please state purpose: _____			
How will your course be financed? (If sponsored, please give details)			

2. Programme Application <small>(please tick your preferences)</small>
Intake: _____ (Month) / _____ (Year)
<input type="checkbox"/> General MBA (part-time) <input type="checkbox"/> MBA Finance (part-time)

3. Higher Education Qualifications				
Please include all undergraduate and postgraduate qualifications and enclose a copy of your degree certificates and transcripts of marks with this application (translated into English and notarised if necessary)				
Dates From/To	Full or Part-Time	Name & Address of Institution	Qualification and Subjects	Class or GPA

4. Professional Qualifications

Please state if the qualification was gained through examination or by exemption based upon previous qualifications or experience.
Please send a copy of your qualification certificate and transcript of marks with this application (translated into English and notarised if necessary)

Professional Body	Qualification	Year Awarded	Examination or Exemption

5. English Language Proficiency

Is English your first or native language? _____ (yes or no)

If no, do you have a degree from a UK, US, Australia or Singapore national university? _____ (yes or no)

If no, have you been residing in the UK for the last 5 years? _____ (yes or no)

If no, you must provide either an IELTS or TOEFL score to support your application (please enclose the certificate with your application)

Name of Test	Month and Year of Test	Test Score

6. Graduate Management Admissions Test (GMAT) (not always required)

Please arrange for the certificate to be sent to us.

Date of Test	Verbal Score	Quant. Score	Total Score	AWA Score

7. Employment and Work Experience

How many years of FULL TIME work experience do you have? _____

Please indicate whether you are currently:

- self-employed
- full-time
- part-time
- unemployed
- in full-time education
- other (please give details) _____

Please give details of all employment and work experience starting with your most recent appointment (continue on a separate sheet if necessary):

Start & End Dates	Employer's Name & Address	Job Title & Responsibilities

8. General

In support of your application, how do you believe an MBA will fit your career objectives? Why do you wish to begin an MBA at this stage of your career?

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

9. Disability / Special Needs

Do you have a disability or long term medical condition which may affect your studies? No Yes

If yes, please specify: _____

Do you have any criminal convictions? No Yes

If yes, what was the outcome of the conviction? _____

10. How did you learn about The University of Nottingham programme?

Advertisements Internet Roadshows / Exhibitions

Newspaper Recommendations PSB Academy Website

Others (Please specify): _____

11. References

Please give the name and address of two referees (one should be able to comment on your academic ability and the other on your management skills and potential). It is your responsibility to ensure that the references are forwarded to the University. Your application will not be considered until references have been received:

Name: _____

Name: _____

Position: _____

Position: _____

Organisation: _____

Organisation: _____

Address: _____

Address: _____

12. Declaration

PSB Academy respects the protection of personal data. By providing the information in this form, you are deemed to have given consent that the information be used for the processing of your application and in the provision of student support and administrative services to you. In addition, this information will be stored by us and used for the dissemination of information including services, events and products offered by PSB Academy that may be of interest to you. For more information on our data protection policy, please refer to <http://www.psb-academy.edu.sg/pdpa>

I declare that the information on this form is correct. I understand that any offer of a place is subject to my acceptance of the University's term and conditions. I accept that if I do not fully comply with these requirements, PSB Academy and University of Nottingham reserve the right to cancel my application. If I am offered a place on the Programme I agree to abide by the rules and regulations of the University of Nottingham. I agree that University of Nottingham may record and process the information contained in this form for statistical and administrative reasons in accordance with the aforementioned Act.

Signature of Applicant

Date

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Date received		Acknowledged	
Reference 1		Reference 2	
Notes on application			
Recommendation			
Signature		Date	

PSB Academy Pte Ltd

355 Jalan Bukit Ho Swee, Singapore 169567

Tel (65) 6517 2525 Email: admissions@psb-academy.edu.sg

www.psb-academy.edu.sg

Co. / GST Reg. No. 200704825E



Cert No: EDU-2-2005
Validity: 14/05/2014 - 13/05/2018

Note: All information provided is treated with the strictest confidentiality in accordance to PDPA (Singapore Personal Data Protection Act) requirements.

- Blank -

Reference Form

MBA Programmes

Note to Applicant

Please complete the section below and pass this form to your referee. It is your responsibility to see that reference forms are forwarded to the University. Your application will not be considered until references have been received.

1. Details

Applicant's Name

Referee

Name		Position	
Address			
Telephone		Facsimile	

TO THE REFEREE. Thank you for agreeing to supply an opinion as to the suitability of this person to undertake an MBA Programme at the University of Nottingham. Any information supplied to us will be treated confidentially.

The MBA Programme relies heavily upon participation of course members. Considerable amount of work is 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.

Please send this reference directly to the MBA Office. We will not acknowledge its receipt unless specifically requested by you.

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

3. What do you consider to be his / her major abilities and strengths?

4. What do you consider to be his / her major weaknesses?

5. Please rate the applicant on the qualities listed below by marking the appropriate point on the scale
(1 = poor, 2 = average, 3 = good, 4 = excellent, 0 = not known)

Attribute	Poor	Average	Good	Excellent	Not Know
Leadership skills	1	2	3	4	0
Capacity to reason logically	1	2	3	4	0
Presentation skills	1	2	3	4	0
Academic ability	1	2	3	4	0
Level of contribution in teamwork	1	2	3	4	0
Ability to work hard	1	2	3	4	0
Ability to meet deadlines	1	2	3	4	0

6. Are you aware of any personal circumstances which might affect his / her performance on the MBA Programme?

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

**Signature of referee
and official stamp if possible**

Date

Please return this form to:
PSB Academy Pte Ltd
Admissions Office
355 Jalan Bukit Ho Swee, Singapore 169567
Tel (65) 6517 2525 Fax (65)627 3190 Email: admissions@psb-academy.edu.sg
Co. / GST Reg. No. 200704825E



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