

Serial number

THE LEEDS MBA – APPLICATION FOR ADMISSION

A. PERSONAL DETAILS (please complete using block capitals throughout)

Title	Family Name (Surname):	Date of Birth		
		Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Given Names (First name):	Previous Names(s), if changed	Sex	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		M	F

Permanent Home Address	Correspondence Address (with dates)
<input type="text"/>	BEO 3F, DAIICHI ZEIKEI BLD. , 1-1-3 SHIMOOCHIAI, SHINJUKU-KU, TOKYO, 161-0033, JAPAN
Tel. No.	Tel. No. 0081 (0) 3 5925 0336
Fax:	Fax: 0081 (0) 3 3368 6605
Email:	Email: application@beo.jp

Country of Birth:	Nationality:
<input type="text"/>	<input type="text"/>

Residential code (see *Notes for Guidance*)

B. TAUGHT DEGREE PROGRAMME SOUGHT

Full-time MBA; Executive MBA;

(FOR OFFICE USE ONLY) DEPARTMENTAL RECOMMENDATION

Dept / School / Inst	F/T or P/T	Major Course Code								
<input type="text"/>	<input type="text"/>	<input type="text"/>								
Qualification and Programme Title	Banner Programme Code									
<input type="text"/>	<input type="text"/>									
Conditions										
<input type="text"/>										
Accept	Starting Date	Period of study (enter number in box)								
<input type="text"/>	<input type="text"/>	<table border="1"> <tr><td><input type="text"/></td><td>Calendar year(s)</td></tr> <tr><td><input type="text"/></td><td>Academic year(s)</td></tr> <tr><td><input type="text"/></td><td>Semesters</td></tr> <tr><td><input type="text"/></td><td>Months</td></tr> </table>	<input type="text"/>	Calendar year(s)	<input type="text"/>	Academic year(s)	<input type="text"/>	Semesters	<input type="text"/>	Months
<input type="text"/>	Calendar year(s)									
<input type="text"/>	Academic year(s)									
<input type="text"/>	Semesters									
<input type="text"/>	Months									
		Reject								
		<input type="text"/>								
Signature and Date										
<input type="text"/>										

C. PREVIOUS HIGHER EDUCATION AND PROFESSIONAL QUALIFICATIONS (see *Notes for Guidance*)

University/Institution	Dates		Qualification obtained	Subject	Language of Instruction	Class/Result	Date obtained
	Start	Finish					

Examinations still to be taken: (include date of completion)

D. ENGLISH LANGUAGE QUALIFICATIONS (see *Notes for Guidance*)

Is English your first/native language? Yes No

Was English the language of instruction for your first degree? Yes No

If English is not your first/native language you will be required to demonstrate competence through IELTS, TOEFL or the Cambridge Certificate.

Most recent test results:

IELTS:	Listening:	Reading:	Writing:	Speaking:	Overall Band:
TOEFL:	Total Score:		TWE (Test of Written English) or Essay Writing score:		
Cambridge Certificate:	Grade:				

E. GMAT (see *Notes for Guidance*)

Have you taken a GMAT (Graduate Management Admission Test)? Yes No

If YES, please state your total score and date of test:

F. EMPLOYMENT HISTORY (see *Notes for Guidance*)

Name and Address of Employer Present first	Job Title	Dates	
		From (month/year):	To (month/year):

For your present or most recent position please supply the following information:

Industry Sector:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Advertising, PR & Marketing | <input type="checkbox"/> Aerospace | <input type="checkbox"/> Agriculture | <input type="checkbox"/> Arts, Music & Film |
| <input type="checkbox"/> Automobiles & Parts | <input type="checkbox"/> Biotechnology | <input type="checkbox"/> Chemicals | <input type="checkbox"/> Complementary Medicine |
| <input type="checkbox"/> Conglomerates | <input type="checkbox"/> Construction/Building Mgmt | <input type="checkbox"/> Consulting | <input type="checkbox"/> Consumer Products/Durables |
| <input type="checkbox"/> Education/Academic Research | <input type="checkbox"/> Electronics/Electrical Eng | <input type="checkbox"/> Energy & Utilities | <input type="checkbox"/> Financial Services (Retail) |
| <input type="checkbox"/> FMCG | <input type="checkbox"/> Food Production | <input type="checkbox"/> Heavy Industry/Manufacturing | <input type="checkbox"/> Hospitality & Leisure |
| <input type="checkbox"/> Industrial Products | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Insurance | <input type="checkbox"/> Internet & E-Business |
| <input type="checkbox"/> Investment Banking & Trading | <input type="checkbox"/> Manufacturing (other) | <input type="checkbox"/> Mechanical Engineering | <input type="checkbox"/> Non Profit NGOs |
| <input type="checkbox"/> Oil & Gas | <input type="checkbox"/> Own Business | <input type="checkbox"/> Packaging | <input type="checkbox"/> Pharmaceuticals & Healthcare |
| <input type="checkbox"/> Printing/Publishing/Media | <input type="checkbox"/> Professional Services | <input type="checkbox"/> Property & Property Management | <input type="checkbox"/> Public Sector & Government |
| <input type="checkbox"/> Recruitment & Training | <input type="checkbox"/> Retailing | <input type="checkbox"/> Sport & Leisure | <input type="checkbox"/> Telecommunication |
| <input type="checkbox"/> Textiles | <input type="checkbox"/> Timber & Paper | <input type="checkbox"/> Transport & Logistics | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Wholesale Trading | <input type="checkbox"/> Other (please specify): | | |

Number of employees: Under 10 11-249 250-499 500-999 Over 1000

Employer's web address:

Functional Role:

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Administration | <input type="checkbox"/> Arts & Music Management | <input type="checkbox"/> Commercial Planning & Analysis |
| <input type="checkbox"/> Consultancy | <input type="checkbox"/> Corporate Finance & Trading | <input type="checkbox"/> Financial Control & Planning | <input type="checkbox"/> General Management |
| <input type="checkbox"/> Healthcare Professional | <input type="checkbox"/> HRM | <input type="checkbox"/> IT & Systems Management | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Marketing & Advertising | <input type="checkbox"/> Product Development | <input type="checkbox"/> Production & Operations Mgmt | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Research & Development | <input type="checkbox"/> Sales & Business Development | <input type="checkbox"/> Strategy & Corporate Planning | <input type="checkbox"/> Student |
| <input type="checkbox"/> Teaching/academic Research | <input type="checkbox"/> Other (please specify): | | |

Current or most recent annual salary (converted to UK £s):

Managerial responsibility (please state the number of staff and size of budget for which you are directly responsible):

Please provide a description of your present or most recent position:

G. COMPETENCY PROFILING

Please answer the following questions on a separate sheet of paper, with your name at the top of each page. Please enclose answers with your application form. Your answer to each question should not exceed 400 words.

Question 1.

Describe a situation at work which required you to work with others to achieve results. Describe what role you played, how you overcame difficulties and what you learned from the experience.

Question 2.

Describe a work situation where you had to prepare a business proposal or case. How did you do this, and would you do things differently with hindsight?

Question 3.

Describe your motivation for doing an MBA, in particular how you see it helping your career development.

H. REFEREES

Please read *Notes for Guidance* carefully. You should enclose two reference forms with your application. You should provide one academic and one employer reference. If you have been out of full-time education for five years or more, then two employer references will suffice.

Name
Occupation
Address
Tel No:
Fax:
Email:

Name
Occupation
Address
Tel No:
Fax:
Email:

H. ADDITIONAL PERSONAL DETAILS

Name and Address of next of kin.

Relationship of next of kin to you.

I. IMPAIRMENT/DISABILITY: if you have entered any number between 1 and 9 on the Equal Opportunities Monitoring form, please indicate any additional support you may require.

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J. FINANCE Who will be paying your fees and providing funds for living expenses? (Please tick appropriate boxes)

- Self: You will be required to satisfy the University that you have sufficient funds.
- Sponsor: Have you already secured sponsorship for your studies? Yes No

If you have arranged sponsorship, give the name and address of your sponsor below and enclose a copy of your letter of confirmation of funding. If no award has been made, give details of the sponsors you are approaching.

Academic fees: details of sponsorship
Living expenses: details of sponsorship

Any criminal conviction? (See *Notes for Guidance*). If a serving prisoner, please supply the prison address in the box below.

- Yes No

I confirm that the information I have given is correct to the best of my knowledge. Applicants are advised that information given which is later found to be false may lead to withdrawal of any offer of a place at the University.

The University will use this information for the purpose of admission and to form part of a subsequent student record. We may use this information to collect statistics but will not publish any information that may identify you. I give my consent to the processing of my data as outlined above.

Signature

Date

Day	Month	Year

Please send your completed application form with references, transcripts, IELTS / TOEFL / Cambridge Certificate scores (if applicable) and any letters of sponsorship to:

MBA Admissions
Leeds University Business School
Maurice Keyworth Building
University of Leeds
Leeds, LS2 9JT
United Kingdom

K. OTHER INSTITUTIONS

To which other institutions have you applied?

L. CONTACT WITH THE UNIVERSITY OF LEEDS

How did you learn about postgraduate study opportunities at Leeds?

Have you applied to Leeds previously?

To Which Department?

When? (Date)

THE LEEDS MBA[®]**CONFIDENTIAL REFERENCE** (see *Notes for Guidance*)

To be completed by the applicant:

Surname / Family name:.....

Given names (First name):.....

Programme of study:.....

Month and year of commencement:.....

To be completed by the referee (see *Notes for Guidance*):

The above named individual is applying for admission to the Leeds MBA programme and has provided your details as a referee. We would be grateful if you would complete this reference form and return it direct to MBA Admissions, Leeds University Business School, Maurice Keyworth Building, University of Leeds, Leeds LS2 9JT, UK. The information you provide will be treated in the strictest confidence.

Please assess the applicant's competencies against a peer group at a similar stage in their career.

Description of peer group (e.g. level of management, country, student cohort):

	Below Average	Average	Above Average	High Achiever	Exceptional Achiever	Can't Judge/Don't Know
Drive						
Taking responsibility						
Ability to work with others						
Leadership (potential)						
Creative thinking						
Planning & organising (including self)						
Emotional resilience						
Self-awareness						
Analytical thinking						
Judgement						
Breadth of interest						
Interpersonal skills						
Integrity						
Self-confidence						
Written communication skills (English)						
Oral communication skills (English)						
Confidence with numbers (quantitative skills)						
Intellectual ability to complete a Master's degree						

Please use the space below to provide a short statement on the candidate's suitability for The Leeds MBA, and any further supporting comments you wish to make (see *Notes for Guidance*).

For further information about The Leeds MBA and Leeds University Business School, please visit our website at: www.leeds.ac.uk/lubs

Signature of referee: _____

Name and position: _____

Address: _____

Telephone: _____

Email: _____

REFEREES – NOTES FOR GUIDANCE

Important Information for Applicants

You should enclose two reference forms with your application. You should provide one academic and one employer reference. If you have been out of full-time education for five years or more, then two employer references will suffice.

Academic References

- i. References should be from people not related to you by blood or marriage.
- ii. Your referees should be qualified to comment on your academic ability, if possible at the highest academic level in which you have studied.
- iii. Academic references must be submitted using the form provided.
- iv. You should include both reference forms with your application in a sealed envelope which has been signed across the seal with a college or official stamp. If you are not able to enclose transcripts and references with your application form, please send them directly to: MBA Admissions, Leeds University Business School, Maurice Keyworth Building, University of Leeds, Leeds, LS2 9JT, UK.

Employer References

- i. References should be from people not related to you by blood or marriage.
- ii. Your referees should be qualified to comment on your work performance and behaviours and should ideally come from your present or most recent employer (it is appreciated that it may not be possible to arrange this at the point at which you apply for the Leeds MBA).
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Important Information for Referees

References must be submitted using the enclosed form and must be signed. Please include the name of the applicant and the programme applied for. Please also include your name, position/status, address, telephone number, fax and / or email address. The completed reference should be placed in a sealed envelope which has been signed across the seal with a college or official stamp. Please use the following guidelines when considering the candidate's suitability for the Leeds MBA.

Academic Referees

- i. Please state how long and in what capacity you have known the applicant.
- ii. What do you consider to be his/her main strengths?
- iii. Please include detailed information on results obtained by the applicant and prediction of likely degree result if the applicant has not yet graduated.
- iv. Your assessment of the suitability of the applicant for the Leeds MBA programme.
- v. Please comment on his/her English language proficiency – ability to speak, write and comprehend English, if the applicant's native language is not English.

Employer Referees

- i. Please state how long and in what capacity you have known the applicant.
- ii. What do you consider to be his/her main strengths in the areas of a) initiative, b) diligence, c) flexibility, d) group working, e) critical/analytical abilities?
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Confidence with numbers (quantitative skills)						
Intellectual ability to complete a Master’s degree						

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Signature of referee: _____

Name and position: _____

Address: _____

Telephone: _____

Email: _____

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THE LEEDS MBA®**Notes for Guidance: Application for the Leeds MBA****GENERAL**

Please either type this form or complete it in black ink using block capitals throughout. Complete all sections of the application as fully as possible. If the section does not apply to you, please indicate this with N/A. Do not refer to attachments e.g. C.V. or résumé. Provided that you complete all sections of the form, you may supply additional detail (on A4 paper).

A. PERSONAL DETAILS

Please include your family name (surname) and given names (first names) as they are written in your passport or birth certificate. Do not use informal or nicknames on your application. Refer to any previous names in order to confirm that certificates and transcripts using a previous name are yours.

B. MBA PROGRAMME SOUGHT

Please specify which Leeds MBA programme you wish to apply for (Full-time or Executive).

C. HIGHER EDUCATION TO DATE AND PROFESSIONAL QUALIFICATIONS

Please include transcripts of your results (including explanation of marking systems) with your application. If these are in a language other than English, please include official translations. Please quote the title used on the degree certificate/transcript and indicate the system used, i.e. grades, grade point average, percentage. If your final result is not known at the time of application, please indicate when your results will be known and send these to MBA Admissions, Leeds University Business School, Maurice Keyworth Building, University of Leeds, Leeds LS2 9JT, UK, as soon as they become available.

In exceptional circumstances the normal academic entry qualifications of at least an upper second-class degree may be waived for applicants with professional qualifications and/or extensive executive work experience. If you wish to apply for admission to the Leeds MBA programme (Full-time or Executive) but are without higher education qualifications, please enclose with your application a statement of your professional qualifications and your executive work experience. Please ensure that you include your name and details at the top of your additional statement.

D. ENGLISH LANGUAGE QUALIFICATIONS

Please include copies of results of any formal tests you have completed, e.g. IELTS, TOEFL or Cambridge Certificate. For applicants whose first language is not English, the University's minimum English language requirement is a TOEFL score (paper-based test) of at least 580 with 4.0 on the Test of Written English – TWE or 240 with 4.0 on essay writing (computer-based test); or a minimum IELTS score of 6.5 with not less than 6.0 in all sections, or a Cambridge Certificate grade of at least 'C'.

E. GMAT

Please enclose a copy of your score report with your application. Although GMAT is not a condition for entry to the Leeds MBA, provision of your score report will assist the Programme Director when considering your application.

F. EMPLOYMENT HISTORY

Please present a list of job titles and employers, with dates, starting with your present or most recent job. Provide details for the last ten years or since you started working full-time.

For your present or most recent employment, please indicate the sector and the total number of employees for the whole corporate entity. Please also supply the web page reference if available.

For your present or most recent employment, indicate your functional role (e.g. marketing, finance, operations); your salary converted to UK £ at the current rate of conversion rounded to the nearest whole

thousand; managerial responsibility including the number of staff and size of budget which you are directly responsible for managing.

H. REFEREES

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Your assessment of the suitability of the applicant for an intensive management education degree.

J. FINANCE

UK/EU applicants who wish to be considered for a Research Council or other Government financed studentship for which application is made by the Department accepting the student (e.g. EPSRC quota scholarship) should indicate this clearly in the sections headed 'Academic fees' and 'Living expenses' as appropriate. If you are applying for University or Departmental scholarships or bursaries, you must apply on the appropriate form in addition to this application. The results of scholarship applications are notified separately from the application for a place on a programme.

L. CONTACT WITH THE UNIVERSITY

This section is to help the University monitor the effectiveness of its marketing.

Scholarships

All requests for information regarding scholarships should be directed to:

Research Degrees and Scholarships Office
University of Leeds, Leeds LS2 9JT.

Phone numbers:

UK Students: 0113 343 4077

International Students: +44-113 343 4007

Email: scholarships@leeds.ac.uk

Web page: www.leeds.ac.uk/students/scho.htm

Residential code (fee status)

The University is required to make a decision about your fee status. To help us do this, please choose a category from the list below. Most UK/EU applicants will be category A. The code you choose is provisional. The University will make the final decision using DFES (Department of Education and Skills) and UKOSA (Council for International Education) guidelines. **If there is any doubt regarding your fee status, the University will ask you to complete an assessment form.**

A You are a UK/EU¹ national, live in the Channel Islands or Isle of Man or are the child of a UK/EU¹ national, and have lived in the EEA for three years – but not just for full-time education.

B You have settled (lived) in the UK for three years, but not just for full-time education.

C You are a refugee, or have been granted Exceptional leave to Enter or Remain in the UK, and you have lived in the UK since status was recognized or granted, or you are such a person's husband, wife or child.

D You are a national of Iceland, Liechtenstein or Norway, you have lived in the UK and are a migrant worker (or you are such a person's husband, wife or child), or you live in the EEA but not just for full-time education.

G You are a UK/EU¹ national, or a child of a UK/EU¹ national, and normally live in the EEA² but temporarily work outside the EEA².

O Other

Note

1. The above reference to the European Union includes the following countries: Austria; Belgium; Cyprus; Czech Republic; Denmark (excluding the Faroe Islands and Greenland); Estonia; Finland; France; Germany; Greece; Hungary; Republic of Ireland; Italy; Latvia; Lithuania; Luxembourg; Malta; Portugal; Slovakia; Slovenia; The Netherlands; Portugal; Spain; Sweden; The United Kingdom.

2. The above references to the EEA include all countries in the EU plus Iceland, Liechtenstein and Norway.

Criminal Convictions

If you have been convicted of a criminal offence, excluding **a)** a motoring offence for which a fine and/or a maximum of three penalty points were imposed or **b)** spent sentences, you are required to declare this by completing the 'yes' box in the **criminal conviction** section of the application form. Serving prisoners should also supply the prison address so that a reference may be sought. The University will send a questionnaire for completion to all successful applicants declaring a **criminal conviction**. The information submitted in the questionnaire will be treated in the strictest confidence.

