

Application for admission

The Henley MBA

For office use only

Date received		Admissions Officer		Admissions Panel	
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Please read the accompanying notes before completing this form. An incomplete application form may result in a delay with your application.

Fill in all sections and return by email to admissions@henley.com or by fax to +44(0)1491 418 818

Please send a copy of the form with the supporting documents listed in the Application Form Notes to the Admissions Office, Henley Business School, Greenlands, Henley-on-Thames, Oxon RG9 3AU

Section 1 Programme details

1.1 Please tick the programme you are applying for:	<input type="checkbox"/> The Henley Full-time MBA <input type="checkbox"/> The Henley Executive MBA <input type="checkbox"/> The Henley Executive MBA (Construction Enterprise) <input type="checkbox"/> The Henley Executive MBA (Corporate Finance) <input type="checkbox"/> The Henley Executive MBA (Real Estate) <input type="checkbox"/> The Henley MBA by Flexible Learning <input type="checkbox"/> The Henley MBA by Flexible Learning (International Stream) <input type="checkbox"/> The Henley MBA (Project Management) by Flexible Learning <input type="checkbox"/> Postgraduate Diploma in Management by Flexible Learning <input type="checkbox"/> Postgraduate Diploma in Management by Flexible Learning (International Stream) <input type="checkbox"/> Postgraduate Diploma in Management (Project Management) by Flexible Learning
1.2 Date of intended entry	Month and year
1.3 Have you ever applied for or completed another programme at Henley	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.4 If yes, please provide details:	

Section 2 Personal details

2.1 Title (Mr/Mrs/Ms/Miss/other)	
2.2 Surname (Family name)	
2.3 Forenames (in full)	
2.4 Preferred name	
2.5 Sex (male/female)	
2.6 Date of birth (dd/mm/yyyy)	

Section 3 Residence

3.1 Nationality	
3.2 Country of permanent residence	
3.3 Have you been resident in the UK prior to this course? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3.4 If yes, please state how long for, give dates of most recent period of residence in the UK, and the reason for your visit:	

Section 4 Contact details

4.1 Home address	
4.2 Country	
4.3 Postcode	
4.4 Telephone	
4.5 Fax	
4.6 Mobile	
4.7 Email	

Section 5 Current employment

5.1 Present job title	
5.2 Date appointed	
5.3 Employer	
5.4 Address	
5.5 Telephone	
5.6 Fax	
5.7 Email	
5.8 Nature of employer's business or activity	
5.9 Gross annual salary (£)	
5.10 Please describe your current duties and responsibilities, and describe your major achievement in this role:	

Section 6 Work experience

6.1 How many years relevant full-time managerial work experience do you have?	
6.2 How many years total work experience do you have?	
<p>6.3 In order that the Henley Business School can fully consider your application and your suitability for the Henley MBA, you are asked to provide further details of your managerial experience. For your current position, please therefore complete the relevant sections which show different types of managerial activity. In addition, should you have held more than one position during the last five years, please provide similar details for these positions on a separate sheet giving the titles and dates for each role. In submitting your application, you are also asked to include a current curriculum vitae with this form.</p>	
a) An involvement in strategic planning and decision-making that affects events beyond standard operational activities	
b) A responsibility for co-ordinating the work of others in a team	
c) A responsibility for meeting financial targets that rely on the efforts of more than one person	
d) A requirement to structure and order one's own work activities over a period of more than one month to solve problems and deliver results	
e) A defined responsibility for improving the performance of people, processes or technology	
f) A role that primarily achieves results through influencing others rather than through direct authority	
g) Experience of working internationally or of relevant multi-cultural exposure	

Section 7 Higher education

Qualification	Class or grade	Subjects	University or college	Dates of course	Graduation date

Section 8 Professional qualification

Name & address of institution	Qualification and course	Year awarded	Associate / fellow / member

Section 9 Personal statement

In support of your application please explain how you believe you will benefit from the programme and state your career objectives by giving a frank expression of your strengths and weaknesses. You are expected to write 600–700 words.

Please continue on an extra page if required (the box will expand if typing in form on screen).

Section 10 References

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

Referee 1

Name	
Position	
Address	
Telephone	
Email	

Referee 2

Name	
Position	
Address	
Telephone	
Email	

Section 11 Other details

11.1 Please indicate which address you would like Henley Business School to use for each of the following: <i>Please note: work address is preferable for course materials as a signature is required on delivery.</i>	a) Correspondence b) Course materials c) Email	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Work
11.2 Has your employer given support to this application? <input type="checkbox"/> Yes <input type="checkbox"/> No		
11.3 Please indicate who will be responsible for your fees: <input type="checkbox"/> Yourself <input type="checkbox"/> Your company <input type="checkbox"/> Shared		
11.4 Percentage split (if shared):	You %	Your company %
11.5 Do you wish your company to be invoiced? <input type="checkbox"/> Yes <input type="checkbox"/> No		
11.6 Company contact name and address for invoice (if applicable)		
11.7 Purchase order number (if required)		

Section 12 International applicants

12.1 Is English your first language or was English the medium of instruction for your first degree? <input type="checkbox"/> Yes <input type="checkbox"/> No	
12.2 If no, please provide details of English language tests taken, along with scores obtained and date test was taken:	

Section 13 Disability

If you have a disability that may affect your learning, please provide details:

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Section 14 School information

14.1 We would like to send you information about other Henley Business School and University of Reading activities and programmes. Please indicate whether you are happy to receive such information: Yes No

14.2 Please indicate the main source of information which prompted you to apply for the Henley MBA programme:

- Recommended by current/former Henley student
- Recommended by company contact
- An MBA Fair. Location:
- Advertisement. Location:
- AMBA/AMBA Guide
- Which* MBA Guide
- Henley Business School website
- Other. Please state:

14.3 Have you attended a School information seminar? Yes No

14.4 If yes, what was the location of the seminar? At Henley In London Elsewhere

Section 15 Declaration

I declare that the information given on this form is true, complete and accurate and that no information requested, or other material, has been omitted.

Signature	
Date	

If any of the information on your application form is found to be false, it may lead to the withdrawal of your place at the University.

HESA statistical monitoring form

(UK/EU applicants only)

The Henley MBA

We would be grateful if you would return the following information with your application form. This information will be used by the University for statistical purposes only and will not affect any decision on your application. The University is required to release this information to the Higher Education Statistics Agency, but the latter will use it only in the form of statistical tables. If you have already completed this form whilst attending a previous course at this University, you only need do so again if your circumstances have changed.

Please note that international students (outside the European Union) need not complete this form.

Section 1 Personal details

1.1 Title (Mr/Mrs/Ms/Miss/other)			
1.2 Forenames (in full)			
1.3 Surname (Family name)			
1.4 Home address			
1.5 Country		1.6 Postcode	
1.7 Telephone		1.8 Email	
1.9 Sex (Male/Female)		1.10 Nationality (UK/EU/ International)	
1.11 Date of birth (dd/mm/yyyy)			

Section 2 Programme(s) applied for

Please provide details of the programme(s) you have applied for, e.g. The Henley Executive MBA:

Section 3 Ethnic origin

How would you describe your ethnic origin? Please mark box.	<input type="checkbox"/> Asian or Asian British – Bangladeshi	<input type="checkbox"/> Other Asian background
	<input type="checkbox"/> Asian or Asian British – Indian	<input type="checkbox"/> Other Ethnic background
	<input type="checkbox"/> Asian or Asian British – Pakistani	<input type="checkbox"/> Other Mixed background
	<input type="checkbox"/> Black or Black British – African	<input type="checkbox"/> Other White background
	<input type="checkbox"/> Black or Black British – Caribbean	<input type="checkbox"/> White – British
	<input type="checkbox"/> Chinese	<input type="checkbox"/> White – Irish
	<input type="checkbox"/> Irish Traveller	<input type="checkbox"/> White – Scottish
	<input type="checkbox"/> Mixed – White and Asian	
	<input type="checkbox"/> Mixed – White and Black African	
	<input type="checkbox"/> Mixed – White and Black Caribbean	

Section 4 Disability

4.1 Do you have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.2 If yes, what is the nature of your disability?	<input type="checkbox"/> Blind / partially-sighted <input type="checkbox"/> Deaf / hearing impairment <input type="checkbox"/> Wheelchair user / mobility difficulties <input type="checkbox"/> Personal care support <input type="checkbox"/> Mental health difficulties <input type="checkbox"/> Unseen disability, e.g. diabetes, epilepsy, asthma <input type="checkbox"/> Autistic Spectrum Disorder <input type="checkbox"/> A learning difficulty, e.g. dyslexia <input type="checkbox"/> Multiple disabilities. Specify below. <input type="checkbox"/> A disability not listed above. Specify below.
Further details of disability if required	
4.3 If you consider that this disability may affect your studies, and have not previously discussed it with us but would like to do so, please mark this box: <input type="checkbox"/>	

Section 5 Socio-economic background

If you are under 21, please give the occupation of your parent, step-parent or guardian who earns the most. If he or she is retired or unemployed, give their most recent occupation. If you are 21 or over, please give your own occupation below:

Section 6 Previous qualification

Please indicate the highest academic qualification you have achieved:

- | | |
|---|--|
| <p>Postgraduate</p> <ul style="list-style-type: none"> <input type="checkbox"/> Higher degree of UK institution <input type="checkbox"/> Postgraduate diploma or certificate excluding PGCE <input type="checkbox"/> PGCE with QTS/GTC registration <input type="checkbox"/> PGCE without QTS/GTC registration <input type="checkbox"/> Postgraduate equivalent qualification not elsewhere specified <input type="checkbox"/> E/W/NI NQF at levels 7 (NVQ level 7 etc) & 8 and SVQ level 5 <p>Undergraduate</p> <ul style="list-style-type: none"> <input type="checkbox"/> Undergraduate qualifications with QTS <input type="checkbox"/> First degree of UK institution <input type="checkbox"/> Graduate of EU institution <input type="checkbox"/> Graduate of other overseas institution <input type="checkbox"/> GNVQ/GSVQ level 5 <input type="checkbox"/> NVQ/SVQ level 5 <input type="checkbox"/> Graduate equivalent qualification not elsewhere specified <input type="checkbox"/> Open University credit(s) <input type="checkbox"/> Other credits from a UK HE institution <input type="checkbox"/> Certificate or diploma of education (ie. non-graduate initial teacher training) <input type="checkbox"/> HNC or HND (including BTEC and SQA equivalents) <input type="checkbox"/> Diploma in Higher Education | <p>Further education</p> <ul style="list-style-type: none"> <input type="checkbox"/> GNVQ/GSVQ level 4 <input type="checkbox"/> NVQ/SVQ level 4 <input type="checkbox"/> Professional Qualifications <input type="checkbox"/> Foundation course at HE level <input type="checkbox"/> Other HE qualification of less than degree level <input type="checkbox"/> Foundation Degree <input type="checkbox"/> GNVQ/GSVQ level 3 <input type="checkbox"/> NVQ/SVQ level 3 <input type="checkbox"/> A level equivalent qualification not specified elsewhere <input type="checkbox"/> Any combination of GCE, A/SQA, Higher/SQA, Advanced Higher & GNVQ, NVQ/SVQ at level 3, ONC or OND (including BTEC and SQA equivalents) <input type="checkbox"/> Foundation course at FE level <input type="checkbox"/> ACCESS course (QAA recognised) <input type="checkbox"/> ACCESS course (not QAA recognised) <input type="checkbox"/> Baccalaureate <p>Secondary education</p> <ul style="list-style-type: none"> <input type="checkbox"/> GCSE/O level qualifications only; SQA O grades & standard grades <input type="checkbox"/> Other non-advanced qualification <input type="checkbox"/> NVQ/SVQ level 2 <input type="checkbox"/> Diploma in Foundation Studies (Art & Design) <input type="checkbox"/> Accreditation of Prior (Experiential) Learning (APEL/APL) <input type="checkbox"/> Mature student admitted on previous experience (without formal APEL/APL) &/or Institution's own entrance exam <input type="checkbox"/> Advanced Modern Apprenticeships <p>Other</p> <ul style="list-style-type: none"> <input type="checkbox"/> Other non-UK qualification, level not known <input type="checkbox"/> No formal qualification <input type="checkbox"/> Not known |
|---|--|

Application checklist

The Henley MBA

Please complete this application checklist to remind you which documents should be enclosed with your application. If any of the documents requested are missing, there may be a delay in the processing of your application.

Copy of application form

Enclosed

Certified copies of certificates

Please also include English translation, if applicable.

Enclosed

Full transcript of degree programmes taken to date

Please also include English translation, if applicable.

Enclosed

English language certificate

For example, IELTS, TOEFL, (if required)

Enclosed

Or will be sent by (dd/mm/yyyy)

Current curriculum vitae

Enclosed

Reference one

Enclosed

Or will be sent by (dd/mm/yyyy)

Reference two

Enclosed

Or will be sent by (dd/mm/yyyy)

HESA monitoring form

Required for all UK/EU applicants.

Enclosed