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passport sized photo  
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# Application for Admission

In order that we may process your application as quickly as possible it is essential that **ALL** sections of the application form are completed, even if you are enclosing a CV. Please read the Application Guidance Notes before completing the application form in **TYPESCRIPT** or **BLACK** ink and using **CAPITAL** letters.

## Personal Details

Family Name/Surname \_\_\_\_\_

Other Names \_\_\_\_\_

Title (Mr/Mrs/Miss/Ms/Dr/Other) \_\_\_\_\_

Gender (please tick)  M  F

Date of Birth     /     /      
                  DD / MM / YYYY

Marital Status (please tick)  Married  Single  Other

Country of Birth \_\_\_\_\_

Nationality \_\_\_\_\_

Country of Residence \_\_\_\_\_

Passport No. \_\_\_\_\_

Permanent Address \_\_\_\_\_

Country \_\_\_\_\_

Post/Zip Code \_\_\_\_\_

E-mail \_\_\_\_\_

Home Tel No \_\_\_\_\_

Mobile/Cell No \_\_\_\_\_

Correspondence Address (if different from above) \_\_\_\_\_

Country \_\_\_\_\_

E-mail \_\_\_\_\_

Tel No \_\_\_\_\_



## Proposed Programme of Study

Postgraduate Certificate

Postgraduate Diploma

MBA

Please indicate here if you wish to study an MBA with Specialism

Human Resource Management  Finance

Marketing  Strategic Planning

## Method of Study

Full-Time Programme

Executive Programme

Preferred Date of Entry (October or January intake)

Month \_\_\_\_\_ Year \_\_\_\_\_

## Academic and Professional Qualifications

Please ensure that you send **certified** copies of your award certificates and transcript of subjects (for all years of study) with your application, translated into English where appropriate.

### Most Recent/Current Academic Qualifications

Name of University/College (including country)	Qualification obtained e.g. MSc, BCom, PG Diploma	Grade e.g. first, second, pass, distinction	Main Subject Area	Date of Award (or Expected Award Date)

Length of Course (years): \_\_\_\_\_

Dates of Attendance:

From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
DD / MM / YYYY DD / MM / YYYY

Mode of Study (tick as appropriate):

Full-Time

Part-Time

Distance Learning

### Other Academic Qualifications Completed

Please list any other relevant academic qualifications obtained from the age of 16 onwards.

Name of University/College/School (including country)	Qualification obtained e.g. degree, diploma, school level	Grade e.g. first, second, pass, distinction	Study Mode Full-time, Part-time or distance learning	Date of Award (or Expected Award Date)	Period of Study month/year to month/year

### Professional Qualifications

Please provide details of membership of any professional bodies or other qualifications.

Name of Professional Body	Classification of Membership e.g. student, affiliate, fellow	Entry Route e.g. by examination, work experience, prior learning	Date Admitted (or Expected Date)

## Employment Information

Please provide details of your current and previous employment and work experience. You may, **in addition to completing this section**, include a CV.

### Most Recent/Current Employment

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

\_\_\_\_\_

Country \_\_\_\_\_ Post/Zip Code \_\_\_\_\_

Telephone No \_\_\_\_\_ Fax No \_\_\_\_\_

Web Address \_\_\_\_\_

Position held \_\_\_\_\_

Full-Time

Part-Time

Start Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Finish Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
DD / MM / YYYY DD / MM / YYYY

Describe the nature of the work undertaken and your main areas of responsibility \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Previous Employment

Name of Company	Dates of Employment mm/yy      mm/yy	Position Held	Full/Part-Time

## English language

An excellent command of the English language is required for entry to the programme. If you do not hold an English language qualification, or it has been over two years since you sat a test or studied in English you may be required to obtain one prior to admission.

Is English your first language? Yes  No

If no, what is your first language? \_\_\_\_\_

Was English the language of instruction for your previous qualifications? Yes  No

If yes, please indicate in the boxes below how many years you have spent studying in English.

At School  At University  Other

Please indicate the year in which you last studied in English. \_\_\_\_\_

## English Language Tests

If English is not your first language, please give details of any English language qualifications you have undertaken within the last two years (or are registered to take) and attach certified copies of your certificates/test results.

Name of English language test \_\_\_\_\_

Date of test    \_\_\_ / \_\_\_ / \_\_\_\_\_  
                  DD / MM / YYYY

Mark/grade obtained

Name of English language test \_\_\_\_\_

Date of test    \_\_\_ / \_\_\_ / \_\_\_\_\_  
                  DD / MM / YYYY

Mark/grade obtained

## Other

If English is the main language of communication at your place of employment we may consider this in lieu of an English language test.

Do you converse in English on a daily basis at your place of employment? Yes  No

If yes, please ask your employer to provide you with a written statement confirming this and attesting to your level of proficiency (this statement must be submitted on a company letterhead and be signed and dated by your employer). This statement should accompany your application to the programme.

## Distance Learning Transfer Students

This section should only be completed by students who commenced study on the MBA by distance learning and are applying to transfer to the on-campus programme.

### Student Details

Student Identification (SID) number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Proposed On-Campus Study

#### Core Courses

Please indicate below which core courses you wish to complete on-campus at Edinburgh Business School.

Core Courses	Please tick if you wish to attend the on-campus course	Please tick if you have purchased the course.
Accounting	<input type="checkbox"/>	<input type="checkbox"/>
Economics	<input type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input type="checkbox"/>	<input type="checkbox"/>
Organisational Behaviour	<input type="checkbox"/>	<input type="checkbox"/>
Project Management	<input type="checkbox"/>	<input type="checkbox"/>
Strategic Planning	<input type="checkbox"/>	<input type="checkbox"/>

#### Elective Courses

A limited number of elective courses are taught on-campus each year, details of which can be found on our website. If you wish to attend any of the electives scheduled to be taught please indicate below.

Elective Courses (please specify)	Please tick if you have purchased the course.
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

## Supporting Statement

Please give further information in support of your application to include; why you wish to study this programme, what benefits you expect to gain from it and the skills and experience you possess which make you a suitable applicant.

## Declaration

I am applying for admission to Edinburgh Business School, the Graduate School of Business of Heriot-Watt University. I understand that the decision to offer me a place rests with the School whose decision is final. If I am offered and accept a place on the programme, I undertake to abide by the rules and regulations of the School and Heriot-Watt University. I certify that the information given in this application is correct and confirm that the documentation I have supplied with my application is genuine.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Confidential References

Two people who have knowledge of your academic and professional ability must provide references in **support** of your application to Edinburgh Business School.

- If you are currently a student or have recently completed your studies, one of your referees must be a lecturer or professor from your university.
- The other referee should preferably be the person you report to in your current company. If you do not wish to inform your current employer that you are applying for admission to Edinburgh Business School please submit references from your previous employers. Your employer reference must, in addition to supporting your application, confirm a minimum of two years, full-time, post qualifying work experience (four years if you are applying for the Executive Programme). If you have been with your current/previous employer for less than two/four years, please supply additional employer references.
- If you did not attend university or you did so a long time ago, you may wish to seek a reference from someone else who can comment on your learning abilities, e.g. a supervisor or staff training officer.

References should be submitted in a sealed envelope, be typed on the university/company's official letterhead and include the postal address, telephone number, fax number and email address of the referee. They must be signed, dated and be officially stamped where possible.

Please supply details of your chosen referees below:

Referee's Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Country \_\_\_\_\_  
Post/Zip Code \_\_\_\_\_  
Telephone No \_\_\_\_\_  
Fax No \_\_\_\_\_  
Email \_\_\_\_\_  
Web Address \_\_\_\_\_  
Relationship to you \_\_\_\_\_

Referee's Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Country \_\_\_\_\_  
Post/Zip Code \_\_\_\_\_  
Telephone No \_\_\_\_\_  
Fax No \_\_\_\_\_  
Email \_\_\_\_\_  
Web Address \_\_\_\_\_  
Relationship to you \_\_\_\_\_

## Funding

How do you plan to fund your studies?

I have a scholarship/grant  Please provide the name of the individual/organisation funding your scholarship/grant  
\_\_\_\_\_  
I am/will be applying for a scholarship/grant  Please give the name of the individual/organisation to whom you are applying  
\_\_\_\_\_  
I (or my family) will be funding my studies   
I will be funded by my employer   
I will be funding my studies in some other way  Please specify  
\_\_\_\_\_

## Marketing Information

How did you learn about the postgraduate opportunities at Heriot-Watt University?

Edinburgh Business School Website	<input type="checkbox"/>	Heriot-Watt University Website	<input type="checkbox"/>	Prospectus	<input type="checkbox"/>
Graduate Courses Website	<input type="checkbox"/>	Career Service/Educational Advisor	<input type="checkbox"/>	Careers Fair	<input type="checkbox"/>
Education Fair	<input type="checkbox"/>	British Council	<input type="checkbox"/>	Word of Mouth	<input type="checkbox"/>
Edinburgh Business School Alumni/Student	<input type="checkbox"/>	Company Recommendation	<input type="checkbox"/>	Advertisement	<input type="checkbox"/>
Other	<input type="checkbox"/>				

Please provide specific details for any of the above \_\_\_\_\_

## Equal Opportunities Monitoring

The University encourages applications from students from all cultural and ethnic backgrounds and as part of our Equal Opportunities Action Plan we are committed to finding out and understanding as much as possible about the ethnic make-up of our student body. This not only allows us to fulfil the requirements of the Race Relations (Amendment) Act 2000 but helps us to proactively address the individual needs of different ethnic or religious groups, and also promote good race relations across the whole institution. The information you provide here is crucial to this process. If however you do not wish to give this information please select “Do not wish to specify”.

Arab	<input type="checkbox"/>	Black African	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Black/British Black Caribbean	<input type="checkbox"/>	Other Mixed Background	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Black Other	<input type="checkbox"/>	Other Ethnic Background	<input type="checkbox"/>
Indian	<input type="checkbox"/>	White	<input type="checkbox"/>	Do not wish to specify	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Additional information can be detailed below if you wish:	
Other Asian	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>		

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## Disability/Medical Condition/Special Need

The University welcomes students with disabilities and will try to meet your needs. The information you provide on the application form will help us to do this. If you have a disability, special need or medical condition please select the most appropriate option from the list. If you do not have a disability, special needs or a medical condition please enter “No Disability”. If you do not wish to give information please select “Do not wish to specify”.

No Disability	<input type="checkbox"/>	Personal Care Support	<input type="checkbox"/>
Autistic Spectrum Disorder	<input type="checkbox"/>	Specific Learning Difficulty	<input type="checkbox"/>
Blind/Partially Sighted	<input type="checkbox"/>	Wheelchair/Mobility Difficulties	<input type="checkbox"/>
Deaf/Hearing Impairment	<input type="checkbox"/>	A Disability Not Listed	<input type="checkbox"/>
Dyslexia	<input type="checkbox"/>	Do not wish to specify	<input type="checkbox"/>
Mental Health Difficulties	<input type="checkbox"/>	Additional information can be detailed below if you wish:	
Multiple Disabilities	<input type="checkbox"/>		

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## Criminal Convictions

To help the universities and colleges reduce the risk of harm or injury to their students caused by the criminal behaviour of other students, they must know about any relevant criminal convictions that you have. Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

If you are convicted of a relevant criminal offence after you have applied, you must also tell us.

You must enter “Y” in the box if you have a relevant criminal conviction that is not spent.



## Application Notes of Guidance

### Application Form

The application form should be completed **IN FULL** in typescript or block capitals.

Ensure all relevant sections of the form are completed even if you are enclosing a separate CV or supporting statement.

Forms which are not fully completed will not be processed and will be returned to you.

### Supporting Documents

The following documents **must** be submitted with your application:

- A recent passport-sized photograph
- Certified and if applicable, translated copies of award certificates and transcripts for each year of study
- Evidence of English language proficiency (if English is not your first language)
- Two references written in support of your application
- A current curriculum vitae
- A certified copy of the personal information page in your passport

### English Language

If English is not your first language you must provide evidence that your written, reading and spoken English skills are adequate. If you have taken one of the UK Border Agency approved English language courses (level C1 or above) within the last two years, please include a certified copy of your test result with this application.

If you have not taken one of these English language courses or you took one more than two years ago, please arrange to do so at your earliest convenience. A certified copy of your test result should be forwarded to us as soon as it is available.

Details of the UK Border Agency approved English language courses (level C1 or above must be attained for entry to the on-campus programme) can be found on their website at: <http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/approvedenglishtestst2.pdf>

### References

Two references should accompany your application, these should be submitted in a sealed envelope, be typed on the university/company's official letterhead, be signed, dated and be officially stamped where possible.

The reference should include:

- The postal address, telephone number, fax number and email address of the referee
- How long the referee has known you (years)
- When they last had regular contact with you (years)
- In what capacity they knew you e.g. academic tutor/professor, manager, supervisor, training officer etc
- The employer reference should confirm the length and nature of your employment and standard of work
- The academic reference should confirm your programme of study/award, dates of study and ability in relation to other students in your year
- An outline of your strengths and weaknesses specifically in relation to your intellectual capacity, perseverance, motivation, verbal communication, ability to work with others, analytical ability, creativity and overall potential for postgraduate study
- Any other factors or circumstances they believe the Admission Panel should consider when assessing your suitability for admission.

### Admission Procedure

You should submit your application form and supporting documents to:

Assistant Programmes Administrator  
Edinburgh Business School  
Heriot-Watt University  
Edinburgh  
EH14 4AS  
United Kingdom

Applications are considered throughout the year with intake sessions in October and January of each year. Where all the necessary information and supporting documentation has been supplied, a decision will be reached normally within three weeks of the application being received. You will be notified in writing of the Admission Panel's decision.

### Enquiries

If you have any enquiries regarding the admission procedure or your application please contact the Assistant Programmes Administrator at the address above or by:

Tel: ++44 (0) 131 451 3090

Fax: +44 (0) 131 451 3002

Email: [oncampusmba@hw.ac.uk](mailto:oncampusmba@hw.ac.uk)