

Application for Admission to the Sussex Masters of Business Administration (MBA)



For office use only

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Please read the attached notes before completing this application form

Section A	Personal details	(Please see notes)										
Surname/Family Name		Email (please write clearly)										
First Names (in full)		Home/Correspondence address:										
Previous surname/family name (if any)		Telephone (land line):										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Male/Female</td> <td style="width: 70%;">Date of birth (dd/mm/yy)</td> </tr> <tr> <td></td> <td style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> </td> </tr> </table>	Male/Female	Date of birth (dd/mm/yy)		<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								Telephone (mobile):
Male/Female	Date of birth (dd/mm/yy)											
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Country of birth	Nationality	Work address:										
Do you need a student visa to study in the UK? (√) Yes <input type="checkbox"/> No <input type="checkbox"/> If yes , please complete the sections below:		Work telephone (land line):										
Country of permanent residence		Work telephone (mobile):										
Nationality (as stated in your passport)		Work email:										
Passport number		Have you previously studied at Sussex?										
Passport expiry date (dd/mm/yy)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>							(√) Yes <input type="checkbox"/> No <input type="checkbox"/>				
Name (as it appears on your passport)		If yes , under what name did you study?										

Section B		Relevant experience	
<p>Please give details of any professional and relevant experience or employment (include vacation work if relevant). Give details also of any experience or training in advanced study or research, including publications and practical experience. You may also attach a CV of up to two pages.</p>			
From	To	Position held	Name and address of employer(s)

Section C		Education and qualifications		(Please see notes)		
<p>All students with non-UK qualifications must submit both: their original transcript (with an explanation of the grading system) and a certified transcript in English, of their academic record.</p>						
University or institution attended	Dates		Subject(s) of study	Qualification (BA, MSc, etc)	Degree Classification	Date obtained or expected
	From	To				

Section E	References	(Please see notes)
<p>Please note that the University requires references in order to consider your application. Please, therefore, state the names, titles and contact details of your two referees below and either enclose two references in sealed envelopes or ask your referees to send references to the University directly. These should include your full name and the course you have applied to. They should also be signed and be on headed paper.</p>		
<p>Referee 1</p> 	<p>Referee 2</p> 	

Section F	Finance	(Please see notes)
<p>Before you register with the University you must ensure you have adequate financial provision to cover your tuition fees and other related expenses.</p>		
<p>Are you being sponsored by your employer? (✓) Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
<p>If yes, please give the name and contact details of where the invoice should be sent. <i>(Please note; you should include an invoice request/purchase order from your sponsor. Failure to do so will result in your application being delayed)</i></p> 	<p>If no, please give details of how you will be able to finance yourself for the duration of your studies.</p> 	

Section G	How did you first hear about the University of Sussex?
<p>Please tick (✓) all relevant sections:</p>	
<p><input type="checkbox"/> Sussex student/Sussex graduate</p>	<p><input type="checkbox"/> Friend</p>
<p><input type="checkbox"/> Sussex representative in my country</p>	<p><input type="checkbox"/> Academic/teacher</p>
<p><input type="checkbox"/> Sussex Postgraduate Open Day</p>	<p><input type="checkbox"/> Web search</p>
<p><input type="checkbox"/> Recruitment fair</p>	<p><input type="checkbox"/> Advert</p>
<p><input type="checkbox"/> British Council</p>	
<p>If other, please specify: _____</p>	

Section H	Which of the following did you use to find out more about the University of Sussex?
Please tick (✓) all relevant sections:	
<input type="checkbox"/> Sussex Website	<input type="checkbox"/> Sussex representative in my country
<input type="checkbox"/> Sussex Prospectus	<input type="checkbox"/> Sussex Postgraduate Open Day
<input type="checkbox"/> Sussex CD <input type="checkbox"/> Recruitment fair	
If other, please specify: _____	

Section I	Personal statement
All MBA applicants: Please attach a personal statement explaining your reasons for applying and a description of your major interests.	
Please use a separate sheet of paper to provide your personal statement, including any other relevant information that may support your application or details of circumstances that may have affected your education to date and that you wish us to take into consideration.	
Your personal statement should be no longer than 1.5 sides of A4.	

Section J	Final check for applicants	Please tick (✓) all relevant boxes (see notes)
1. References enclosed? Yes <input type="checkbox"/>	No <input type="checkbox"/>	2. Monitoring form completed? Yes <input type="checkbox"/>
3. Transcripts enclosed? Yes <input type="checkbox"/>	No <input type="checkbox"/>	4. Personal statement enclosed? Yes <input type="checkbox"/>
		No <input type="checkbox"/>

Section K	Declaration	(Please see
I confirm that the information provided on this application form is true, accurate and complete		
Date _____	Signature _____	

Disability, special needs or medical condition

The University aims to create an environment which enables all students to participate fully in university life. To help us make any reasonable adjustments which may be necessary, please tick the box below to indicate your specific needs. If you indicate that you have a disability, special need or medical condition this information will be passed on to the Student Support Unit who may contact you for further details. Please note that consideration of how we can meet any special needs is separate to the assessment of your academic suitability.

- No disability
- You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- You are blind or have a serious visual impairment uncorrected by glasses
- You are deaf or have a serious hearing impairment
- You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- You have a mental health condition, such as depression, schizophrenia or anxiety disorder
- You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- You have a disability, impairment or medical condition that is not listed above (please specify below)
- You have two or more impairments and/or disabling medical conditions (please specify below)

Please use this space to provide us with further details or with information regarding your disability that you would like us to take into consideration

Ethnic origin codes

Please note that the information requested will be used for statistical purposes **only**, to enable the University to monitor its equal opportunity practices. The University's equal opportunities policy is to ensure that all applications are treated equally regardless of race, sex or disability etc. Please tick the box below corresponding to the category that you consider best describes your ethnic origin. Please note that ethnic origin is not about nationality, place of birth or citizenship.

White British or White

- 11 British
- 12 Irish
- 13 Scottish
- 14 Irish Traveller
- 19 Other white

Asian British or Asian

- 31 Indian
- 32 Pakistani
- 33 Bangladeshi
- 34 Chinese
- 39 Other Asian

Black British or Black

- 21 Caribbean
- 22 African
- 29 Black - Other

Other

- 41 White & Black Caribbean
- 42 White & Black African
- 43 White & Asian
- 49 Other mixed background
- 80 Other ethnic background

Criminal convictions

You are required to declare any criminal 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. You do not need to reveal convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974). If you indicate a conviction we may contact you for more information. Applicants to certain courses (e.g. Social Work/PGCE) will be required to provide full conviction details as part of the Criminal Records Bureau check. If you are convicted of a criminal offence after you have applied you are required to inform the University accordingly. Please note that consideration of criminal convictions is separate to the assessment of your academic suitability.

Please tick if you have any criminal convictions (✓)

Notes to help you complete the application form

Please read the following notes before completing the application form. Once you have completed all sections, please return the application form with all the supporting documents (including your references) to:

MBA
CCE, Mantell Building 4B3
University of Sussex, Falmer, Brighton, BN1 9RF, United Kingdom

Section A Personal details

Please provide a home address and a work address including phone numbers. Please also provide us with an email address, if possible, as this is the quickest way for us to communicate with you.

Section C Education and qualifications

Please give full details of all education undertaken to date including any not yet completed. If you studied outside the UK **you must provide a transcript translated into English** where necessary, giving details of courses taken, grades achieved and the grading system used.

Section E References

Referees' reports play an important role in the selection procedure. Each application must have two references, which should be from recent employers or managers. References should be signed and be on headed paper and include your full name as well as the course applied for. They can either be in sealed envelopes and enclosed with your application form or sent by the referee directly to CCE, Mantell Building 4B3, University of Sussex, Falmer, Brighton, BN1 9RF, United Kingdom or by email to cce@sussex.ac.uk.

Section F Finance

Before admission to the University you are required to produce evidence that you can pay the fees and support yourself financially. For information on fees and maintenance costs please see the **Postgraduate Prospectus**. If your employer or another organisation is sponsoring you for the MBA, you will need to enclose a invoice request, a purchase order or a similar document which shows their agreement to meet the cost of your fees. If we do not receive this letter with your application we will be unable to fully process your application promptly. This will result in you being unable to access the Library and IT services at the start of your studies with us.

Section J Final check for applicants

Before signing this form please ensure you have completed all the questions, the **monitoring form** and included the relevant documentation with your application. Failure to do so will result in your application being delayed.

Section K Declaration

Any material omissions or falsehood in your application may result in the cancellation of your application or registration

Data protection

The University will use the information provided for the purposes of administering your application during the admissions cycle. If you are admitted to the University, this information will be carried forward to your formal student record which holds data in electronic and paper form on your personal details, academic and administrative history and on relevant financial transactions. Otherwise your application details will be archived and used only for internal statistical purposes. At all times your data will be held and used in accordance with UK data protection legislation.