

## **Guidance notes for completing the part time Sussex MBA application form**

Please read the following notes before completing the part time application form for the Sussex MBA.

### **Section A: Personal details**

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

**Please note that if you require a student visa to study in the UK, the part time Sussex MBA may not be suitable for you.** The Sussex MBA is also offered as a [full time course](#). The UK Border Agency will usually issue a study visa for full time study only.

**You should not complete your application to the part time Sussex MBA until you are sure that you will be able to enter the country.**

### **Section C: Education and qualifications**

Please give full details of all education undertaken to date including any not yet completed. If you have 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 D: 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.

Please ensure that each of your references is signed by the referee on headed paper and then either emailed to [mba@sussex.ac.uk](mailto:mba@sussex.ac.uk) or posted to:

The Sussex MBA  
Jubilee Building G08  
School of Business, Management and Economics  
University of Sussex  
Brighton BN1 9SL

## Section E: Finance

Before admission to the University you are required to ensure 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 also need to provide a sponsor letter upon registering with the University which should be submitted alongside the standard information required for registration. This must be on headed paper and include the following:

- Your full name
- The title of your course, i.e. The Sussex MBA (part time)
- The name of your sponsoring organisation
- The sponsorship period covered
- The amount in GBP that the sponsor will pay in tuition fees
- Full contact details for yourself and your sponsor, including email addresses

If we do not receive this information, we will be unable to fully process your application promptly, resulting in you being unable to access the Library and IT services at the start of your studies with us.

## Final check for applicants

Before submitting this form please ensure you have completed all required fields, the monitoring form and ensure you send any relevant additional documentation to [mba@sussex.ac.uk](mailto:mba@sussex.ac.uk), clearly stating your name and the date on which you submitted your application. Failure to do so will result in your application being delayed.

## 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.