

Apply today. Apply new learning tomorrow.

Application for Admission

Instructions

Applications will only be reviewed when they are completed with all the necessary materials listed as follows.

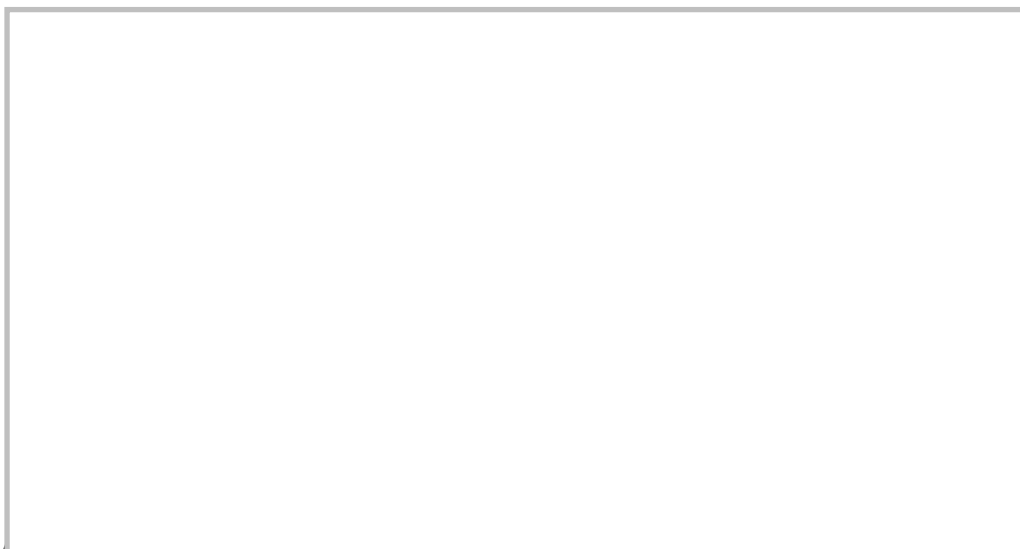
- Application Forms
- Letter of Company Sponsorship
- Two Recommendation Letters
- Transcripts (to be sent directly from the institutions)
- One Business Card
- Application Fee of HK\$3,000 or US\$400 (Check payable to "HKUST")

Please submit your application to the following address. Your application will be acknowledged by email.

An interview will be arranged when all supporting documents have been received.

Kellogg–HKUST Executive MBA Program Office
Room 3053, 3/F, South Block
Lee Shau Kee Business Building
The Hong Kong University of Science and Technology
Clear Water Bay, Kowloon
Hong Kong

Please attach your business card here:



Application Data

Name Mr/Ms* _____

(As shown on passport or I.D. card) Last First Middle

Chinese Name (if any) _____

Date of Birth (DD/MM/YY) _____ Place of Birth _____

Citizenship _____

Passport No. _____ HKID No. _____

Title _____

Company _____

If subsidiary, division, or affiliate,

please indicate parent corporation name _____

Functional Area

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Accounting/Auditing | <input type="checkbox"/> Consulting | <input type="checkbox"/> Engineering | <input type="checkbox"/> Finance |
| <input type="checkbox"/> General Management | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Investment | <input type="checkbox"/> Logistics |
| <input type="checkbox"/> Management Information Systems | <input type="checkbox"/> Marketing | <input type="checkbox"/> Product Management | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Purchasing | <input type="checkbox"/> Real Estate | <input type="checkbox"/> Research and Development | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Strategic Planning | <input type="checkbox"/> Other (Please specify) _____ | | |

Industry

- | | |
|---|---|
| <input type="checkbox"/> Communication/Information Technology | <input type="checkbox"/> Consulting Services (Please specify) _____ |
| <input type="checkbox"/> Financial Services | <input type="checkbox"/> Food/Beverage Services |
| <input type="checkbox"/> Government | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Law | <input type="checkbox"/> Manufacturing (Please specify) _____ |
| <input type="checkbox"/> Non-profit | <input type="checkbox"/> Utilities (Please specify) _____ |
| <input type="checkbox"/> Other (Please specify) _____ | |

Headquarter's Location (City/Country) _____

Office Address _____

Office Telephone _____ Office Fax _____

Mobile _____

Personal Email Address _____ Company Email Address _____

Secretary _____ Telephone _____

Applicant's Home Address _____

Home Telephone _____ Home Fax (if any) _____

Preferred Corresponding Address Home Office

* Please delete where appropriate

Application for Admission 2

Sponsorship

Full Sponsorship

Partial Sponsorship (_____% of the total program fee)

Name _____

Title _____

Company _____

Address _____

Telephone _____ Email _____

Sponsor Organization Data

Name of Organization _____

Sales _____

Net Assets _____

Number of Employees _____

Net Income _____

Number of Products _____ Number of Facilities _____

Position Data

Describe the organizational unit for which you are responsible and relate it to the total organization in terms of *size*, *scope*, and *autonomy of responsibility*. What human resources, budget, and capital investment are you responsible for? To what position(s) do you report? Please enclose a description of your position.

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Total Annual Compensation
(in US Dollars)

Basic Annual Salary _____

Expected Annual Bonus _____

Stock Options _____

Housing Benefits _____

Others _____

Total Annual Compensation _____

If you wish, you may state your salary on a separate sheet, place it in an envelope marked: "Confidential – Attention: Director, Kellogg–HKUST Executive MBA program," and attach the sealed envelope to this application.

Areas of Management

Area of expertise _____

Please assess your proficiency in the following areas of management. This information is used to form study groups.

	Little	Average	High		Little	Average	High
Accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quantitative Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manpower/Industrial Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Managerial Economics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization Behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operations Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Management/ Policy Formulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Computer Background

Students enrolling in the Executive MBA program are expected to have working familiarity with word processing and spreadsheet analysis.

Do you have such proficiency?

Yes No

If no, will you have proficiency by the program's start date?

Yes No

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Personal Characteristics

Please rate yourself on the following dimensions:

	Excellent				Average				Poor	
Self-awareness	10	9	8	7	6	5	4	3	2	1
Self-control	10	9	8	7	6	5	4	3	2	1
Motivation	10	9	8	7	6	5	4	3	2	1
Empathy	10	9	8	7	6	5	4	3	2	1
Social Skills	10	9	8	7	6	5	4	3	2	1

Expectations

What do you expect to accomplish through this Executive MBA program? What learning experiences do you expect, and how would you apply them? What specific benefits do you anticipate?

Application for Admission 5

Education

List chronologically the colleges and universities you have attended, the dates attended, and the diplomas or degrees received. Please request the registrar of each college or university you have attended to send a complete transcript of your record in that institution to us.

Name of Institution and Country	Dates of Attendance	Total months of Attendance	Degree or Diploma and Year Received	Major Field of Study
_____	_____ to _____	_____	_____	_____
_____	_____ to _____	_____	_____	_____
_____	_____ to _____	_____	_____	_____
_____	_____ to _____	_____	_____	_____

MM/YY MM/YY\

Professional Qualifications (e.g. CPA, CFA, etc.)

Qualification	Name of Institution and Country	Year Obtained
_____	_____	_____
_____	_____	_____
_____	_____	_____

Experience

1. Full time post-qualification* working experience _____ years

* *After obtained first degree or professional qualifications*

2. Describe your management career, chronologically. (An up-to-date resume can be submitted.)

Organization	Position/Title	From – To (MM/YY)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Describe any major reports, instructional materials, or manuals that you have prepared or any research, inventions, or other creative work.

4. Please list the business/professional/community organizations in which you are active.

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Recommendations

Letters of recommendation from

1. Mr/Ms*
Name _____ Title _____
Company _____ Telephone _____

2. Mr/Ms*
Name _____ Title _____
Company _____ Telephone _____

Please explain your company's sponsorship policy for all employees.

To which other graduate schools are you applying?

How did you find out about the Kellogg–HKUST EMBA program?

If you heard about this program through an alumnus or current student:

Name: _____

Tuition

Tuition for the Kellogg–HKUST Executive MBA program includes housing and meals during the two live-in sessions and all weekends at HKUST, and all books and supplies. Tuition is payable in advance in two installments on acceptance into the program. A late fee of 5% will be added if not paid by due date.

Declaration

1. *It is understood that during participation in the program, I will be free of other duties on class days and will not be absent for any reason.*
2. *I declare that all statements made in this application to the Kellogg–HKUST Executive MBA program are accurate and complete. I understand this information will be used in the admission decision process and that any misrepresentation will disqualify my application for admission and enrollment.*
3. *I authorize Kellogg–HKUST Executive MBA program to obtain any and all information about my candidature from my studies in Hong Kong and elsewhere.*
4. *I authorize Kellogg–HKUST Executive MBA program to use my data to carry out checks on multiple applications and checks on records of previous studies as a student in other institutions.*
5. *I understand that, upon my registration in the program, this data will become a part of my student record. That student record may be used for a number of academic and administrative purposes consistent with the mission of the university, including academic advising, program planning and evaluation, checks for concurrent registration at other institutions, etc.*

Signature of the Applicant _____ Date _____

* Please delete where appropriate

Recommendation Letter

CONFIDENTIAL

To the Applicant: Please fill in your name and send this form and the recommendation envelope to your recommender.

Name of Applicant _____
Last First Middle

To the Recommender:

The person whose name appears above has applied for admission to the Kellogg–HKUST Executive Master of Business Administration program. Please answer the questions below in as specific and candid manner as possible, particularly noting maturity, purposefulness, and initiative. **When completed, place the recommendation in the envelope addressed to the applicant, sign your name across the seal, and return it to the applicant.** Your comments will not be disclosed to the applicant and will be available only to those involved in our admissions process. Your signature across the seal of the envelope supplied ensures that the letter is confidential.

Name of the recommender Mr/Ms _____

Highest Degree Institution

Position/Title Organization

Address

Telephone Email

Your comments will be an important factor in the admission decision.

1. How long have you known the applicant? _____ years
2. Under what circumstances have you known the applicant?

3. What do you consider the applicant's most outstanding talents or characteristics?

4. What are the applicant's major weaknesses?

Recommendation Letter 2

5. To what extent does the applicant demonstrate originality and independence in thinking?

Where have you observed this?

6. How will graduate education in management help the applicant to realize his or her goals?

7. Please comment on the applicant's characteristics in the following areas:

	Excellent				Average				Poor		
Self-awareness	10	9	8	7	6	5	4	3	2	1	
Self-control	10	9	8	7	6	5	4	3	2	1	
Motivation	10	9	8	7	6	5	4	3	2	1	
Empathy	10	9	8	7	6	5	4	3	2	1	
Social Skills	10	9	8	7	6	5	4	3	2	1	

8. The Admissions Committee would appreciate any additional statement you may wish to make concerning the applicant's capacity for graduate work.

9. I strongly recommend
 recommend
 recommend with some reservations
 do not recommend

that this applicant be admitted to the Kellogg–HKUST Executive MBA program.

Signature of the Recommender _____ Date _____

Recommendation Letter

CONFIDENTIAL

To the Applicant: Please fill in your name and send this form and the recommendation envelope to your recommender.

Name of Applicant _____
Last First Middle

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Signature of the Recommender _____ Date _____

Transcript Request Form

To the Applicant: *Please send the completed form to the registrar of the school you have attended.*

Name (Mr/Ms) _____

Last

First

Middle

School _____

Dates of enrollment _____

Degree and year _____

Email Address _____

I authorize the release of my transcript to the Kellogg–HKUST Executive MBA program.

Signature of the Applicant _____ Date _____

To the Registrar: *Please send a copy of transcript of the person whose name appears above to:*

Kellogg–HKUST Executive MBA Program Office
Room 3053, 3/F, South Block
Lee Shau Kee Business Building
The Hong Kong University of Science and Technology
Clear Water Bay, Kowloon, Hong Kong
Tel: (852) 2358 4180 Fax: (852) 2358 1514 Email: emba@ust.hk

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Tel: (852) 2358 4180 Fax: (852) 2358 1514 Email: emba@ust.hk

Sample of Company Sponsorship Letter

(Company Stationery)

Program Director
Kellogg-HKUST Executive MBA Program
Room 3053, 3/F, South Block
Lee Shau Kee Business Building
The Hong Kong University of Science and Technology
Clear Water Bay, Kowloon, Hong Kong

Dear Program Director,
(Name of Applicant) is employed with *(Name of Company)* as *(Title)*. *(First Name)* has been in our employ for *(Number of Years)*.

I have read the brochure that describes the Kellogg–HKUST Executive Master of Business Administration program and wish to verify that *(Name of Company)* wishes to fully/partially* sponsor *(Name of Applicant)* in your class to be admitted *(Month, Year)*. *(Name of Company)* agrees to provide the time away from work as described in your brochure and to pay the full/partial* tuition (_____ % of the total program fee) at the specified time.

(Name of Applicant) is a valued employee and we are pleased to provide this support.

Yours Faithfully,

Authorized Signature) _____ (Date) _____

(Title/Position) _____

* Please delete where appropriate