

application - form

ceu graduate school of business

mba program



Applying for: Weekend MBA Jan, 2004 Full-time Sep, 2004

Have you applied before to the CEU Business School? Yes No

If yes, when?

Please attach your photo here.

► **personal data**

1. Title: _____

2. First name: _____

3. Family name: _____

4. Place of birth: _____

5. Date of birth (yy/mm/dd): _____

6. Current citizenship: _____

7. International passport number: _____

Expiration date: _____

8. Mother's maiden name (first & last): _____

► **address information**

9. Current mailing address (good for all CEU Business School correspondence with you) _____

Valid until: _____

Street and number: _____

Town / City: _____

ZIP Code: _____

Country: _____

Email: _____

Telephone (including country code): _____

10. Permanent mailing address (if different from above) _____

Street and number: _____

Town / City: _____

ZIP Code: _____

Country: _____

Telephone (including country code): _____

► **present employment**

11. Job title: _____

Company name: _____

Street and number: _____

Town / City: _____

ZIP Code: _____

Country: _____

Telephone (including country code): _____

► **employment**

12. Years of full-time work experience (not including summer or internship employment) _____

13. Employment history. Please email your current resume to szpisjak@ceu.hu. _____

14. How did you learn of our MBA program? _____

This application is sent via Renaissance Seers

All materials should be returned to: ceu graduate school of business · MBA Admissions Nádor u. 9. · 1051 Budapest · Hungary

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► educational background

15. Please list your qualifications from university (or equivalent). Do not include details of your secondary or high school results. We require an officially issued transcript of your grades and diploma, which must be translated into English if the original is in another language. The official transcript must be sent by your university registrar in a sealed and signed envelope.

Year	Degree	Institution	Major Field(s) of study
1.			
2.			
3.			

► GMAT and TOEFL

16. If you have recently taken an official GMAT (Graduate Management Admissions Test), what was your score? _____

Has your score been reported to the Business School, Code 0203? Yes No

If you have not yet taken the test, when do you plan to do so? _____

17. If you have recently taken an official TOEFL, what was your score? _____

Has your score been reported to the Business School, Code 0203? Yes No

If you have not yet taken the test, when do you plan to do so? _____

► essays

18. As part of your application, you are required to submit **two essays**:

- What motivated you to apply to study for an MBA degree?
- You may choose any title and write on any subject. Keep in mind, however, that it must be your own composition and it should help us form a picture of you and your character.

(Your essays must be word-processed or typewritten, maximum one page each.)

You can send your essays by email to szpisjak@ceu.hu.

19. It is required that you submit two Letters of Recommendation. These must be mailed directly by the person writing the recommendation to the MBA Office at CEU Business School. (See Attached Form)

► financial assistance

20. Please indicate if you would like to be considered for Financial Assistance:

- Tuition Scholarship

► checklist:

Please make sure that you have collected or submitted all necessary documents for your application:

- Certified copy of your diploma
- Official translation of transcript
- Resume
- Official translation of diploma
- Two recommendation letters
- GMAT score
- Certified copy of transcript
- Essays
- TOEFL (or equivalent)

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3. In what ways does the applicant need to develop most?

4. How would you rate the applicant's potential in (1) graduate studies, and (2) becoming an effective manager? If possible, please use past students and/or employees as a comparison.

	excellent top 2%	very good top 10%	good 35%	average 50%	below average less than 50%
1					
2					

5. Please describe a situation in which you could evaluate the candidate's abilities and/or potential.

Name of person completing this form: _____

Position/Title: _____

Institution/Organization: _____

Address: _____

Tel: _____ Fax: _____

Email: _____

Signed: _____ Date: _____

reference ▶ form

ceu graduate school of business

m b a program



▶ **confidential personal reference form to the applicant:**

Make sure that your name and program applied to are entered in the space below. Deliver this form to the person you wish to act as reference for your application and ask them to complete it in English and return the form to you or CEU Graduate School of Business in a sealed and signed envelope. Do not open the envelope; submit it along with your application.

Family name: _____ First name(s): _____
Program applied for: _____ Full-time MBA Weekend MBA
Date: _____

▶ **to the referee:**

The person whose name appears above is applying to the MBA Program offered by CEU Graduate School of Business, Budapest. As part of the application process, we require each applicant to provide us with a reference. It would greatly assist our assessment if you could answer the questions below and return it - in a sealed envelope with the applicant's name on it - to the applicant. Please also sign your name along the seal.

You may prefer to write your observations on a separate, word-processed sheet. Please attach that sheet to this form.
Thank you.

▶ **assessment:**

1. How long have you known the applicant and in what connection?

2. What do you consider to be the applicant's major strengths?

reference form

ceu graduate school of business mba program



3. In what ways does the applicant need to develop most?

4. How would you rate the applicant's potential in (1) graduate studies, and (2) becoming an effective manager? If possible, please use past students and/or employees as a comparison.

	excellent top 2%	very good top 10%	good 35%	average 50%	below average less than 50%
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