

# application ▶ form

ceu graduate school of business

MSc in IT Management Program



Applying for: January 20\_\_

Have you applied before to the CEU Business School? Yes

No

If yes, when?

## ▶ 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](mailto:szpisjak@ceu.hu). \_\_\_\_\_

14. How did you learn of our MSc in IT Management program? *Renaissance Seers Consultants Pvt. Ltd., India* \_\_\_\_\_

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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?

## ▶ letter of intent

18. As part of your application, you are required to submit a Letter of Intent:

- What motivated you to apply to study for an MSc in IT Management degree?

(Your Letter of Intent must be word-processed or type-written, maximum 1 page)

You can send your Letter of Intent by email to [szpisjak@ceu.hu](mailto:szpisjak@ceu.hu).

## ▶ letters of recommendation

19. It is required that you submit two Letters of Recommendation. These must be mailed directly by the person writing the recommendation to Katalin Szpisják, CEU Admissions Office, Nádor u. 9. 1051, Budapest, Hungary.

## ▶ 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 Letters of Recommendation
- GMAT score
- Certified copy of transcript
- Letter of Intent
- TOEFL (or equivalent)

## All materials should be returned to:

CEU Graduate School of Business

CEU Admissions Office

Nádor u. 9.

1051 Budapest, Hungary

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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: \_\_\_\_\_

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► **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: \_\_\_\_\_ MSc in IT Management   
Date: \_\_\_\_\_

► **to the referee:**

The person whose name appears above is applying to the MSc in IT Management 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?

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Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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