

OFFICE USE ONLY

Date Received: _____

**Master of Business Administration (MBA) Application form
2011-2012**

I am registering for: Full-time
 Part-time

*The part time program is limited to European Union nationals and legal residents of the Netherlands.
Student study visas are strictly not available for the part time programme.*

A. PERSONAL

Family name: _____

First name(s): _____

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

Place of birth: _____

Country of birth: _____

Nationality: _____

I am male female (tick as appropriate)

Passport number: _____

Valid until: _____

Permanent Address
in home country: _____

Postal code: _____

City: _____

Country: _____

Telephone: _____

Mobile: _____

Email address (private) –
Write in BLOCK LETTERS: _____

Email address (business): _____

B. EMPLOYMENT

Company name: _____

Total years of work experience including current employer:

0/none 1-2 2-3 3-5 5-8 8-10 10+ (please indicate with number ____)

Start date of current employment (month & year): _____

Will you remain employed during your study period? yes no leave of absence

Your current position / title: _____

Please describe tasks:

C. EDUCATION INFORMATION

Bachelors Degree:

Field of study: _____

Name of school: _____

Date of graduation: _____ (dd/mm/yy)

Masters Degree (if applicable):

Field of study: _____

Name of school: _____

Date of graduation: _____ (dd/mm/yy)

Other Degree or Diplomas (if applicable): _____

D. ENGLISH PROFICIENCY

Is English your native language? Yes No

Was English the language of instruction
in your high school or bachelor degree programme? Yes No

Have you taken an English language proficiency examination
within two years of the programme start date? Yes No

What was your score?

*TOEFL (Official TOEFL, not institutional TOEFL) : _____
Computer (minimum score 213) /Paper (minimum score 550)/Internet-based (minimum score 80)

*IELTS (minimum overall band score 6.0) : _____

E. FINANCIAL INFORMATION

Are you applying for a scholarship?

- No
 Yes, NFP
 Yes, Huygens (HSP)
 Yes, STUNED
 Yes, other: _____

Please note that The Hague University does **not** offer any scholarships. We advise international students to explore their possibilities through www.grantfinder.nl

F. APPLICATION DOCUMENTS CHECKLIST

The packet must include:

1. Completed Application form
2. Curriculum Vitae/Resume (English or Dutch only. English preferred)
3. Three passport-size colour photos
4. Official certified copies of Diplomas/Awards
5. Official copies of transcript
6. Copy of passport
7. TOEFL or IELTS score
8. Netherlands residence permit if applicable
9. Letter of Recommendation
10. Applicant Reference Form, attached to this application. To be submitted by referee.

If the application is not complete we regret not to be able to process your application request.

Please note that submitted documents will *not* be returned to the applicant.

G. APPLICANT AGREEMENT AND ENDORSEMENT

1. My signature confirms that all information contained in my application and in my attached curriculum vitae/resume and all submitted documents, is to the best of my knowledge, legal, accurate and complete.
2. I also understand and agree that the submission of this application form constitutes a formal application to enrol as a degree candidate in The Hague University's Master Study Program.
3. Following a potential candidate intake interview, whether in person or by other agreed media, e.g. telephone, to discuss and review my qualifications, and if my application is approved by the Admissions Committee, and I am admitted into The Hague University's Master Study program, I agree to make all payments for all tuition fees and costs required to enter, complete and graduate from The Hague University Master study
4. I state unequivocally and unconditionally that I have provided full and complete disclosure of all relevant information that the program and its official must be aware of in reviewing my qualifications for the study and my ability to participate and perform in all study-related activities.

Applicant name: _____

Applicant signature: _____

Place and date: _____

Please return this application form and all requested documents mentioned above either as hard copies by post, or as scans by email to:

The Hague University of Applied Sciences
International Office
P.O. Box 13336
2501 EH The Hague
The Netherlands
Telephone: (+31) 70-4458505
Fax: (+31) 70-4458594
e-mail: Masters@hhs.nl

For your own convenience, make a copy of this form for yourself.

APPLICANT REFERENCE FORM
Master of Business Administration (MBA)

Applicant's family name

Applicant's first name(s)

The applicant will be applying for: Full Time MBA Part Time MBA

To the referee: The person whose name appears above has applied to the Master of Business Administration study at The Hague University and has nominated you as their referee. We would be very grateful for your comments on their suitability for the program. Any information you can provide will be of great assistance and will be treated as confidential by the Admissions Committee.

The full time master's programs are specialist graduate degree programs, which can be completed in one year on a full time basis or a minimum of two years of part time (evening) study. The program is practically oriented, while maintaining high standards of rigor and scholarship. In addition to providing a thorough training in the principles and practice of finance, accounting, controlling marketing, and human resources management, the program also develops analytical, problem solving and decision-making skills. Program participants are expected to become individuals that will hold responsible positions, in managerial and/or professional and/or consulting roles that require a broad knowledge of finance, accounting, marketing and HRM from a managerial perspective.

How long have you known the applicant and under what circumstances?

How many years/months: Years: ____ Months: _____

As a student: Graduate studies: ____ or Bachelor studies: ____

As an employee: _____

Other: _____

Briefly, what do you consider to be the applicant's major strengths?

Briefly, what do you consider to be the applicant's major weaknesses?

Briefly, in what ways might the applicant benefit from the Master study?

Are you aware of any positive or negative personal circumstances or abilities that might affect the applicant's performance on the program?

Please evaluate the applicant on the characteristics listed below. The applicant should be evaluated by ticking the appropriate box (1 = low to 5 = high, and 0 = no opportunity to observe. Please compare the applicant with other members of a relevant peer group, either academically or as an employee, or both.

Characteristic	Low = 1	Below Average = 2	Average = 3	Above Average = 4	High = 5	Not Observed = 0
Ability to meet deadlines						
Maturity						
Intellectual or academic ability						
Quantitative skills						
Problem solving skills						
Perseverance & dedication						
Decision making skills						
Self-motivation						
Impact & Leadership						
Capacity to reason & present arguments logically & fluently						
Please indicate your overall recommendation for this applicant in one of the categories below.						
<input type="checkbox"/> Not recommended	<input type="checkbox"/> Low recommendation		<input type="checkbox"/> Average recommendation	<input type="checkbox"/> Above average recommendation	<input type="checkbox"/> Highly recommended	

Please elaborate on your recommendation in the space below, if desired.

Name: _____

Position: _____

Organization: _____

Address: _____

E-mail: _____

Phone number: _____

Date: _____

Signature: _____

Thank you for supplying this information. Please put the reference in a sealed envelope. Please sign across the envelope seal and return it to the applicant or directly to:

The Hague University of Applied Sciences

International Office

P.O. Box 13336

2521 EN The Hague,

The Netherlands

To speed up the application you may fax or e-mail it and then post the original. (FAX: + 31 (0) 70 445 8594

e-mail: Masters@hhs.nl)