



CUHK·EMBA



THE CHINESE UNIVERSITY OF HONG KONG

EMBA Programme

Faculty of Business Administration

2011 Admission

EMBA PROGRAMME THE CHINESE UNIVERSITY OF HONG KONG

NOTES FOR APPLICANTS

DEADLINE FOR APPLICATION

I. Application Form

The application form should be completed in English and reach the EMBA Programme, Room 402, 4/F, No. 12 Chak Cheung Street, The Chinese University of Hong Kong, Shatin, N.T. by March 4, 2011.

II. Supporting Documents

- A. The following documents should be submitted together with the application form by March 4, 2011:
1. A photocopy of degree certificate(s) and/or certificate(s) of recognized professional qualifications. (Do not send originals.)
 2. A photocopy of the score of TOEFL, or SAT/GRE (verbal), or GMAT (verbal), or CET, or IELTS (**only for applicants who are required to take TOEFL, or SAT/GRE (verbal), or GMAT (verbal), or CET, or IELTS. For details, please refer to the “Admission Requirements” in the EMBA website.**). The original score must be sent separately and directly from the test institutions concerned to the EMBA Programme.
- B. The following documents are to be sent separately to the EMBA Programme. Please note that they are also required to reach the EMBA Programme by March 4, 2011. Applications that are incomplete after that date will not be processed.
1. **One official transcript should be sent directly to the EMBA Programme from each University/College concerned.** The applicant must make arrangements for the forwarding of transcripts. The applicant should complete the enclosed transcript request form and send it to the Registrar of his/her University/College to request for the official transcripts at least one month before the deadline of application so that the official transcripts can reach the EMBA Programme in time.
 2. Applicants should arrange for the submission of two recommendations on the forms provided. **The recommendation forms should be sent directly by the two referees concerned.**
- C. Applicants who are required to take TOEFL, or SAT/GRE (verbal), or GMAT (verbal), or CET, or IELTS should arrange directly with the test institutions concerned for the submission of the original score of the test. **The original score should be sent directly from the test institutions concerned and reach the EMBA Programme before the interviews in mid-April.** For the submission of original GMAT score directly sent from the test institution, applicants should quote the code number “7080” in the GMAT application form.

APPLICATION FEE

The application fee is HK\$180. Payment can be made with the following methods:

1. Applicants can pay with a Hong Kong dollar cheque or money order made payable to “The Chinese University of Hong Kong”. Please enclose the cheque or money order with the application form and submit them together to the EMBA Programme.
2. Applicants who are ATM (Automatic Teller Machine) cardholders of HSBC or Hang Seng Bank can pay with ATM by crediting the amount directly into the University’s bank account (A/C No. 293-005005-011). Please enclose the **original copy** of the ATM receipt with the application form and submit them together to the EMBA Programme.

INTERVIEWS

The interviews will be held in Hong Kong on **April 11, 13 and 15, 2011**.

ADMITTANCE

Admittance result will normally be sent to all candidates in mid/late May.

TUITION

The total tuition for new students being admitted in the 2011-12 academic year is *HK\$465,760 (HK\$29,110 per course for 16 courses in total) for the whole course, plus around HK\$16,000 for the expense in the Residence Week in first year. Expense in the Global Business and Management Field Study in the second year is yet to be confirmed.

SCHOLARSHIPS

Scholarships will be awarded to suitable candidates. In a typical school year, 10% to 25% of incoming students will be awarded a scholarship. Applicants to the EMBA programme will automatically be considered for the scholarship.

HKCAAVQ

Applicants with degrees awarded by overseas universities by distance learning or by completing a curriculum of short duration may be required to provide assessment report from the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) on the level of qualification obtained.

ENQUIRIES

For further information and enquiries, please contact:

EMBA Programme
Room 402, 4/F, No. 12 Chak Cheung Street
The Chinese University of Hong Kong
Shatin, N.T.

or call: (852) 2609 7642
or fax: (852) 2603 5762
or email: emba@cuhk.edu.hk

REMARKS

The information we collected from your application form will be used for the following purposes:

1. as a basis for selection of applicants for admission in 2011-12 to the EMBA Programme offered by the University and other relevant or related purposes; and
2. for verifying information about the applicant's studies from the relevant institutions in Hong Kong and elsewhere; and
3. for identifying records of previous studies as a student in the University and other institutions; and
4. as part of applicants' student records upon registration to the EMBA Programme, which will be used for all purposes relating to his/her study in accordance with the procedures of the University.

December 2010

*Subject to University's final approval

Application No.
(for Office Use Only)

THE CHINESE UNIVERSITY OF HONG KONG

Application for Admission to
EMBA Programme
Faculty of Business Administration

Please read "Notes for Applicants" before completing the form

Part I: Personal Data*

(Please type or print.)

Name in English**
(Surname) (Other names) Name in Chinese** M / F +

HKID Card / Passport No.+ Nationality Residence

If you do not have a Hong Kong Identity Card, please give below the number of your passport or the identity document issued by the government of your country. If you are admitted, you MUST present the same document for verification of your identity during registration.

Type of document _____ Number _____

Do you have a right of abode in Hong Kong?

Yes (skip the question below) No (answer the question below)

Do you have to apply for a student visa or entry permit issued by the Director of Immigration for entering Hong Kong for the purpose of education?

Yes No → Type of visa already obtained for entering Hong Kong:

What type(s) of Passport are you holding? You may give more than one "✓".

BNO HKSAR Passport Others (Please specify):

Date & Place of Birth
(Month / Day / Year) (Place) Age

Correspondence Address

Tel. No. Mobile Correspondence Email Address

Permanent Address (if different from above)

Tel. No.

Office Address

Tel. No. Fax. No. Email Address

Direct: Annual Salary HK\$
Number of Staff under Your Supervision Indirect: (including any Allowance, Bonus etc.)

Position of Your Direct Superior

* Should any data change after submission of this form, the applicant must inform the Programme as soon as possible.

** Same as the name on your HKID Card / Passport.

+ Delete as appropriate.

Part II: Educational Background

List universities or colleges attended. (Please attach a photocopy of relevant documents.)

<u>Name & Location of Institution</u>	<u>Attendance Month/Day/Year</u>	<u>Major/Minor Subjects</u>	<u>Mode of Study (e.g. Full-time/Part-time/ Distance Learning)</u>	<u>Location of Study</u>	<u>Degree (with Classification of Honours, if any)</u>	<u>Year of Award</u>
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Part III: Professional Qualifications

List professional qualifications, if applicable.
(Please attach a photocopy of relevant documents.)

Professional Qualification

Abbreviation

Date Qualified

Part V: Other Information

Please describe the duties and responsibilities of your present position. (Please attach a separate sheet if the space provided below is not sufficient.)

Are you concurrently applying for other graduate programmes offered by The Chinese University of Hong Kong? If yes, please specify.

Have you ever applied for the EMBA Programme or other graduate programmes in this University? If yes, please state the Programme(s) & which year. Please also state the year of completion of the Programme(s), if applicable.

Programme(s) applied for previously	Application Year(s)	Completion Year(s)
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Have you ever attended but not completed any graduate programmes in this University before? If yes, please state the Programme(s) & which year.

Programme(s) attended for previously	Year(s)
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Give names, positions, companies/organizations, telephone nos., email addresses and correspondence addresses of two individuals whom you are requesting to return the confidential recommendation forms. (Current and former employers or teachers are preferred.)

Name in both English & Chinese	Position	Company/Organization	Telephone No., Email Address & Correspondence Address
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Please list any achievements, honours or awards (academic, business, community or others) which you have obtained.

Please describe your objectives and motives for seeking an MBA degree. **The Admissions Committee places strong emphasis on this statement. If you wish, you may append an additional sheet.**

How did you learn about the application of the EMBA Programme? Please give a “✓” in the following box(es). You may give more than one“✓”:

- By EMBA website
- By newspaper advertisement/report/article
- By Radio/TV channel(s)
- By Podcast/iTunes U Webpage
- By EMBA brochure
- By EMBA poster
- By EMBA book/e-book/DVD
- By EMBA information session
- By EMBA alumni or students who are your friends, colleagues or family members
- By your company
- Others: please specify _____

Part VI: Declaration

1. I authorize The Chinese University of Hong Kong (below “the University”) to use my data to carry out checks on multiple applications and checks on records of previous studies in the University and other institutions.
2. I understand that, upon my registration in the EMBA Programme, the data will become a part of my student record and may be used for all purposes relating to my studies in accordance with the procedures of the University.
3. I declare that the information given in support of this application is accurate and complete, and understand that any misrepresentation will result in disqualification of my application for admission and subsequent enrolment in the University.

_____ Date of Application

_____ Signature of Applicant

Please complete ALL of the following for correspondence address

(Please type or print)	(Please type or print)	(Please type or print)
Name _____	Name _____	Name _____
Address _____	Address _____	Address _____
_____	_____	_____
_____	_____	_____

To: EMBA Programme
Room 402, 4/F, No. 12 Chak Cheung Street
The Chinese University of Hong Kong
Shatin, N.T.
Hong Kong

CONFIDENTIAL RECOMMENDATION FORM

(The applicant should complete Section I)

Section I

Mr./Miss/Mrs.* _____ has applied for admission to the EMBA Programme offered by the Faculty of Business Administration, The Chinese University of Hong Kong; and has given your name as a referee. Please return this form at your earliest convenience. You may send a letter of recommendation in place of this form, if desired.

* Delete as appropriate

Section II

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

2. What do you consider the applicant's strong points?

3. What do you consider the applicant's weak points?

4. How would you rank the applicant in the following characteristics in comparison with other students you have taught or other employees you have worked with or supervised?

	Excellent	Good	Satisfactory	Average or below	Low	No Basis for Judgment
Intellectual Ability						
Breadth of General Knowledge						
Work Habits						
Initiative						
Perseverance						
Judgment						

5. In the space below, please add any comment you think will be of assistance in assessing the applicant. A separate sheet may be appended if necessary.

6. Please indicate the strength of your recommendation by placing an "X" along the following scale.



Name in English _____ Signature _____

Name in Chinese _____ Date _____

Position _____

Company/Institution _____

Address _____

Tel. No. _____ Fax. No. _____ Email _____

P.S. This Confidential Recommendation Form should be sent directly to the EMBA Programme, Room 402, 4/F, No. 12 Chak Cheung Street, The Chinese University of Hong Kong, Shatin, N.T., Hong Kong no later than March 4, 2011. Under the provision of the Personal Data (Privacy) Ordinance, information contained in this recommendation will be shown to applicants upon request.

To: EMBA Programme
Room 402, 4/F, No. 12 Chak Cheung Street
The Chinese University of Hong Kong
Shatin, N.T.
Hong Kong

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Name in Chinese _____ Date _____

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Tel. No. _____ Fax. No. _____ Email _____

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TRANSCRIPT REQUEST FORM

Attention

- (1) This form **should be completed by the applicant** for requesting one official transcript to be sent directly to the EMBA Programme.
- (2) Upon completion, **the applicant should send the form to the Registrar of the University/College he/she attended.**
- (3) If the applicant has attended more than one University/College, please make copy of this form to request for the relevant transcripts.

Applicant's Name _____ (in English) _____ (in Chinese)

University/College Attended _____

Date of Enrolment (From) _____ (To) _____

Degree and Date of Conferment _____

Programme to be applied for _____ EMBA Programme

Applicant's Correspondence Address _____

Contact Telephone No. _____ Contact Fax No. _____

Mobile / Pager No. _____ Email Address _____

To: Registrar
From: EMBA Programme, CUHK

The person whose name appears above is applying for admission to the EMBA Programme of The Chinese University of Hong Kong. The application cannot be considered without one official transcript of academic record from your University/College. Please send **one** official transcript together with this form in a sealed envelope to the **EMBA Programme, Room 402, 4/F, No. 12 Chak Cheung Street, The Chinese University of Hong Kong, Shatin, N.T., Hong Kong.**

