Tippie College of Business
Hong Kong MBA Program

Application for Admission
Application Instructions – Hong Kong MBA Program

Most items on this application are self-explanatory. Instructions for other items follow. Please print legibly in black ink and avoid unnecessary abbreviations.

A. Personal Data

1. Name – List your name as you would like it to appear on all University records. **This includes your diploma and transcripts.** If you have a passport, list your name as it appears in your passport. Be consistent and use the name you have provided in all correspondence with us. If your name changes prior to enrollment, please notify the Office of Admissions in writing.

2. Social Security Number – If you have a U.S. social security number, please provide it in this space. We will use your SSN to verify your identity for record-keeping purposes. It will not be used as your student ID number.

5. Semester of Application – Official admission to the program is available for the fall, spring and summer terms of each academic year, with classes beginning in mid-August, early January, and mid-May, respectively. Applications must be submitted by July 15 for fall admission, by November 30 for spring admission and by April 15 for May admission.

6.a./b. Residing/Home Address – Complete these lines as you would address an envelope to be mailed to yourself. You will receive correspondence at your residing address at all times. If either address changes, please notify the Office of Admissions.

7. Contact Information – Provide telephone numbers, and if available, an e-mail address and facsimile number where you can be reached regarding your application.

B. Educational Data

1. Transcripts and Credentials – Official copies of academic records of coursework completed in all colleges, universities, technical institutions, or professional institutions that you have attended are required. Credentials submitted for admission become the property of the University and are not returnable or transferable. Academic records from U.S. or Canadian schools must be received in a sealed envelope directly from the issuing institution.

Academic records from non-U.S. or Canadian schools must bear the original stamp or seal and signature of a school officer (e.g. registrar or dean) and be sent to the Office of Admissions from each institution attended. The Office of Admissions needs to see the original transcripts or mark sheets and the original degree certificate.

Documents not in English must be accompanied by official English translations certified by the issuing institution. Photocopies without this certification are not official. Copies certified by a notary public are not accepted.

These records must include the subjects you studied by year; the number of weekly lectures and laboratory hours in each subject; grades, marks, or percentages earned in year-end examinations; and copies of diplomas, titles, degrees, or certificates.

4.c. English Proficiency for Non-native Speakers

Official scores from either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) may be required before an admission decision can be made. Score reports must come directly from the testing institution. Waivers of this requirement are automatically granted to persons who have received a bachelor’s degree (or higher) from a university in the United States, United Kingdom, Canada (excluding French Quebec), Africa (English speaking), Australia, or New Zealand.

Web addresses:
TOEFL: [www.toefl.org](http://www.toefl.org); IELTS: [www.ielts.org](http://www.ielts.org)

4.d. Graduate Management Admission Test (GMAT) --

A GMAT score may be requested from an applicant for whom there is any question regarding academic preparation. If you have completed the GMAT, note your scores in the application and request that an official score report be sent to The University of Iowa Professional MBA Program (institution code 4RL-2J-61). If you have not taken the GMAT, but plan to do so, please note your planned test date in the application. If you do not have plans to take the GMAT, an early application is strongly encouraged so that sufficient time is available should the test be required.

Web address for the GMAT: [www.mba.com](http://www.mba.com)

E. References

Two letters of recommendation (one should be from your present employer) are required. The recommendations should be sent to China Education Group.
Mailing Instructions

Mail the following documents to China Education Group:

- Completed Application for Admission
- Official academic records from non-U.S. or Canadian schools.
- Letters of recommendation
- Other required Supporting Material *(See item D on the application form.)*

Request the following documents be sent to The University of Iowa Admissions Office. *(You may enclose unofficial copies of these documents with the materials sent to China Education Group. However, official copies must be sent to The University of Iowa Office of Admissions.)*

- Official academic records from U.S. or Canadian schools.
- Official TOEFL or IELTS score report.
- Official GMAT score report.

Mailing addresses and contact information for China Education Group, the Tippie College of Business, and the Office of Admissions are provided on the back of this booklet.
A. Personal Data

1. Name: Please note that your name will appear on all University records, including the degree certificate and transcripts, as first name, middle name, then last name.

   Last Name (Family or surname): __________________________ First Name (Given): ____________________________

   Middle Name: ________________________________________

   Other name(s), if any, that may appear on transcripts, scores, etc. ___________________________________________

   Nickname (how you prefer to be addressed) ____________________________

2. US Social Security Number (if applicable) ____________________________

3. Birth Date: _____/_____/_____ (mm/dd/yyyy, Western calendar)   Birthplace: ____________________________

4. Gender:   ☐ Male    ☐ Female

   Citizenship:   Country of Citizenship: ____________________________

   ☐ U.S. Citizen;   ☐ U.S. permanent resident (attach a copy of both sides of your Permanent Resident Card);

   ☐ Other __________

5. I am applying for the following term:    Fall 20__    Spring 20__    Summer 20__

6. a. Residing address (See instruction item A.6.a.)

   __________________________________________________________________________________________

   __________________________________________________________________________________________

   b. Home Address, if different (See instruction item A.6.b.)

   __________________________________________________________________________________________

   __________________________________________________________________________________________

7. Contact Information (See instruction item A.7.)

   Work Phone: ____________________________ Home Phone: ____________________________

   Mobile Phone: ____________________________ Fax: ____________________________

   E-mail: ____________________________

B. Current Job

   Name of Employer ____________________________

   Title/Position: ____________________________

S  N  F  6  6NH  MBA  BZ
C  Y/S  HC  RES  FOR  FS  ETH  CO  ST  FEE  ORG  COL  DEPT  DEG  RefCd
B. Current Job, continued

Business Address:
________________________________________________________________________________________
________________________________________________________________________________________
Main field of activity: _________________________________________________________________
Brief description of business: ____________________________________________________________

C. Career Summary

Please list details of all your full-time employment.

<table>
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<tr>
<th>Employer</th>
<th>Location</th>
<th>Position held</th>
<th>Date of Employment From</th>
<th>Date of Employment To</th>
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D. Education Data

1. List chronologically all post-secondary institutions you have attended or in which you are currently enrolled. Contact each college or university listed and request that an official transcript/academic record be sent to the Hong Kong Office or the University of Iowa. (See instruction item D.1.)

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Location of Institution</th>
<th>Dates Attended</th>
<th>Degree Earned</th>
<th>Date Degree Earned/Expected</th>
<th>Office Use Only</th>
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2. Professional, i.e. non-degree, qualifications/credentials

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<th>Professional organization or educational institution</th>
<th>Location of Organization or Institution</th>
<th>Dates Attended</th>
<th>Qualification and subject</th>
<th>Result obtained (Class/GPA)</th>
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3. Non-Academic Interests


4. Language Ability

a. Is English your first or native language?  □ Yes  □ No

b. If English is not your native language, how would you rate your English language ability?


c. English Proficiency for Nonnative Speakers (See instruction D.4.c.)

Test of English as a Foreign Language (TOEFL)
I (□ took/ □ plan to take) the TOEFL in ________/_______ month/year
My TOEFL scores are: ________  ________  ________  ________
                   Sec 1      Sec 2     Sec 3     TOTAL

International English Language Testing System (IELTS)
I (□ took/ □ plan to take) the IELTS in ________/_______ month/year
My IELTS scores are: ________  ________  ________  ________  _______
                   writing   reading  listening  speaking  overall
d. Graduate Management Admission Test (GMAT) (See instruction item D.4.d.)

If you have completed the GMAT, provide the information below and request that an official score report be sent to the University of Iowa.

Date of Test _______________________

Verbal: score _________ % below _________

Quantitative score _________ % below _________

Analytical Writing score _________ % below _________

Total score _________ % below _________

☐ I plan to take the GMAT on the following date ____________________________

☐ I do not plan to take the GMAT unless requested to do so by the Admission Committee.

E. References

List two persons (including present employer) to whom inquiries may be directed about your qualifications for the program.

1. Name_____________________________________________Position_____________________________________________
   Business Address:
   ____________________________________________________________________________________
   ___________________________________________________________________________________

2. Name_____________________________________________Position_____________________________________________
   Business Address:
   ____________________________________________________________________________________
   ___________________________________________________________________________________
F. Supporting Information

To assist the Admissions Committee in making its selections, include the following information with your application:

1. A frank statement of your reasons for wanting to enroll in the Hong Kong MBA—your personal objectives. This should explain why you would like to pursue an MBA at this time, your personal career objectives, and one or two highlights drawn from your personal experience or accomplishments that illustrate your qualifications for the program. The total length should be 1 to 1 ½ pages.

2. A detailed CV or résumé of your business experience, giving dates, employers, nature of duties, and salary. Include information about your company with the description of your present position. It may also include a description of your participation in school, civic, business, professional, or similar organizations.

3. Descriptions of any major reports, articles, or manuals that you have prepared; or research, inventions or other creative works.

G. Certification

I certify that to the best of my knowledge all information given on this application is correct and complete. I understand that any material omission or misrepresentation concerning enrollment in other colleges or universities or other aspects of my background may void my admission or result in dismissal from the program.

Signature of applicant: ___________________ Date: ___________________
Checklist

Before submitting your application form, please check your enclosures against the following list:

☐ Completed application form.
☐ Official transcripts from all graduate and undergraduate institutions attended.
☐ Two letters of recommendation.
☐ A resume outlining education, work experience, and other accomplishments.
☐ An essay discussing your reasons for wanting to enroll in the Hong Kong MBA and your personal objectives.
☐ Application fee of HK $800. Checks should be made payable to “CEG (Asia) Limited.”

Your completed application and references should be submitted to:

CEG (Asia) Limited  
Room 1804B, Tower 1, Admiralty Centre  
18 Harcourt Rd  
Admiralty  
Hong Kong  
Fax: 852-25370549  
Email: iowa@chinaedugrp.com

Contact Information

CEG (Asia) Limited  
Room 1804B, Tower 1, Admiralty Centre  
18 Harcourt Rd  
Admiralty  
Hong Kong  
Tel: 852-25370548  
Fax: 852-25370549  
Email: iowa@chinaedugrp.com

Tippie College of Business  
University of Iowa  
108 Pappajohn Business Building, Suite C300  
Iowa City, IA 52242  
Phone: 319-335-1041  
E-mail: brandelle-unkrich@uiowa.edu

Office of Admission  
University of Iowa  
107 Calvin Hall  
Iowa City, IA 52242-1396  
Phone 319-335-1534  
E-mail: intlmail@uiowa.edu