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## Application for Admission - DBA

In order that we may process your application as quickly as possible it is essential that **ALL** sections of the application form are completed, even if you are enclosing a CV. Please read the Application Guidance Notes before completing the application form in **TYPESCRIPT** or **BLACK** ink and using **CAPITAL** letters.

### Personal Details

Family Name/Surname \_\_\_\_\_

Other Names \_\_\_\_\_

Title (Mr/Mrs/Miss/Ms/Dr/Other) \_\_\_\_\_

Gender (please tick)  M  F

Date of Birth     /     /      
DD / MM / YYYY

Marital Status (please tick)  Married  Single  Other

Country of Birth \_\_\_\_\_

Nationality \_\_\_\_\_

Country of Residence \_\_\_\_\_

Passport No. \_\_\_\_\_

Permanent Address \_\_\_\_\_  
\_\_\_\_\_

Country \_\_\_\_\_

Post/Zip Code \_\_\_\_\_

E-mail \_\_\_\_\_

Home Tel No \_\_\_\_\_

Mobile/Cell No \_\_\_\_\_

Correspondence Address (if different from above) \_\_\_\_\_  
\_\_\_\_\_

Country \_\_\_\_\_

Post/Zip Code \_\_\_\_\_

E-mail \_\_\_\_\_

Tel No \_\_\_\_\_

Mobile/Cell No \_\_\_\_\_

## Academic and Professional Qualifications

Please ensure that you send **certified** copies of your award certificates and transcript of subjects (for all years of study) with your application, translated into English where appropriate.

### Most Recent/Current Academic Qualifications

Name of University/College (including country)	Qualification obtained e.g. MSc, BCom, PG Diploma	Grade e.g. first, second, pass, distinction	Main Subject Area	Date of Award (or Expected Award Date)

Length of Course (years): \_\_\_\_\_

Dates of Attendance:

From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
DD / MM / YYYY DD / MM / YYYY

Mode of Study (tick as appropriate):

Full-Time

Part-Time

Distance Learning

### Other Academic Qualifications Completed

Please list any other relevant academic qualifications obtained from the age of 16 onwards.

Name of University/College/School (including country)	Qualification obtained e.g. degree, diploma, school level	Grade e.g. first, second, pass, distinction	Study Mode Full-time, Part-time or distance learning	Date of Award (or Expected Award Date)	Period of Study month/year to month/year

### Professional Qualifications

Please provide details of membership of any professional bodies or other qualifications.

Name of Professional Body	Classification of Membership e.g. student, affiliate, fellow	Entry Route e.g. by examination, work experience, prior learning	Date Admitted (or Expected Date)

## Employment Information

Please provide details of your current and previous employment and work experience. You may, **in addition to completing this section**, include a CV.

### Most Recent/Current Employment

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

\_\_\_\_\_

Country \_\_\_\_\_ Post/Zip Code \_\_\_\_\_

Telephone No \_\_\_\_\_ Fax No \_\_\_\_\_

Web Address \_\_\_\_\_

Position held \_\_\_\_\_

Full-Time

Part-Time

Start Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Finish Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
DD / MM / YYYY DD / MM / YYYY

Describe the nature of the work undertaken and your main areas of responsibility \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Previous Employment

Name of Company	Dates of Employment mm/yy      mm/yy	Position Held	Full/Part-Time

## English language

An excellent command of the English language is required for entry to the programme. If you do not hold an English language qualification, or it has been over two years since you sat a test or studied in English you may be required to obtain one prior to admission.

Is English your first language? Yes  No

If no, what is your first language? \_\_\_\_\_

Was English the language of instruction for your previous qualifications? Yes  No

If yes, please indicate in the boxes below how many years you have spent studying in English.

At School  At University  Other

Please indicate the year in which you last studied in English. \_\_\_\_\_

## English Language Tests

If English is not your first language, please give details of any English language qualifications you have undertaken within the last two years (or are registered to take) and attach certified copies of your certificates/test results.

Name of English language test \_\_\_\_\_

Date of test     /     /      
DD / MM / YYYY

Mark/grade obtained

Name of English language test \_\_\_\_\_

Date of test     /     /      
DD / MM / YYYY

Mark/grade obtained

## Other

If English is the main language of communication at your place of employment we may consider this in lieu of an English language test.

Do you converse in English on a daily basis at your place of employment? Yes  No

If yes, please ask your employer to provide you with a written statement confirming this and attesting to your level of proficiency (this statement must be submitted on a company letterhead and be signed and dated by your employer). This statement should accompany your application to the programme.

## Confidential References

Two people who have knowledge of your academic and professional ability must provide references in **support** of your application to Edinburgh Business School.

- If you are currently a student or have recently completed your studies, one of your referees must be a lecturer or professor from your university.
- The other referee should preferably be the person you report to in your current company. If you do not wish to inform your current employer that you are applying for admission to Edinburgh Business School please submit references from your previous employers.
  
- If you did not attend university or you did so a long time ago, you may wish to seek a reference from someone else who can comment on your learning abilities, e.g. a supervisor or staff training officer.

References should be submitted in a sealed envelope, be typed on the university/company's official letterhead and include the postal address, telephone number, fax number and email address of the referee. They must be signed, dated and be officially stamped where possible.

Please supply details of your chosen referees below:

Referee's Name	_____
Address	_____ _____
Country	_____
Post/Zip Code	_____
Telephone No	_____
Fax No	_____
Email	_____
Web Address	_____
Relationship to you	_____

Referee's Name	_____
Address	_____ _____
Country	_____
Post/Zip Code	_____
Telephone No	_____
Fax No	_____
Email	_____
Web Address	_____
Relationship to you	_____

## Marketing Information

How did you learn about the postgraduate opportunities at Heriot-Watt University?

Edinburgh Business School Website	<input type="checkbox"/>	Heriot-Watt University Website	<input type="checkbox"/>	Prospectus	<input type="checkbox"/>
Graduate Courses Website	<input type="checkbox"/>	Career Service/Educational Advisor	<input type="checkbox"/>	Careers Fair	<input type="checkbox"/>
Education Fair	<input type="checkbox"/>	British Council	<input type="checkbox"/>	Word of Mouth	<input type="checkbox"/>
Edinburgh Business School Alumni/Student	<input type="checkbox"/>	Company Recommendation	<input type="checkbox"/>	Advertisement	<input type="checkbox"/>
Other	<input type="checkbox"/>				

Please provide specific details for any of the above \_\_\_\_\_

## Equal Opportunities Monitoring

The University encourages applications from students from all cultural and ethnic backgrounds and as part of our Equal Opportunities Action Plan we are committed to finding out and understanding as much as possible about the ethnic make-up of our student body. This not only allows us to fulfil the requirements of the Race Relations (Amendment) Act 2000 but helps us to proactively address the individual needs of different ethnic or religious groups, and also promote good race relations across the whole institution. The information you provide here is crucial to this process. If however you do not wish to give this information please select “Do not wish to specify”.

Arab	<input type="checkbox"/>	Black African	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Black/British Black Caribbean	<input type="checkbox"/>	Other Mixed Background	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Black Other	<input type="checkbox"/>	Other Ethnic Background	<input type="checkbox"/>
Indian	<input type="checkbox"/>	White	<input type="checkbox"/>	Do not wish to specify	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Additional information can be detailed below if you wish:	
Other Asian	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>		

## Disability/Medical Condition/Special Need

The University welcomes students with disabilities and will try to meet your needs. The information you provide on the application form will help us to do this. If you have a disability, special need or medical condition please select the most appropriate option from the list. If you do not have a disability, special needs or a medical condition please enter “No Disability”. If you do not wish to give information please select “Do not wish to specify”.

No Disability	<input type="checkbox"/>	Personal Care Support	<input type="checkbox"/>
Autistic Spectrum Disorder	<input type="checkbox"/>	Specific Learning Difficulty	<input type="checkbox"/>
Blind/Partially Sighted	<input type="checkbox"/>	Wheelchair/Mobility Difficulties	<input type="checkbox"/>
Deaf/Hearing Impairment	<input type="checkbox"/>	A Disability Not Listed	<input type="checkbox"/>
Dyslexia	<input type="checkbox"/>	Do not wish to specify	<input type="checkbox"/>
Mental Health Difficulties	<input type="checkbox"/>	Additional information can be detailed below if you wish:	
Multiple Disabilities	<input type="checkbox"/>		

## Area of Research Interest

Please give further information in support of your application to include; your chosen area of research, any experience you have in the area, the aim of the research, the level of access you have to the necessary data and any research experience.

## Declaration

I am applying for admission to Edinburgh Business School, the Graduate School of Business of Heriot-Watt University. I understand that the decision to offer me a place rests with the School whose decision is final. If I am offered and accept a place on the programme, I undertake to abide by the rules and regulations of the School and Heriot-Watt University. I certify that the information given in this application is correct and confirm that the documentation I have supplied with my application is genuine.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Return completed form and supporting documents to:  
DBA Admissions, Edinburgh Business School, Heriot-Watt University, Edinburgh, EH14 4AS, UK.